

ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL

POLICY TYPE: Executive Limitations **POLICY NO.:** EL-4

POLICY TITLE: Information and Reporting
to Council **PAGE:** 1 of 2

LEGISLATIVE AUTHORITY:

When providing information and reporting to Council, the Superintendent shall not fail to give all the particulars necessary to allow Council members to be well-informed. Accordingly, the Superintendent shall not:

1. fail to provide materials to Council at least one week in advance of the date the issue will be considered;
2. fail to provide material presented in a concise format without utilizing jargon or unnecessarily complex language;
3. fail to ensure that the content of material incorporates (where appropriate):
 - an introduction to the issue;
 - the background and history;
 - an outline of what currently works and does not work;
 - a proposed resolution and expectations for change; and
 - a proposed monitoring process and timeline;
4. fail to have appropriate staff, including school-based educators, and external points of view, when appropriate, available to Council to discuss the issue(s);
5. fail to advise Council in a timely manner of trends, facts and information relevant to the Council's work;
6. fail to advise the Council of changes in assumptions upon which Council policy has been established;
7. fail to advise Council of significant media coverage;

Adopted: October 10, 2012

Revised:

Review Method: Internal Report

Review Frequency: Annual – February 10, 2021

8. fail to advise the Chairperson, if in the Superintendent's opinion, Council members are not in compliance with the Council's policies on Governance Process and Council Staff Relations;
9. fail to provide a mechanism for official Council and committee communications;
10. fail to work with the Council as a whole except when
 - i. fulfilling individual requests for information authorized at an open Council meeting,
 - ii. working with committees duly charged by the Council, and
 - iii. communicating with the Chair or Vice Chair.
11. fail to establish a procedure for informing Council in a timely manner of the administrative disposition of complaints raised in open session of the Council; and
12. fail to inform Council of all significant changes in, deletions of or additions to administrative policies and regulations.

Adopted: October 10, 2012

Revised:

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