



Anglophone East School District

District scolaire anglophone Est

MINUTES

ANGLOPHONE EAST SCHOOL DISTRICT DISTRICT EDUCATION COUNCIL

November 18, 2025 - 6:30 PM

Livestreamed on the ASD-E District Education Council Facebook page:

<https://www.facebook.com/asdedec>

1. Call to Order

The business meeting of the District Education Council, Anglophone East School District, was held in person and livestreamed, Novembre 18, 2025, at 6:57pm.

PRESENT:

VAUTOUR, DOMINIC, CHAIR

OWEN, MARK, VICE-CHAIR

CAVOUKIAN, KRISTIN

HEBBLETHWAITE, IAN

FOLKINS, MICHELLE

KNOCKWOOD, JOLYNE

MACDONALD, DUANE

COTE, VERONIQUE, STUDENT DEC MEMBER

MACLEAN, RANDOLPH J., SUPERINTENDENT & CEO

CHIASSON, JANIQUE, EXECUTIVE ASSISTANT TO THE SUPERINTENDENT & CEO,
DISTRICT EDUCATION SECRETARY

WITH REGRETS:

DOYLE, HARRY

MORTON, ALEX

ALSO PRESENT:

STEPHANIE PATTERSON, DIRECTOR OF COMMUNICATIONS

JACQUI EADLE, DIRECTOR OF HUMAN RESOURCES

AUBREY KIRKPATRICK, DIRECTOR OF FINANCE AND ADMINISTRATION



Anglophone East School District

District scolaire anglophone Est

2. Land Acknowledgement

ANGLOPHONE EAST SCHOOL DISTRICT WOULD LIKE TO RESPECTFULLY ACKNOWLEDGE THAT WE GATHER ON THE UNCEDED, TRADITIONAL TERRITORY OF THE MI'KMAQ PEOPLE. IN THE SPIRIT OF PEACE AND FRIENDSHIP, WE EXPRESS GRATITUDE FOR THE HISTORY, CULTURE, RIGHTS AND TRADITIONS OF MI'KMAQ PEOPLE AND COMMIT TO RECONCILIATION THROUGH EDUCATION AND HONORING THOSE THAT WERE HERE BEFORE US.

The land acknowledgment was read by Kristin Cavoukian

3. Agenda Approval

Moved by DEC member Duane MacDonald, and seconded by Vice-Chair, Mark Owen, to approve the agenda as amended.

Motion carried

4. Declaration of Conflict of Interest

No declaration of conflict of interest was presented.

5. Approval of the minutes from the meeting held on:

5.1. October 21, 2025

Moved by DEC member Michelle Folkins, and seconded by DEC member Jolyne Knockwood, that the minutes be approved as presented.

Motion Carried

6. Correspondence

6.1. Memo - Shape a Child, Shape the World Campaign

7. Business arising from the previous meeting.

At a special meeting held on November 4, a motion was passed to vacate a seat on a Parent School Support Committee (PSSC) in accordance with Section 15.7 of the Governance Structure Regulation under the Education Act. As a result, the seat was formally vacated as required by regulation.



Anglophone East School District

District scolaire anglophone Est

7:00 PM – Reports

8. Superintendent/CEO's Report – Randolph J. MacLEAN

8.1. New Administrator & Teacher Support and Growth Team Presentation

The Superintendent & CEO introduced the team and highlighted the importance of their work, noting that over one-third of the district's teaching staff has fewer than three years of experience, alongside ongoing curriculum changes that add pressure to classrooms. To address this, the district is shifting from a model of continuous recruitment to one that emphasizes retention-focused support. The team is led by Craig Hutchings, a former principal responsible for teacher and administrator growth, and includes bilingual K–12 support teachers—Carolyn, Sean, Wanda, and Todd. Their work centers on system-wide collaboration with administrators and teachers, providing strengthened onboarding, mentorship, classroom support, and ongoing validation for early-career educators. The Superintendent concluded by stressing that a strong retention strategy is essential for achieving district improvement goals and reducing the need for repeated recruitment cycles.

