

**DISTRICT EDUCATION COUNCIL  
ANGLOPHONE NORTH SCHOOL DISTRICT**

**MINUTES  
January 20, 2014  
Office of the Superintendent**

Present: Micheal Mortlock, Chair  
Mike Coster, Vice-Chair  
Ron Ecker  
Raymond Murphy  
Joe Petersen  
Sheila Rogers  
Beth Stymiest, Superintendent  
Brenda Dunnett, Executive Assistant

Regrets: Andy Flanagan

	<b>AGENDA ITEM</b>
<b>A.</b>	<p><b>CALL TO ORDER</b></p> <p>Mr. Mortlock called the meeting to order at 5:30 p.m. at the Office of the Superintendent.</p>
<b>B.</b>	<p><b>APPROVAL OF AGENDA</b></p> <p><b>IT WAS MOVED BY</b> Sheila Rogers and seconded by Raymond Murphy that the agenda be approved. <b>MOTION CARRIED.</b></p>
<b>C.</b>	<p><b>APPROVAL OF MINUTES</b></p> <p>In order to convey the District Education Council's appreciation to all three schools in the Rexton area with regard to the stand-off incident in October, 2013, a revision will be made to Page 2, Paragraph 4, as follows:</p> <p><i>...Council members expressed their appreciation to Ms. Wilson and her staff, as well as to the principals and staff of Eleanor W. Graham Middle School and Bonar Law Memorial School, for their excellent efforts in ensuring the safety of the students during this stand-off.</i></p> <p><b>IT WAS MOVED BY</b> Joe Petersen and seconded by Ron Ecker that the minutes of the December 9, 2013 meeting be approved with this revision. <b>MOTION CARRIED.</b></p>

<p><b>D.</b></p>	<p><b>BUSINESS ARISING FROM MINUTES</b></p> <p><b>(a) Ian Baillie Primary School - Update</b></p> <p>Mrs. Stymiest reported that things are going well at Ian Baillie Primary School. She noted that a .5 teacher has been hired to cover classes for Mrs. Beth McCarthy, Principal, in order to allow Mrs. McCarthy more administrative time at the school. Air quality tests are being conducted and the school is being closely monitored by the Facilities Manager. Contract “B” bus drivers are transporting Ian Baillie students to Dr. Losier Middle School and James M. Hill Memorial High School for Physical Education classes. Mr. Mortlock re-affirmed Minister Blais’ commitment to repair the school. The approximate cost of the repair is \$346,000; however, this amount may increase if more damage is found behind the walls. There is a possibility that Ian Baillie Primary School may close early in June in order to allow sufficient time for the construction process.</p>
<p><b>E.</b></p>	<p><b>PRESENTATION: Detailed Budget Report – Tim Dunn</b></p> <p>Mr. Tim Dunn, Director of Finance and Administration, distributed and reviewed the detailed budget report. He indicated that this report is based on actual expenditures as of December 31, 2013 and forecasted expenditures from January 1, 2014 to March 31, 2014. He noted a small deficit in Instruction, but he expects this will be offset before fiscal year-end. The Student Support Services budget shows a surplus of \$102,003, which will decrease as remaining positions are filled.</p> <p>Discussion followed with regard to the deficit of \$101,208 in the Plant Operation and Maintenance budget. Mr. Dunn indicated that this deficit is mostly due to the replacement costs of custodians, costs that have doubled during the past few years. He noted that a change in the replacement policy has contributed to these increased costs. Mr. Dunn indicated that other districts are encountering similar problems and suggested the need for a provincial standard. Mr. Mortlock requested Mr. Dunn and Mrs. Anne Heckbert, Director of Human Resources, to review the collective agreement and provide the District Education Council members with pertinent information that they can review in order to bring the district’s policy in line to better serve the needs of Anglophone North School District.</p> <p>Mr. Dunn indicated that the projected deficit in Pupil Transportation is due to the fluctuation in fuel prices, as well as special arrangements that have been made to transport students who are taking part in a new program that is housed in one of the district’s high schools. The surplus projected in District Office Operations is a result of employees who have not yet reached the control maximum point of their wages. Mr. Dunn noted that the Inter Departmental Projects budget is showing a deficit; however, he expects that the district will receive funding from the Department of Education and Early Childhood Development to help offset this amount.</p>

