



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

<b>POLICY NAME</b>	<b>Staff Treatment</b>		
<b>POLICY NUMBER</b>	<b>ASD-W-EL2</b>	<b>Number of Reports per year</b>	<b>1</b>
<b>Date of Report</b>	<b>March 23, 2017</b>		
<b>Date of Previous Report (s) This School Year</b>	<b>N/A</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>Karen Morton, Director of Human Resources</b> <b>Dianne Kay, Director of Curriculum and Instruction</b> <b>Catherine Blaney, Director of Education Support Services</b> <b>Susan Young, Supervisor of Data and Accountability</b> <b>Mark Manderson, Assistant Manager of Transportation</b> <b>Janice Webber, District Administrative Services (CI)</b> <b>Janice Miller, District Administrative Services (ESS)</b> <b>Julia Woodhouse, District Administrative Services (HR)</b>		
<b>REPORT:</b>			
<ul style="list-style-type: none"> <li>• <b>Policy calls for the Superintendent to ensure that dealings with staff and volunteers are fair and dignified.</b></li> <li>• <b>The summary of ASD-W employees (teaching and support staff) was compiled using the Summary Statistics for 2015-2016 as well as information compiled by district staff for 20162017. As of September 30, 2016 there are approximately 2917 permanent employees (unofficial) in Anglophone West School District (ASD-W). Employees belong to five collective bargaining units (CBU) and one division of Management Non-Union (MNU) employees. All five CBUs adhere to collective agreements that have been established through negotiations with the Province of New Brunswick (New Brunswick Teacher's Federation – NBTF, CUPE 2745, CUPE 1253, New Brunswick Union of Professional Public Employees – NBUPPE, and School Business Officials, Public Service Alliance of Canada – PSAC). In addition, there are approximately 1,186 supply/casuals as of March, 2017, approved to work in the District. Official Summary Statistics for September 30, 2015 are included in Appendices I and J. A summary of staff FTE for September, 2016, (unofficial) is included in Appendix K.</b></li> </ul>			

**POLICY NAME****Staff Treatment**

- **The employer, as represented by the Superintendent, Directors and Human Resources team, have good relationships with union leaders and will often work proactively to settle misunderstandings. ASD-W is committed to following the collective agreements in place and protecting against wrongful conditions. The superintendent has documented in his work plan the desire to continue building and fostering positive relationships.**
- **A formal process for grievances is in place for employees with collective agreements. Attempts are often made to resolve issues prior to following the formal grievance process, but, if a grievance is launched, it is handled with respect and professionally.**
- **ASD-W formally tracks the number of grievances, Policy 701 (Protection of Pupil Policy), Workplace Harassment, Human Rights, and “other” formalized complaints or collective agreement disciplinary situations. These statistics are categorized by CBU. Whereas this is sensitive information pertaining to personnel issues, the cases have not been quantified formally in this report.**
- **ASD-W has a district operational policy titled “Employee Concerns” (ASD-W-250-13, that is posted to the district website. This policy guides any employee with the channels to address concerns and acquaints staff with DEC Policy ASD-W-EL2: Staff Treatment (Appendix A)**
- **To further acquaint staff with their rights under DEC Policy ASD-W-EL2, the Director of Human Resources has provided a reminder to all staff within the district (Appendix B).**
- **ASD-W has a district operational policy titled “Professional Conduct” (ASD-W-250-16) that is posted to the district website. This policy guides any employee with the standards of professional behavior (Appendix C).**
- **ASD-W offers staff development for all employees. Some examples of this professional learning are found in Appendix D (Teacher Professional Learning Highlights), Appendix E (Professional Learning in Education Support Services for Administration, Teachers and Educators), Appendix F (Cover Page to Professional Learning for Paraprofessionals) & Professional Development for School Bus Drivers (Appendix G). This sample of professional learning in ASD-W is not exhaustive.**
- **The Superintendent coordinates an online Policy Series and “What’s On Your Mind” Series that is open to all staff in the district. Prior to this year, the series was for educational leaders and management, only. Sessions are hosted once per month for each, from November 2016 – June 2017 (Appendix H).**

**POLICY NAME****Staff Treatment**


- **ASD-W collaborates and partners with other educational stakeholders for professional learning, including the University of New Brunswick, the Department of Education and Early Childhood Development and the New Brunswick Teacher's Association (among others).**
- **The Directors of Schools and staff coordinate quality leadership development sessions within their education centers.**
- **As part of Year 3 implementation of PowerSchool, on-line sessions on specific topics (such as working on articulated schedules) have been made available for administrative assistants. Two PowerSchool Leads and two School Information Systems Specialists have provided online and school support and have worked toward enhancing the skill set of teachers and administrative assistants on PowerSchool and Power Teacher Pro features of PowerSchool**
- **To fulfill the requirement of the New Brunswick Health and Safety Act to provide orientation for new employees work has been done to develop an online and onsite components to provide this training to new and existing employees. This will be fully launched for the 2017-2018 school year.**

