

 <p>ANGLOPHONE WEST SCHOOL DISTRICT</p>	<h2>GOVERNANCE POLICIES</h2>
Policy Type	Governance Process
Policy Name	Agenda
Policy Number	ASD-W-GP6
Effective Date: September 20, 2012	Revised: January 23, 2014; October 23, 2014; March 19, 2015 (<i>Appendix A</i>), September 22, 2016

<p><u>Policy:</u></p> <p>To accomplish its stated objectives, the Council will follow an annual agenda that schedules: continuing review, monitoring and refinement of Ends Policies; linkage meetings with various community and staff groups; monitoring of policies and activities to improve Council performance through education, enriched input and deliberation.</p>
<p>Accordingly:</p> <ol style="list-style-type: none"> 1. The Chair and Superintendent will meet prior to the regular meeting to confirm the agenda format and identify items that maybe brought forward for public discussion or input. 2. The agenda should be distributed to members and the public 7 days before the meeting is scheduled to take place. 3. Council members may add items to the agenda under “New Business” as part of “Approval of the Agenda” at the meeting. 4. Procedures for public participation at a DEC meeting are established to encourage the public to participate in an open and respectful manner at a regular DEC meeting. <ul style="list-style-type: none"> • At the direction of the Chair, a 15-minute allotment of time may be available at the end of the meeting for “other” questions. <ul style="list-style-type: none"> - The member of the public is asked to raise his/her hand so that the Chair can acknowledge the question. - The Chair will maintain a speaker’s lists. Questions will be directed to the Chair. - The Chair has the option of increasing the allotment of time if he/she deems it necessary. - DEC and staff responses will be facilitated by the Chair.

- There shall be no question of a confidential nature concerning specific students or schools, school personnel or district personnel. (Questions of this sort shall be addressed to a DEC member at another time.)
 - If a group or member of the public wishes the DEC to discuss a matter or make a presentation, the member will write a letter to the Chair outlining the nature of the topic, issue or concern. This letter must be received at least two weeks prior to the regular DEC meeting. The Chair will determine the appropriateness of the requests. Please inform us of any technology requirements one week ahead of presentation. A copy of the presentation is to be provided to the DEC.
5. To accomplish its job outputs with a governance style consistent with Council Policies, the Council will follow an annual agenda (*Appendix A*) which (a) completes a re-exploration of educational goals and priorities policies and (b) continually improves its performance through continual process improvement and attention to Council education and to enriched input and deliberation.
- a) The cycle will conclude each year on the last day of June in order that administrative budgeting can be based on accomplishing a one-year segment of the most recent council long-range vision.
 - b) Councilor education, information input and Council deliberations will receive paramount attention in structuring the series of meetings and other Council activities during the year.
 - c) By June 30th, the Council's Annual Plan is prepared and presented, except in election year.
6. The agenda for regularly scheduled District Education Council meetings may have the following included:
- Call to Order
 - Comments by the Chair
 - Approval of the Agenda
 - Approval of the Minutes from Previous Meeting
 - Presentation (Linkage)
 - Business Arising from the Minutes
 - Correspondence – Outgoing and Incoming
 - New Business
 - Superintendent's Report
 - Committee Reports
 - Public Comment
 - Closing Comments
 - Date for Next Meeting
 - Adjournment

MONITORING:

Method(s)	Frequency	Month
<ul style="list-style-type: none">• Council Self-evaluation	<ul style="list-style-type: none">• 2 times per year	<ul style="list-style-type: none">• December• May