



**DISTRICT EDUCATION COUNCIL
Superintendent's Monitoring Report**

POLICY NAME	Communication to Council		
POLICY NUMBER	ASD-W-EL8	Number of Reports per year	2
Date of Report	November 20, 2014		
Date of Previous Report (s) This School Year	N/A		
Date of Future Report (s) This School Year	June 11, 2015		
Report Filed by:	David McTimoney, Superintendent		
Report Supported by:	Carol Clark-Caterini, Executive Assistant to the Superintendent		

REPORT:

- **District Education Council (DEC) Policy calls for the Superintendent to keep the Council well informed by providing information and recommendations**
- **The Superintendent submits formal DEC Policy Reports to Council on a monthly basis and according to a DEC-established Planning Cycle (Appendix A). These reports are designed to share timely, accurate information, directly addressing the provisions of the Council policies being monitored**
- **The DEC Policy Reports are posted to the DEC Portal prior to the public meeting and to the Anglophone West School District (ASD-W) Website following the public meeting**
- **The Superintendent shares staff changes of district office staff, principals and vice-principals through a formal memo, on a regular basis. Approximately 30 of these memos have been shared in the past 16 months (Appendix B)**
- **The Superintendent will share relevant trends, facts and information at DEC working sessions, DEC public meetings, occasional conference calls and via email communication**
- **The Superintendent or Executive Assistant (EA) to the Superintendent will provide a “heads up” regarding anticipated media coverage, mostly through email; there were 20-25 of these types of emails (media) between July 1, 2014, and November 13, 2014**
- **The Superintendent has and will clarify assumptions related to DEC Policy, either in person or in writing**

POLICY NAME	Communication to Council
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- **The Superintendent provides for official Council or Committee Communication in writing - through email, portal postings, website postings and formal letters - as well as in person and via the telephone, when required**
- **The Superintendent deals with the Council as a whole except when fulfilling individual requests for information and working on specific situations. The Superintendent has met with no less than 8 individual Councilors at some point during this school year, in person or on the telephone, for a variety of reasons. The Superintendent and/or the EA to the Superintendent have written to no less than 11 Councilors on an individual basis between July 1, 2014, and November 13, 2014. The two have written to the DEC, as a whole, 99 times through email between July 1, 2014 and November 13, 2014. The Superintendent keeps a log of these emails. Approximately 185 emails to the entire DEC (from the Superintendent or EA to the Superintendent) and specific members (from the Superintendent) have been logged from between July 1, 2014, and November 13, 2014**
- **The Superintendent has not had a need to report to DEC on actual or anticipated non-compliance with any policy of the Council, but recognizes his responsibility to do so**
- **The Superintendent will advise the Council when, in his opinion, there is a lack of compliance with Council policies on Governance Process and Council/Staff Relations. The Superintendent will consult with the Chair and Vice-chair on sensitive matters, recognizing that the DEC is his employer**

Appendices:

- **Appendix A – DEC Planning Cycle**
- **Appendix B – Sample Memo of Staffing Changes**

Superintendent's Signature: _____

DEC Chair Signature: _____

Date: _____

**District Education Council Planning Cycle
Anglophone West School District
2014-2015**

The Annual "Must Do's"

July

- Rest

August

- Planning Priorities for the Year – DEC Retreat

September

- Superintendent Report (1 of 2) – ASD-W-EL1: Emergency Superintendent Succession
- Superintendent Report (1 of 4) – ASD-W-EL4: Budgeting/Forecasting (2nd Quarter Report)
- Superintendent Report (1 of 2) – ASD-W-EL6: Effective Use of Schools
- Superintendent Report (1 of 2) – ASD-W-EL7: Closure of Schools

October

- Superintendent Report (1 of 1) – ASD-W-ER1: Mission Statement
- Superintendent Report (1 of 1) – ASD-W-ER4: Visions/Beliefs
- Superintendent Report (1 of 2) – ASD-W-ER7: Academic Support for Students Involved in Potato Harvest
- Parent School Support Training

November

- Superintendent Report (1 of 2) – ASD-W-EL8: Communication to Council
- Superintendent Report (1 of 2) – ASD-W-ER2: Academic Excellence (DIP, Assessment Results)
- Member of Legislative Assembly (MLA) Meeting

December

- Governance Process ASD-W-GP1 to ASD-W-GP10 – Council Self Evaluation
- Curricular or Program Presentation

January

- Superintendent Report (2 of 2) – ASD-W-EL1: Emergency Superintendent Succession
- Superintendent Report (1 of 1) – ASD-W-EL2: Staff Treatment
- Superintendent Report (2 of 4) – ASD-W-EL4: Budgeting/Forecasting (3rd Quarter Report)
- Superintendent Report (1 of 1) – ASD-W-ER6: Quality High School Program
- Curricular or Program Presentation

February

- Superintendent Report (1 of 1) – ASD-W-ER5: Healthy Living, Nutrition, and Physical Activity
- Council Staff Relations ASD-W-CSR1 to ASD-W-CSR6 – Council Self Evaluation