**Appendices:**

- **Appendix A – ASD-W District Operational Policy ASD-W-250-13: Employee Concerns**
- **Appendix B – ASD-W Memo – Reminder Staff Treatment**
- **Appendix C – ASD-W District Operational Policy ASD-W-250-16: Professional Conduct**
- **Appendix D – Professional Learning Highlights for Educators and Support Staff**
- **Appendix E – Professional Learning in Education Support Services for Administrators Teachers and Educators**
- **Appendix F – Cover Page for Professional Learning Package for Paraprofessionals**
- **Appendix G – Professional Development – School Bus Drivers**
- **Appendix H – What's On Your Mind and Policy Series with Superintendent**
- **Appendix I - Summary Statistics Fulltime Equivalent Educators – Summary September 30, 2015**
- **Appendix J - Summary Statistics Fulltime Equivalent – Support Staff – Summary September 30, 2015**
- **Appendix K - Anglophone West Permanent Staff Summary – Unofficial – September 30, 2016**

**Superintendent's Signature:** \_\_\_\_\_**DEC Chair Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_



 <b>ANGLOPHONE WEST SCHOOL DISTRICT</b>	<b>POLICY NO. ASD-W-250-13</b>	
	<b>EMPLOYEE CONCERNS</b>	
<b>Category:</b>	Human Resources	<b>Effective:</b> October 8, 2014

**Policy Statement**

ASD-W believes in fostering open communication with and among its employees. This communication can be achieved through both formal and informal processes. If an employee has a desire to register a specific concern about the School District organization, programs, services or personal wellbeing, they should follow authorized procedures and/or Collective Agreements that outline the regular line / staff channels of communication.

**Procedures**

1. An employee's first avenue of communication must be to the school administration and / or their immediate supervisor, where appropriate.
2. Every attempt should be made to resolve concerns through informal discussion.
3. In some instances a concern will need to be formally resolved through processes outlined in Collective Agreements or other Government Regulations.
4. An employee's second avenue of communication is to direct concerns to the appropriate Education Centre.
5. Decisions arrived at by the Office of the Superintendent should be considered the final step in a normal complaints process.
6. Notwithstanding the previous statement, an employee may appeal the process of hearing a concern to the District Education Council in accordance with Governance Policy ASD-W-EL-2 Executive Limitations: Staff Treatment.

**Reference**

- [ASD-W Policy # ASD-W-200-16: Code of Professional Conduct](#)
- District Education Council Governance Policy ASD-W-EL-2 Executive Limitations
- NBTF Policy 43: Teacher – Principal Relationships
- [New Brunswick Teachers' Federation Collective Agreement](#)
- [CUPE 2745 Collective Agreement](#)
- [CUPE 1253 Collective Agreement](#)
- [NBUPPE](#)
- MNU





# ANGLOPHONE WEST SCHOOL DISTRICT

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## OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • [www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca)

<b>To:</b>	All Staff
<b>From:</b>	Karen Morton, Director of Human Resources
<b>Date:</b>	February 1, 2017
<b>Re:</b>	Reminder: Staff Treatment

In the organizational structure of a school district, a Superintendent reports to a District Education Council (DEC). The DEC is an elected body that follows a “policy governance” model of leadership for the school district. As their only employee, a Superintendent is accountable to the DEC and reports monthly following an annual planning cycle. If you would like to review ASD-W Superintendent reports, they are posted regularly on our district website under the DEC section:

<http://web1.nbed.nb.ca/sites/asd-w/Pages/default.aspx>

The DEC is not responsible for day-to-day operations and the Council relies on the Superintendent to move the district forward as a manager and educational leader. DEC policy, which differs from operational policy with which you may be familiar, is also posted on our website.

One DEC policy specific to staff is in the “Executive Limitations” section - ASD-W-EL2: Staff Treatment. The corresponding district operational policy, ASD-W-250-13: Employee Concerns, serves as a great reminder of the process to follow when staff has concerns.