Craig Hutchings provided an overview of the purpose and scope of his team's work, outlining the comprehensive support offered to new teachers across the district. Each member of his team presented a component of the overall program, which includes the new teacher mentorship program, the Anglophone East-exclusive New Teacher Handbook, classroom management guidance for supply teachers, behavior management strategies, data collection and assessment support, and opportunities for collaborative sessions, including ESS Connect and the AI Tech Team. The handbook, available in both digital and print formats, is fully searchable and aligned with key teaching domains, including professional practice, planning and preparation, and instructional delivery. It also includes information on district improvement goals, employment processes, HR requirements, directives, curriculum guidance, and practical strategies to support early-career teachers.

During the discussion, Mark Owen raised thoughtful points about the mentorship program, noting the challenges of retaining mentors and the need for incentives. Craig acknowledged these realities but emphasized that by being present in schools, his team provides direct support and relationship-building that have strengthened retention over the past three years. Kristin Cavoukian asked whether the handbook includes instructions on entering teacher absences, to which the team confirmed that it does.

The Superintendent & CEO emphasized that onboarding, mentorship, and targeted support are designed to assist teachers before or shortly after they enter the classroom, with additional help offered whenever requested by principals or teachers. The team also tracks all support activities, by school, frequency, duration, and type, to ensure effective follow-up and a data-driven approach to teacher assistance.



Anglophone East School District

District scolaire anglophone Est

The Chair, Dominic Vautour, expressed sincere appreciation to Craig and his team for their exceptional work, innovative ideas, and meaningful impact on both teachers and students. The group also discussed the broader financial and operational benefits of the program, noting that strengthening teacher support significantly reduces recruitment costs and minimizes classroom disruption. As such, investing in teacher development and retention contributes directly to district stability and long-term cost savings while improving outcomes for over 20,000 students.

8.2. PSSC meeting dates

The Superintendent & CEO reviewed the document outlining upcoming PSSC meeting dates, noting that the schedule has been shared in the members' package. He added that if any dates change, adjustments will be made and redistributed as needed. The commitment to maintaining clear and timely communication regarding all PSSC dates was reaffirmed.

8.3. District Education Council - Minister's Forum

The Superintendent & CEO turned this item over to the Chair, noting that the Vice-Chair will attend the upcoming forum and that he himself will also be present on December 1. He reviewed the agenda and encouraged members to share any questions or comments with him or with Mark in advance so they can be brought forward to the Minister and addressed directly, with responses shared back with the committee. The forum will include both formal agenda items and opportunities for informal discussion.

A motion was passed to send a letter to the Minister outlining transportation safety concerns, and the Superintendent & CEO confirmed that these concerns will also be raised as part of the district's advocacy during the forum.

8.4. 10-Year Education Plan - Public Consultation

The Superintendent & CEO referenced the recent public meeting and accompanying document, noting that the Director of Communications, on his behalf, distributed a QR code survey inviting students and parents to participate. The Chair observed that while the concept was strong, the public session itself was less effective than hoped; attendance was limited to about 40 people, and some felt the questions posed were overly vague, which may have affected engagement. Kristin also provided feedback reflecting similar concerns.

In addition to the in-person session, a QR code survey was sent to all 20,504 students, and a public survey was distributed to approximately 38,000 families, with early responses described as promising. Members agreed on the importance of gathering broad input to ensure diverse perspectives and avoid blind spots. Data collection is ongoing, and the Superintendent confirmed that results will be shared once the surveys close and analysis is complete.



Anglophone East School District

District scolaire anglophone Est

8.5. Mount Allison University Bachelor of Education Program

University leadership has confirmed their engagement, with a meeting scheduled for November 26 involving Anglophone East senior staff to explore partnership opportunities. Discussions will focus on how the university, and the district can collaborate to support interns, enhance program design, and better align teacher preparation with classroom needs, an effort that has also generated enthusiasm among alumni. The district is actively exploring this partnership with both the university and the province, and further details will be shared once these meetings have taken place.

