



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

<b>POLICY NAME</b>	<b>Communication to Council</b>		
<b>POLICY NUMBER</b>	<b>ASD-W-EL8</b>	<b>Number of Reports per year</b>	<b>2</b>
<b>Date of Report</b>	<b>June 16, 2016</b>		
<b>Date of Previous Report (s) This School Year</b>	<b>November 26, 2015</b>		
<b>Date of Future Report (s) This School Year</b>	<b>N/A</b>		
<b>Report Filed by:</b>	<b>David McTimoney, Superintendent</b>		
<b>Report Supported by:</b>	<b>N/A</b>		

**Current Situation**

- **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 4-7 days 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 (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.**

**POLICY NAME****Communication to Council**

- **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.**
- **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.**

**Looking Ahead**

- **The Superintendent will continue tweaking reports to meet the satisfaction of the DEC and based on the Policy Governance model. A change in template may improve the reporting process. This could be considered prior to the school year start up in September, 2016.**
- **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, with the report to be in the spring of each year. This report is quite similar to the report shared in November.**

**POLICY NAME**

**Communication to Council**

**Challenges**

- **Although there is a suitable understanding for the formal reporting process, the DEC and Superintendent are still looking to fine-tune this monthly responsibility. There has been considerable improvement since the beginning of the DEC term, with some improvement still to be found, with a greater understanding of policy governance.**
- **With the size of ASD-W, there is quite potentially news to share on a daily basis or 3-5 times per week.**
- **With sustainability studies a fixture in ASD-W this year, there are many meetings that require a time commitment from Council and staff.**

**Addressing the Challenges**

- **The Chair and a fellow councilor attended a Policy Governance Conference that has the potential to further help our Council and Superintendent grow in the policy governance model.**
- **The Superintendent continues to share information with Council as required and is open to changes in practice based on the wishes of Council.**
- **A one-year exemption on Sustainability Studies will reduce the number of meetings for DEC and staff next year.**

**Appendices**

**Appendix A – DEC Planning Cycle**

**Appendix B – Sample Announcement**

**Superintendent's Signature:** \_\_\_\_\_

**DEC Chair Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Anglophone West School District District Education Council Planning Cycle 2015-2016

### The Annual "Must Do's"

#### July

- Rest

#### August

- Planning Priorities for the Year – DEC Strategic Planning Session

#### September

- Superintendent Report (1 of 1) – ASD-W-EL1: Emergency Superintendent Succession
- Superintendent Report (1 of 4) – ASD-W-EL4: Budgeting/Forecasting (2<sup>nd</sup> Quarter Report)
- Superintendent Report (1 of 2) – ASD-W-EL6: Effective Use of Schools
- Superintendent Report (1 of 2) – ASD-W-EL7: Sustainability 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
- Annual Summative Evaluation of the Superintendent - ASD-W-CSR6
- 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 (1 of 1) – ASD-W-EL2: Staff Treatment
- Superintendent Report (2 of 4) – ASD-W-EL4: Budgeting/Forecasting (3<sup>rd</sup> Quarter Report)
- Superintendent Report (1 of 1) – ASD-W-ER6: Quality High School Program
- Superintendent Report (1 of 2) – ASD-W-EL7: Sustainability of Schools

#### 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
- Curricular or Program Presentation - Grade 2 Reading

#### March

- Superintendent Report (3 of 4) – ASD-W-EL4: Budgeting/Forecasting (4<sup>th</sup> Quarter Report)
- Capital Improvement Projects and Major Capital Construction Projects - Discussions

## April

- Superintendent Report (1 of 1) – ASD-W-EL3: Employment, Compensation, and Benefits
- Superintendent Report (1 of 1) – ASD-W-EL5: Asset Protection
- 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 (2 of 2) – ASD-W-EL6: Effective Use of Schools
- Superintendent Report (2 of 2) – ASD-W-EL7: Sustainability of Schools
- 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***

Anglophone West School District  
Office of the Superintendent  
1135 Prospect Street  
Fredericton, NB E3B 3B9  
Tel : (506) 453-5454  
Fax : (506) 444-5264

**Date :** May 27, 2016  
**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 :** School and District Leadership Appointments

---

I wish to advise you of the following appointments that have been confirmed for the 2016-17 school year.

**Katherine Campbell** – Katherine has been appointed Principal of Garden Creek Elementary School, effective July 1, 2016, and for a 5-year term. Katherine is currently the Principal of McAdam Avenue Elementary School.

**Andy Clark** – Andy has been appointed Principal of Hartland Community School, effective July 1, 2016, and for a 5-year term. Andy is currently a Vice-Principal at Hartland Community School.

**Jeff Holder** – Jeff has been appointed Principal of Oromocto High School, effective July 1, 2016, and for a 5-year term. Jeff is currently a Provincial Power School Implementation Specialist, on leave from his Vice-Principal position at Oromocto High School.

**Kevin Inch** – Kevin has been appointed Principal of Nackawic High School, effective July 1, 2016, and for a 5-year term. Kevin is currently the Vice-Principal at Nackawic High School

**Laura McCarron** – Laura has been appointed Acting Principal of McAdam High School, effective July 1, 2016, and for a 1-year term. Laura is currently a high school teacher at Kennebecasis High School and former Subject Coordinator with ASD-W.

**Mitchell Hemphill** – Mitchell has been appointed Vice-Principal of Florenceville Elementary School, effective July 1, 2016, and for a 5-year term. Mitchell is currently a Vice-Principal at Centreville Community School.

**Michelle Keefe** – Michelle has been appointed as a Vice-Principal of George Street Middle School, effective July 1, 2016, and for a 5-year term. Michelle is currently an Acting Vice-Principal at George Street Middle School and has been since May 2, 2016.

**Angela Stephenson** – Angela has been appointed as a Vice-Principal of Meduxnekeag Consolidated School, effective July 1, 2016, and for a 5-year term. Angela is currently a teacher at Meduxnekeag Consolidated School.

**Amber Bishop** – Amber has been appointed Acting Vice-Principal of Minto Memorial High School, effective July 1, 2016, and for a 1-year term. Amber is currently the Acting Vice-Principal at Minto Memorial High School.

**Beth Wright** – Beth has been appointed Acting Vice-Principal of Fredericton High School, effective July 1, 2016, and for a 9 month term. Beth is currently the Acting Vice-Principal at Fredericton High School.

**Tami Mutch-Ketch** – Tami has been renewed for a 2-year term as Subject Coordinator for the Positive Learning Environment and Behaviour. Tami is currently in this role, serving all of ASD-W.

**Rosemary Brennan** – Rosemary has been renewed for a 2-year term as Subject Coordinator for Education Support Services. Rosemary is currently in this role, serving the Woodstock Education Center.

**Rob Hohmann** – Rob has returned to his position as Level-2 Information Technology Technician, serving the Fredericton Education Center. He had recently been serving as the Acting Assistant Facilities Manager for the Oromocto Education Center.

**Mike White** – Mike has returned to his position as Level-2 Information Technology Technician, serving the Woodstock Education Center. He had recently been serving in this position for both the Woodstock and Fredericton Education Centers.

I also wish to acknowledge **Darla Day** who has been serving as Acting Principal at Oromocto High School since March, 2016, and **Joanne McDonald** (March-April) and **Vance Jessome** (May-June) who has served/is serving as Acting Vice-Principal at Oromocto High School.

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