

**DISTRICT EDUCATION COUNCIL  
ANGLOPHONE NORTH SCHOOL DISTRICT**

**MINUTES  
June 22, 2020  
Office of the Superintendent**

Present: Micheal Mortlock, Chair  
Joe Petersen, Vice-Chair  
Andy Flanagan  
Brittnee Gallant  
Carmel Hambrook  
Rev. Albertine LeBlanc  
Nancy McBain  
Sheila Rogers  
Mark Donovan, Superintendent  
Brenda Dunnett, Executive Assistant

<b>AGENDA ITEMS</b>	
<b>A.</b>	<p><b>CALL TO ORDER</b></p> <p>Mr. Mortlock called the meeting of the District Education Council to order at 5:30 p.m. at the Office of the Superintendent on June 22, 2020.</p>
<b>B.</b>	<p><b>APPROVAL OF AGENDA</b></p> <p><b>IT WAS MOVED BY</b> Joe Petersen and seconded by Carmel Hambrook that the Agenda be approved. <b>MOTION CARRIED.</b></p>
<b>C.</b>	<p><b>APPROVAL OF MINUTES</b></p> <p><b>IT WAS MOVED BY</b> Sheila Rogers and seconded by Andy Flanagan that the minutes of the February 11, 2020 meeting be approved. <b>MOTION CARRIED.</b></p> <p>The March, April and May 2020 meetings of the District Education Council were cancelled due to the COVID-19 pandemic.</p>
<b>D.</b>	<p><b>BUSINESS ARISING FROM MINUTES</b></p> <p>Nancy McBain provided a follow-up to her inquiry about “Standards for Seclusion and Physical Restraint”, which she raised at the February 11, 2020 meeting. Ms. McBain stated that following the February meeting, Mr. Donovan forwarded, to her and to Sheila Rogers, the provincial document entitled, “Ensuring Student and Staff Safety: Guidelines for Restraint and Seclusion Procedures in Schools”. Ms. McBain stated it was not necessary for her and Ms. Rogers to meet with ASD-N’s Education Support Services Team as this document, which the Department of</p>

	<p>Education and Early Childhood Development implemented in 2017, covered all of the questions she had about seclusion guidelines.</p> <p>Mr. Donovan informed Council members that principals will receive training on the above-mentioned document at the Administrators' Meeting in August.</p> <p>Sheila Rogers requested that this document be forwarded to all Council members for their information.</p>
<b>E.</b>	<p><b>CONSENT AGENDA ITEMS</b></p> <p><b>Policy Monitoring</b></p> <ul style="list-style-type: none"> <li>(i) GP 1,2,3,4,5,7 – Meeting Review Form</li> <li>(ii) C/SR 4 – Meeting Review Form</li> <li>(iii) EL 1,7 – Meeting Review Form</li> <li>(iv) E-2, E-6, E-9, E-12, GP-4, GP-8, GP-9, GP-9a, GP-10, C/SR-1, C/SR-2, C/SR-3, EL-2, EL-4,EL-6, EL-12, EL-14 – In Compliance – See Attached Briefing Notes</li> </ul> <p><b>IT WAS MOVED BY</b> Joe Petersen and seconded by Rev. Albertine LeBlanc that the Consent Agenda Items be approved. <b>MOTION CARRIED.</b></p>
<b>F.</b>	<p><b>CORRESPONDENCE</b></p> <p>There were no new correspondence items.</p>
<b>G.</b>	<p><b>NEW BUSINESS</b></p> <p><b>(a) Superintendent's Evaluation Report</b></p> <p><b>IT WAS MOVED BY</b> Carmel Hambrook and seconded by Andy Flanagan that the Superintendent's Evaluation Report be approved as presented and that Mr. Donovan receive a two-step salary increase, effective July 1, 2020. <b>MOTION CARRIED.</b></p> <p><b>(b) Major Capital Projects – 2021-2022</b></p> <p>Council members unanimously agreed to resubmit ASD-N's current Major Capital Project, "the construction of the new K-8 school in Campbellton", as its priority for the 2021-2022 fiscal year.</p> <p><b>(c) Capital Improvement Projects – 2021-2022</b></p> <p><b>IT WAS MOVED BY</b> Joe Petersen and seconded by Sheila Rogers that the 2021-2022 Capital Improvement Projects be approved as submitted, but that district staff have authorization to adjust the list if a situation warrants a change in priority levels. <b>MOTION CARRIED.</b></p>