8.6. School Improvement Plan meetings – Update

The Superintendent & CEO reported that the district continues to hold twice-yearly meetings with principals and leadership teams to review fall and spring data, monitor student progress, and plan targeted interventions. To date, 20 schools have participated, and schedules along with exemplar materials, such as the Birchmount English literacy plan, have been shared. These sessions focus on student achievement, the effectiveness of interventions, and alignment with the district’s mission and vision. The process is ongoing, and all relevant materials have been provided for council review.

8.7. Fill the Bus Campaign

The campaign has officially begun again, and the Superintendent & CEO provided a high-level overview of its history and purpose. He noted that the initiative began 26 years ago, started by an individual with a vision that has since grown into what is now known as Feed NB. He expressed sincere appreciation to Aubrey Kirkpatrick, for his vision, the principals, and all participating schools for their continued commitment, emphasizing that their efforts are truly helping to change the world for students and families across the province.

8.8. Update - 2025-2026 School Pilot Calendar

The Superintendent & CEO reported that 11 schools are currently participating in the initiative and noted that the next Professional Learning Day is scheduled for this Friday. He highlighted that the district is working closely with the provincial government on measurement tools and survey processes, with an early spring review planned to assess impacts on student achievement. Feedback has been overwhelmingly positive, from employees, students, and even parents during the public consultation sessions.

Dominic Vautour, Chair, added that the district expects to see significant improvements in student achievement, emphasizing that better-supported teachers produce better-supported students. Jolyne inquired about the impact on childcare, and the Superintendent & CEO confirmed that only one family had raised concern, and the district was able to fully support them. Kristin Cavoukian expressed enthusiasm, noting that new training and tools bring energy and motivation to staff.



Anglophone East School District

District scolaire anglophone Est

With this momentum, the district is considering onboarding the next wave of 28 schools, and members expressed strong support for expansion, citing the research-backed benefits even with slightly reduced instructional minutes.

8.9. Forest Glen - Sunny Brae – Request

The Superintendent & CEO announced the start of the process and requested that a DEC member join the committee. ***Dominic Vautour nominated Ian Hebblethwaite, Ian accepted the nomination, and Kristin Cavoukian seconded the nomination. Consensus was reached.*** Ian will serve as the DEC representative. Kristin asked for clarification on the term “rationalization,” and the Superintendent explained that it involves amalgamating two or more schools, for example, combining K–8 schools, to reimagine and strengthen the overall system. As part of this process, a proposal is being explored to combine Sunnybrae and Forest Glen into a single K–8 school, aligned with projected city growth and system needs. The Superintendent & CEO also highlighted ongoing pressures related to portable classrooms, noting that Louisville currently relies on several portables. Participation on the committee will include the Superintendent & CEO, Aubrey Kirkpatrick, PSSC and principals, alongside the DEC representative.

8.10. Update - New Dieppe K-12 School

The Superintendent & CEO reported that there are no new updates regarding the location and land acquisition for the next K–12 project for Dieppe, noting that the district continues to work closely with the department but has not received additional information.

More broadly, he reviewed progress on several capital projects: the Shediac K–12 project held its first construction meeting on November 12, with ground-breaking expected soon; Salisbury Elementary is awaiting a formal location announcement; and other K–12 projects continue through the design phase, with land acquisition still pending and no new updates from the ministry. Overall, the district remains engaged in active capital planning, applying a system-wide lens to address capacity pressures and aging facilities, supported in part through ongoing rationalization efforts.