March

- Superintendent Report (3 of 4) – ASD-W-EL4: Budgeting/Forecasting (4th Quarter Report)
- Superintendent Report (2 of 2) – ASD-W-EL6: Effective Use of Schools
- Superintendent Report (2 of 2) – ASD-W-EL7: Closure of Schools
- Capital Improvement Projects and Major Capital Construction Projects - Discussions

April

- Superintendent Report (1 of 1) – ASD-W-ER3: School Culture
- Superintendent Report (2 of 2) – ASD-W-ER7: Academic Support for Students Involved in Potato Harvest
- ASD-W-GP10: District Hiring Process - Discussion

May

- Superintendent Report (1 of 1) – ASD-W-EL3: Employment, Compensation, and Benefits
- Superintendent Report (1 of 1) – ASD-W-EL5: Asset Protection
- Superintendent Report (2 of 2) – ASD-W-ER2: Academic Excellence (DIP, Assessment Results)
- Capital Improvement Projects and Major Capital Construction Projects - Approvals
- Governance Process ASD-W-GP1 to ASD-W-GP10 – Council Self Evaluation

June

- Superintendent Report (4 of 4) – ASD-W-EL4: Budgeting/Forecasting (Final Report for Fiscal Year, Capital/Major Capital Review, Expenditure Plan Approval)
- Superintendent Report (2 of 2) – ASD-W-EL8: Communication to Council
- ASD-W-CSR6: Evaluation of the Superintendent
- First Nations Tuition Enhancement Report

Additional Topics That Could Be Considered For Agenda Items

- Discussion and Review of Any of the DEC Policies, Including But Not Limited To:
 - ASD-W-GP2/3/4: Role of Council, Chair and Members
 - ASD-W-GP5: Councilor's Code of Conduct
 - ASD-W-GP6: Agenda
 - ASD-W-CSR4: Authority of the Superintendent
- Curricular and Program Presentations
 - Literacy
 - Numeracy
 - Science
 - Social Studies
 - Enrichment
 - French
 - Technology
 - Physical Education and Health
 - Fine Arts
 - First Nations
 - International Programs
 - Education Support Services
 - Community Engagement
- Policy – New and for Review; DEC, School, District or Provincial
- Transportation and Catchment

Memo



Anglophone West School District
 Office of the Superintendent
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Date : August 13, 2014
To : Principals, Vice-Principals
 All Staff – Office of the Superintendent
 All Staff – Woodstock, Fredericton and Oromocto Education Centers
From : David McTimoney, Superintendent
Copies : District Education Council, ASD-W
Subject : District and School Leadership Appointments

I wish to advise you of the following appointments that are being announced publically today:

Laura McCarron – Laura will be named the Subject Coordinator for Enrichment, Social Studies and Early Career Teachers Program, effective January 26, 2015. The SC position serves all of Anglophone West School District and she will be based in the Fredericton/Oromocto area. Laura had served in this position in an acting capacity during the 2013-14 school year and is currently on maternity leave. She has taught in the Anglophone South School District as well as worked with the New Brunswick Teacher's Association.

Judy Piers-Kavanaugh – Judy has accepted the role of Acting Subject Coordinator for Enrichment, Social Studies and Early Career Teachers Program, effective August 25, 2014. She will serve in this capacity until January 23, 2015. Judy is currently a Humanities teacher at Oromocto High School.

Doug Richardson – Doug has been named to the position of Acting Principal at Chipman Forest Avenue School for the 2014-15 school year. Doug is currently the Principal at Keswick Ridge School and has served in a variety of capacities in our system, covering all grade levels over many years.

Jackie Firlotte – Jackie has been named to the position of Acting Principal at Keswick Ridge School for the 2014-15 school year. Jackie has most recently served as the Acting Principal at Nashwaak Valley School for the past two years and has worked in various leadership capacities in our system over the years.

Angela Stephenson – Angela has been named Acting Principal at Debec Elementary School, effective August 25, 2014 and until December 31, 2014, at which time the school will close and students will move to the new K-8 school in Bedell. Angela is currently a resource teacher at Southern Carleton Elementary School.

Donita Hillyard – Donita will preface her tenure as Vice-Principal for Townsview School (effective with the school opening on January 1, 2015) by serving as Acting Vice-Principal at Woodstock Centennial School, effective August 25, 2014 and continuing until its closure. For the past two years, Donita has been the principal of Debec Elementary School.

Terri Mahoney-Walker – Terri has been appointed Acting Vice-Principal at Woodstock Middle School, effective August 25, 2014, and continuing until its closure on June 30, 2015. Terri is currently a teacher at Hartland Community School.

Julie Holt – Julie has been named Acting Vice-Principal at Harvey High School for the 2014-15 school year. She is currently the Vice-Principal at St. Mary's Academy in Edmundston.

Best wishes to all in these new assignments. Please feel free to share this news with your faculty, staff and PSSC.