



**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	June 11, 2015		
Date of Previous Report (s) This School Year	November 20, 2014		
Date of Future Report (s) This School Year	N/A		
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. A hard copy of each report is also kept in a binder for easy access**
- **The Superintendent shares staff changes of district office staff, principals and vice-principals through a formal memo, on a regular basis. Approximately 10 of these memos have been shared this school year, with one more large memo to come (18-20 appointments for next year) (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; ASD-W gets regular media attention for all types of stories**

POLICY NAME	Communication to Council
<ul style="list-style-type: none"> • The Superintendent has and will clarify assumptions related to DEC Policy, either in person or in writing • 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 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 • Recommendation to Policy Committee and Council: DEC Policy ASD-W-EL8 may be a policy to consider for a change in the number of times it is reported; once per year as opposed to twice per year may be more suitable <p>Appendices:</p> <ul style="list-style-type: none"> • 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



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Date : January 5, 2015
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 have been made:

Heather Palmer – Heather has been appointed Acting Vice-Principal of Gibson-Neill Memorial Elementary School, for the term of January 1, 2015 to June 30, 2015. Heather is currently a teacher at Devon Middle School and will replace Vice-Principal Heather Theriault, who assumes the position of Acting Principal for the school.

Samantha Robichaud – Samantha has been appointed Acting Vice-Principal of Garden Creek Elementary School, for the term of January 1, 2015 to June 30, 2015. Samantha is a teacher at Lincoln Elementary Community School and will replace Vice-Principal Suzanne Gallant, who will assume the position of Acting Principal for the school.

Gaynell White – Gaynell has been appointed as Information Technology Specialist with ASD-W for a term of just under 2 years...December 15, 2014 to October 28, 2016. Most recently, Gaynell has worked on contract for us and we are fortunate to secure her for this term.

Please feel free to share this news with your faculty, staff and PSSC.