	<p>Council members reviewed the 2019-2020 fiscal year-end report that was prepared by Mr. Tim Dunn, Director of Finance and Administration. Mr. Donovan noted that Anglophone North School District ended its fiscal year with a surplus. \$250,000 of this surplus was carried over into ASD-N's 2020-2021 operational budget, and the remaining balance of the surplus was returned to the provincial government. Council members extended their congratulations to Mr. Dunn for his excellent work in managing ASD-N's finances.</p> <p><b>IT WAS MOVED BY</b> Andy Flanagan and seconded by Joe Petersen that Anglophone North School District's 2019-2020 fiscal year-end report be approved as submitted. <b>MOTION CARRIED.</b></p>
<p><b>H.</b></p>	<p><b>CHAIR'S COMMENTS</b></p> <p>Mr. Mortlock reported as follows:</p> <ul style="list-style-type: none"> <li>• District Education Council elections have been delayed until the municipal and hospital board elections are announced.</li> <li>• Mr. Mortlock and Mr. Petersen participated in conference calls pertaining to plans to reopen schools in September.</li> <li>• Mr. Mortlock commended district staff on their work during the COVID-19 pandemic. He shared some concerns and issues that will need to be resolved in order to protect students and staff when schools reopen.</li> <li>• Mr. Donovan noted that schools will develop an Operational Plan, in consultation with Barb McFarlane, District Health and Safety Coordinator, outlining how they plan to manage daily operations, while respecting safety and cleaning protocols, ie. social distancing, handwashing, etc. Mr. Donovan stated that extra custodians will be hired to assist schools in following these protocols.</li> <li>• Mr. Mortlock invited Council members to provide him and Joe Petersen with their thoughts and any feedback that they receive from parents concerning the reopening of schools in September. Mr. Mortlock and Mr. Petersen will share this information with the Minister and Deputy Minister.</li> <li>• Council members can return their laptops to the school district if they are no longer using them. These laptops could be reassigned to students who need them.</li> <li>• Since the PSSC Appreciation Dinner had to be cancelled due to the pandemic, the two iPads that were purchased as incentives for the dinner were donated to King Street Elementary School and Terry Fox Elementary School for having the highest percentage of participation in the Virtual Olympics.</li> </ul>

## I. SUPERINTENDENT'S COMMENTS

- Nominations for “Outstanding Volunteers” were awarded to:
  - Greg Fearon – Harcourt School
  - Emily Henry – Terry Fox Elementary School
- Starfish Awards were awarded to:
  - Jessica Montgomery, Educational Assistant – Campbellton Middle School
  - Erica Allain, School Social Worker - Dalhousie Regional High School
  - Véronique Doucet, Mental Health Social Worker – DRHS
  - Marie-Claire Senechal, Mental Health Social Worker – DRHS
  - Emily Comeau, Teacher – King Street Elementary School
  - Donna Savoie, Teacher – Lord Beaverbrook School
  - Marlene Cooper, Educational Assistant – Nelson Rural School
  - Stacey Savoie, Guidance Counsellor – Sugarloaf Senior High School
- Mr. Donovan reviewed the COVID-19 timeline from March 16, when schools closed, to the end of Home Learning on June 12. He also reported on the daily Skype meetings that were held with the Department of Education and Early Child Development, Senior Management Team, and principals during the pandemic. These meetings were followed up by Mr. Donovan’s daily and weekly updates for all ASD-N staff and District Education Council members.
- In spite of the changes to the school year, ASD-N was able to be creative, with safety protocols in mind, and find new ways of continuing its end-of-year events, such as the Turnaround Achievement Awards, Students First Awards, Virtual Olympics, Celebrating Innovation, graduations, retirements and other year-end ceremonies.
- During the week of June 15-19, teachers participated in professional learning sessions on Office 365, D2L, etc., to prepare them for the reopening of schools in September. Teachers will also receive information about optional professional learning opportunities that will be offered during the summer.
- Mr. Donovan distributed the “Return to Schools” plan for September 2020, which outlines the Department of Education and Early Childhood Development’s provincial expectations and standards for the safe operation of public schools during the COVID-19 pandemic. He also reviewed EECD’s memo, “Learning in 2020-2021 School Year”, and the supporting PowerPoint presentation.

Mr. Donovan shared the following highlights from these documents:

	<ul style="list-style-type: none"> <li>- The focus is on student groups/bubbles and minimizing social interaction between bubbles.</li> <li>- In the K-2 classes, there will be a reduction in the number of students in each class, resulting in the need for more teachers and more classrooms. In order to meet the need for more teachers, ASD-N has reassigned two-thirds of its “lead” teachers to the classrooms.</li> <li>- There are no major changes in the number of students per classroom in Grades 3-12.</li> <li>- Autonomy at the school level is emphasized, ie. French Second Language.</li> <li>- Updated curriculum documents are now accessible to all staff.</li> <li>- Updates to curriculum documents will continue throughout the summer.</li> <li>- There will be an emphasis on literacy, numeracy, cross-curricular teaching and social/emotional learning.</li> </ul> <ul style="list-style-type: none"> <li>• DEC members raised several specific questions about the plan for reopening schools in September. Mr. Donovan noted that although there are currently some unanswered questions, more policies and updates will be forthcoming in July and August. He anticipates that during the week of August 31-September 4, districts will also be communicating with parents about the reopening of schools.</li> <li>• Mr. Donovan noted that proper screening of Kindergarten children will be conducted during the first week of school. This screening was cancelled in the spring due to the COVID-19 pandemic.</li> <li>• In his closing comments, Mr. Donovan reflected on the last four months as being very challenging. He noted, however, that the framework for the “Return to Schools” will allow district staff to proceed with planning. Details will be finalized when principals return in August.</li> </ul>
<b>J.</b>	<p><b>DEC MEMBERS’ COMMENTS</b></p> <p>The DEC members deferred their comments until the August 17, 2020 meeting.</p>
<b>K.</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The next regular meeting of the District Education Council will take place on August 17, 2020.</p> <p>The meeting adjourned at 7:00 p.m. on a motion by Joe Petersen.</p>

Respectfully submitted,

*Original signed by Brenda Dunnett*

Brenda Dunnett  
Executive Assistant to the Superintendent/DEC