8.11. New Office progress update

The Superintendent & CEO provided an update on district office relocations, confirming that teams will be moving into the former Rogers building downtown. Facilities and Transportation are expected to occupy the first floor between January and February, with the second floor scheduled for relocation by mid-April. Once in place, the district plans to relocate the Welcome Center to the downtown site as well, which will support the goal of returning Hillcrest to full school use. This move will also allow the district to free up space currently occupied in Riverview Middle and Beaverbrook, restoring those areas for instructional purposes. The downtown offers several advantages, including central access and proximity to multiple bus routes. Overall, the district is proceeding with a phased transition, coordinated closely with the department.



Anglophone East School District

District scolaire anglophone Est

8.12. Enrollment update

The Superintendent & CEO reported that although enrollment numbers fluctuate throughout the year, the district is currently at 25,003 students. He noted that this year's growth is more manageable, and the system is in a strong position, both stable and progressing, which he described as exciting and sustainable.

8.13. Inclement Weather Days

The Superintendent & CEO reiterated that while he is not a supporter of traditional snow days, the reality is that when schools close for weather, it remains a non-instructional day for students. However, under the agreement between NBTF/NBTA, snow days are now designated as workdays for teachers, meaning all CUPE 2745 staff members, including educational assistants, will be working. These days are not instructional but can be used for planning, preparation, professional learning, and other duties, and they may be completed remotely.

He noted that each school is required to prepare a five-day plan outlining how staff will use snow days productively. Supporting documentation and the formal letter of agreement have been shared.

Additional information regarding the next items were also provided, including updates on Indigenous Education, equity, belonging, and decolonization, teacher support and growth, enrollment, and ongoing research initiatives.

8.14. Information items:

- 8.14.1. Indigenous Education report**
- 8.14.2. Equity, Belonging and Decolonization report**
- 8.14.3. Professional Support and Growth report**
- 8.14.4. Enrolment Management & Newcomer Services**

These items are accepted and approved in a consent agenda format.

9. Director of Human Resources' Report – Jacqui Eadle

9.1. Department updates

9.1.1. Staffing update

The Director of Human Resources reported that recruitment remains steady across all classifications, noting that hiring is a continuous process. She acknowledged the strong partnership with Craig Hutchings and his team, whose support has been instrumental in strengthening teacher onboarding and retention. She also noted that the district's payroll and HR system, Fusion, recently underwent an upgrade that is functioning well.



Anglophone East School District

District scolaire anglophone Est

Regarding attendance and staffing, the Director of Human Resources emphasized that the district monitors fill rates daily and ensures the integrity of data in ASEOP, confirming that staff are ready and available to work. This partnership-driven approach helps the district clearly identify its staffing needs.

A question was raised by Duane MacDonald, DEC member, asking whether a more qualified supply teacher could “snatch” a job within 24 hours after another teacher accepts it. Jacqui clarified that the system configuration is aligned with the collective agreement and classification rules, meaning positions are offered according to certification requirements. While the collective agreement must be respected, ASEOP does not bump individuals once they have accepted a position, as the system is not programmed to do so.

Kristin Cavoukian, DEC member, asked whether the same ordering applies in immersion settings, particularly when a long-term supply teacher does not speak French. The Superintendent & CEO confirmed that policy cannot override the collective agreement, certification and qualification rules always stand, and day-to-day coverage as well as long-term assignments must follow established processes.

10. Director of Finance and Administration’s Report – Aubrey Kirkpatrick

10.1. Department updates

10.1.1. Finance

10.1.2. Transportation

10.1.3. Facilities

10.1.4. Community

The Director of Finance and Administration provided an update on recent changes involving DTI, noting that they are no longer overseeing the district’s spare fleet, which he identified as a significant safety concern. To ensure no child is ever left waiting on the side of the road, the district will be bringing in a Fleet Coordinator to manage the spare fleet and oversee operational continuity.

The Superintendent & CEO asked whether there have also been changes to hours of service. The Director confirmed that, while local garages have been highly supportive, their service, DTI, hours are 8 a.m. to 5 p.m., whereas district buses are on the road by 6:00 a.m., remain active until 5:30 p.m. or later, and continue to be used for field trips, evenings, and weekends. Kristin Cavoukian, DEC member, asked what prompted these changes, and Aubrey Kirkpatrick clarified that DTI is experiencing a shortage of mechanics, which has forced service adjustments.