	<p>Mr. Dunn concluded his presentation by stating that the district is expected to have a balanced budget at fiscal year-end. He noted, however, that this will depend on electricity and other costs that are beyond the district’s control.</p> <p>Council members commended and expressed their appreciation to Mr. Dunn for preparing such a concise report and for explaining the budget so clearly to them.</p>
<b>F.</b>	<p><b>CONSENT AGENDA ITEMS</b></p> <p><b>(a) 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 - In Compliance - See Attached Briefing Notes</li> </ul> <p><b>(b) New Educational Hirings</b></p> <p><b>IT WAS MOVED BY</b> Raymond Murphy and seconded by Mike Coster that the Consent Agenda Items be approved. <b>MOTION CARRIED.</b></p>
<b>G.</b>	<p><b>CORRESPONDENCE</b></p> <p>All correspondence items have been forwarded to Council members for their review.</p>
<b>H.</b>	<p><b>NEW BUSINESS</b></p> <p><b>(a) Draft Provincial Report Card – Joan MacMillan</b></p> <p>Ms. Joan MacMillan, Director of Curriculum and Instruction, gave a presentation on the draft provincial report card and the changes that are being proposed. She stated that there will be four reporting periods with two types of reports – two progress reports in November and March and two achievement reports in January and June. The report card will be based on curriculum outcomes and will have specific performance indicators rather than nominal grades or letter grades. It is being revised in an effort to offer consistency across the grade levels, with the exception of the Kindergarten report card which may be slightly different. Parent/Teacher meetings will take place in November and March, which will align with the high school reporting periods.</p> <p>Ms. MacMillan reviewed the various sections of the report card and explained the Progress Indicators, the Achievement Indicators, the Learning Habits Indicators and the Learning Habits Descriptors. Ms. MacMillan also reviewed sample report cards. She noted that there will be a provincial report card designated for K-2, Grades 3-5, and Grades 6-8.</p>

	<p>Council members discussed some of their concerns about the draft report card. They agreed that there is too much gap between the “Very Good” and “Satisfactory” indicators under the Learning Habits section, and they suggested that possibly there should be a “Good” indicator. Ms. MacMillan invited the members to record this and any other comments on the feedback form that she provided in the handout. She requested District Education Council members to scan the completed feedback form and send it by email, or by fax, to Mrs. Dunnett before the first week of February. This feedback is important and it will be forwarded to the provincial committee for their consideration in making changes. Parents will also be given an opportunity to submit their feedback through an online survey.</p> <p>The District Education Council members expressed their appreciation to Ms. MacMillan for presenting the draft provincial report card to them.</p> <p><b>(b) First Nations DEC Representative</b></p> <p>Mr. Mortlock indicated that letters were sent out to the Chiefs of the nine First Nations communities in Anglophone North School District requesting nominations for a First Nations representative to the District Education Council. He indicated that the district received one response and that response has been forwarded to the Minister of Education and Early Childhood Development for consideration. Mr. Mortlock indicated that as soon as he receives the Minister’s announcement, he will notify Council members accordingly.</p>
I.	<p><b>CHAIR’S COMMENTS</b></p> <p>Mr. Mortlock stated that a meeting was held with Hon. Marie-Claude Blais, the Parent School Support Committee of Ian Baillie Primary School, the principal, teachers, as well as district and provincial staff on December 12, 2013. At that meeting, Minister Blais assured the parents of Ian Baillie Primary School that, as per their wishes, their children can remain at their school until the end of the school year. The Minister also confirmed that the construction work will be considered a repair and not a mid-life upgrade.</p> <p>In the event that it is necessary to close Ian Baillie Primary School early in June due to the construction process, professional development activities may be considered for the teachers during the time that is remaining in the school year. However, this will be left to the discretion of the Superintendent.</p> <p>Mr. Mortlock indicated that a motion was in order to have the Parent School Support Committee budgets allocated to the schools. <b>IT WAS MOVED BY Mike Coster and seconded by Raymond Murphy that the 2013-2014 PSSC budget for each school will be based on \$3.25 per student, or the standard base amount of \$500 for smaller schools. MOTION CARRIED.</b></p>