Anglophone East School District

District scolaire anglophone Est

The Superintendent & CEO stressed the need for the district to become strong advocates for student safety and to support the system in any way possible. He also stated that this issue must be placed on the agenda for the Minister's Forum.

A motion to send a formal safety letter was presented by Kristin Cavoukian, seconded by Duane, and passed unanimously. The Superintendent & CEO will proceed with issuing the letter and deploying interim resources while continuing to work with the Department of Education on funding solutions.

Motion: That the District Education Council issue a formal letter to the Department of Transportation and Infrastructure and the Department of Education outlining the council's safety concerns related to bus servicing, spare fleet availability, and student safety.

Motion carried

The council also highlighted broader system pressures, noting that as enrollment has grown from approximately 16,800 to over 20,500 students, front-line demands have increased while central office staffing has remained largely unchanged. Breakdowns in the spare fleet now pose a serious safety risk, with the possibility of students waiting in cold weather for long periods. The lack of written confirmation from DTI regarding service-hour changes was noted, further reinforcing the need for clear advocacy.

In closing, Kristin requested timely updates as soon as new information becomes available, and the Superintendent committed to keeping the council informed.

11. Director of communications' Report – Stephanie Patterson

11.1. Communications updates

11.1.1. Parent Engagement Survey

The director noted that families across the district would have received a district-specific survey aligned with the District Improvement Plan, and he provided a high-level overview of its purpose and content. The survey gathers information on school identification, overall parent satisfaction, priority areas for improvement, and perceptions related to literacy, safe and caring environments, and student identity and belonging. Early participation has been positive, and the survey is designed to take only about five minutes to complete. There is also interest in exploring whether similar public consultations could be held twice a year to maintain ongoing engagement with families. Results will be compiled and shared once the survey closes.



Anglophone East School District

District scolaire anglophone Est

The director also highlighted that Fill the Bus officially kicks off on Monday, with strong media support already in place. She spoke of the remarkable evolution of this initiative over the years and expressed appreciation for the community's continued enthusiasm in supporting local families.

8:00 PM

12. Members' Updates

Dominic Vautour - Before proceeding, and in keeping with tradition, we will not hold a meeting in December. However, should any urgent matters arise, a meeting will be called.

Mark Owen – Northrop Frye would like to advocate and write to the province regarding the need for an additional school in the North End. He was scheduled to be at a PSSC meeting, but due to an incident, the meeting was cancelled.

Michelle Folkins – No member update.

Duane MacDonald – No member update.

Ian Hebblethwaite – No member update.

Véronique Coté – has begun speaking with schools and is gathering information.

Kristin Cavoukian – Provided updates for Hillcrest, BMHS, and Wabanaki. Hillcrest now has PowerSchool this year, which has been very helpful. SpongeBob the Musical is underway, and the school will also host Reach for the Top. BMHS continues to address lighting concerns. The Superintendent & CEO confirmed the district is actively working on it. Wabanaki had an excellent fundraising result, raising \$8,000 through Indigo. The Superintendent & CEO also shared that last Friday, he was at Bernice MacNaughton being interviewed by a student for a school-related project.

Jolyne Knockwood – No member update.

Dominic Vautour – Shared that while he has accomplished many tasks, he did not have his notes with him to provide full details. Overall, everything is going well, and he has taken care of the usual responsibilities that come with being Chair.

At Arnold H. McLeod, the Toogood family generously donated \$10,000 to the school, a contribution that is deeply appreciated and worthy of recognition.



Anglophone East School District

District scolaire anglophone Est

8:30 PM

13. End of meeting

At 9:02 pm, meeting adjourned, Ian Hebbletwaite.

Original signed by Dominic Vautour

Dominic Vautour, Chair

Original signed by Janique Chiasson

Janique Chiasson, Secretary to the District Education Council