	<p>Mr. Mortlock indicated that he approved Mrs. Stymiest's request for vacation time scheduled for March 21-28, 2014.</p> <p>Mr. Mortlock confirmed that the Spring Symposium will be held in Miramichi on May 23-25, 2014. Mr. Mortlock informed Council members that he will be unable to attend the symposium in Miramichi due to a previous commitment. He also noted that he has not yet received a formal reply to Council's letter requesting that the location of the symposium be changed to Bathurst.</p>
J.	<p><b>SUPERINTENDENT'S COMMENTS</b></p> <p>Two nominations for Outstanding Volunteers were received – Starlene Matchett and Joetta Dunn. <b>IT WAS MOVED BY</b> Joe Petersen and seconded by Sheila Rogers that Certificates of Appreciation be prepared and forwarded to each of these volunteers. <b>MOTION CARRIED.</b></p> <p>Mrs. Stymiest reviewed the names of twenty employees in Anglophone North School District who received the Starfish Award in January.</p> <p>Mrs. Stymiest indicated that she has attended several meetings with regard to Program Vesta, a program designed to identify efficiencies and generate cost savings in all departments and agencies in New Brunswick. The Department of Education and Early Childhood Development is currently working on several projects with regard to this program.</p> <p>Mrs. Stymiest reported on two Performance Excellence initiatives in which she and the senior administrative staff have been very involved. Staff members are being trained how to find ways to save money, and how organizational skills can be improved.</p> <p>The administrators' meeting held on January 14, 2014 was very successful, and Mrs. Stymiest has received some very positive feedback following that meeting. She is pleased to see that the staff is now starting to come together as one district.</p> <p>Mrs. Stymiest informed Council members that it will be necessary to change several names in the District Improvement Plan to reflect positions that have changed since the plan was developed. Mr. Mortlock advised that a motion was not necessary to approve these changes in names, as long as there are no changes to the actions.</p> <p>The CUTE Awards will be held at James M. Hill Memorial High School on March 19, 2014. Mrs. Stymiest indicated that the district will be considering other regions in Anglophone North School District that may have particular strengths (ie. public speaking, etc.) in order that they can host similar events.</p>

**K.****DEC MEMBERS' COMMENTS**

Mr. Murphy noted that he has heard many positive comments about Rexton Elementary School's Acting Vice-Principal. Haley Murphy will be replacing the school's Vice-Principal, Virginia Richard, who will be on leave for the remainder of this school year.

Mr. Murphy informed Council members that Kevin MacPherson, a former District 16 District Education Council member, has passed away suddenly. A sympathy card will be sent to his family.

Mr. Coster requested that a letter of appreciation be sent to the art instructor and students who prepared the Christmas Card for the Education and Early Childhood Development building in Fredericton. Mr. Mortlock will also request a copy of the photo that was taken during the presentation of this card, and he will forward it to Council members.

Mrs. Rogers reported on the Provincial Curriculum Advisory Committee meetings that she attended on December 9 and 10, 2013 in Fredericton. She noted that among the members of the committee were representatives from UNB, St. Thomas University, and Crandall University. The meeting was very intense and included presentations by the Department of Education and Early Childhood Development. Ms. Rogers indicated that she enjoyed the meetings and described the work of this committee as going forward. The next meeting is scheduled for February 7, 2014.

Mr. Ecker indicated that at a recent Parent School Support Committee meeting he attended at North & South Esk Elementary School, parents raised a concern about having to decide whether they should keep their children at home on the questionable weather day of December 16. At this meeting, Mr. Jamie Henderson, Principal, informed parents that he had a very good discussion with Mrs. Stymiest in this regard. Mrs. Stymiest advised Council members that discussions have recently been held with the various partners who will be involved in providing accurate information to the district when school closures are being considered. She noted that the district will make every effort to ensure that parents are not placed in similar situations in the future.

Mr. Murphy has a PSSC cluster meeting scheduled for March 25, 2014 and Mr. Mortlock has a cluster meeting scheduled for April 7, 2014.

Mr. Mortlock confirmed that the PSSC Appreciation Dinner will be held on Wednesday, May 7, 2014, at the Gowan Brae Golf and Country Club in Bathurst. The Deputy Minister and Assistant Deputy Minister will be invited to attend this dinner. Mrs. Dunnett will send invitations to all of the PSSC members in the district in order to obtain an early indication of numbers.

<b>L.</b>	<b>DATE OF NEXT MEETING</b>  The next District Education Council meeting will be held on February 17, 2014 at the Office of the Superintendent.  The meeting adjourned at 7:05 p.m. on a motion by Raymond Murphy.
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Respectfully submitted,

Brenda Dunnett  
Executive Assistant to the Superintendent