ASD-W DEC Governance Policies:

<http://web1.nbed.nb.ca/sites/ASD-W/DEC/Policies/Forms/AllItems.aspx>

ASD-W Human Resources Policies:

<http://web1.nbed.nb.ca/sites/ASD-W/Policies/Pages/default.aspx>

**PROFESSIONAL CONDUCT****Category:** Human Resources**Effective:** October 8, 2014**Policy Statement**

Anglophone West School District promotes a positive learning and working environment in which individuals are committed to performing their responsibilities according to the highest standards of professional and personal conduct. These individuals are responsible for promoting an environment in which respect for human rights exists and where working relationships can develop in an atmosphere of trust, mutual respect, and dignity.

This policy applies to all individuals who fulfill a job or role in ASD-W. This includes, but is not limited to all employees, contract workers and volunteers, project workers, contracted employees, teacher interns, tutors, and Co-Operative Education students. The policy applies at all times, when an individual represents ASD-W in an official or unofficial capacity.

This policy is to be reviewed annually by school administration during opening activities. The Acknowledgement Form must be signed off by new staff members.

**Standards of Professional Behaviour****1. Accountability**

Individuals shall:

- a. Demonstrate honesty and integrity in the fulfillment of their professional responsibilities.
- b. Acknowledge and respect the responsibility of ASD-W in their management role.
- c. Acknowledge that all work produced related to their responsibilities in ASD-W, is the sole property of ASD-W.
- d. Acknowledge that everyone is responsible for the learning of and/or learning conditions for students within ASD-W.
- e. Ensure communication in electronic and social media environments is appropriate and models professional and personal conduct at any time reflective of the position of trust held within the public education system.

**2. Standards of Work**

Individuals shall:

- a. Endeavour to improve their professional competency.
- b. Conduct work in an objective, conscientious, effective and efficient manner.
- c. Perform duties in accordance with the highest standards of their profession and exercise due care.
- d. Comply with copyright laws and acknowledge the origin of material and concepts incorporated into their work.
- e. Become knowledgeable of, respect, and adhere to all applicable laws, acts/regulations, policies, and guidelines.
- f. Show proper care and regard for the property of the Crown, utilizing resources for the purpose of carrying out ASD-W business.

**PROFESSIONAL CONDUCT****Category:** Human Resources **Effective:** October 8, 2014**3. Interpersonal Relationships**

Individuals shall:

- a. Treat others with respect, dignity, and fairness at all times.
- b. Resolve conflict using respectful and appropriate means.
- c. Ensure the workplace is free from discrimination and harassment, and that due process and individual human rights are respected.

**4. Confidentiality**

Individuals shall:

- a. Ensure confidentiality of information acquired in the course of business by exercising due care while collecting, using, disclosing, storing, and disposing of personal data.
- b. Ensure that personal information is collected and used in compliance with RTIPPA (Right to Information and Protection of Privacy Act) and PHIPPA (Personal Health Information Privacy and Access).
- c. Ensure that information obtained during the administration of school-raised funds is treated in a secure and confidential manner.
- d. Be aware that the obligation to comply with the above, continues indefinitely, i.e. even after the relationship between the individual and the School District has been severed.

**5. Conflict of Interest**

Individuals shall:

- a. Avoid and/or disclose any conflict of interest or potential conflict of interest, which would influence or appear to influence personal actions or judgments. (See Appendix A – Conflict of Interest Notification Form)
- b. Not use a position of trust to receive special benefits.

**6. Dress Code**

Anglophone West School District recognizes the importance of the educational environment in promoting excellence in teaching and learning. The District is responsible for promoting an environment that is safe, nurturing, and supportive of the school system's academic goals and educational responsibilities. Employees of ASD-W serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all individuals working in the District shall:

- a. Dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work and the duties of their position.

**Breach of Policy**

Appropriate measures will be taken to address any breach of this policy.





**POLICY NO. ASD-W-250-16**

**PROFESSIONAL CONDUCT**

**Category:** Human Resources

**Effective:** October 8, 2014

**Reference**

- NB Administration Manual 2913: Workplace Harassment
- NB Administration Manual 2915: Conflict of Interest
- Department of Education and Early Childhood Development Policy 701: Policy for the Protection of Pupils
- Department of Education and Early Childhood Development Policy 703: Positive Learning Environment
- N.B. Human Rights Act
- NBTF Code of Ethics
- NBTF Code of Conduct
- Right to Information and Protection of Privacy Act
- Personal Health Information Privacy and Access
- New Brunswick Education Act & Regulations
- ASD-W-101-3 - Guidelines and Procedures for School-Raised Funds

**Policy Development Sources**

- Province of New Brunswick – Code of Conduct – Part I Personnel
- Ontario Ministry of Education – Code of Conduct
- International School Business Management Professionals Standards and Code of Ethics
- CCHRA Code of Ethics

**DEC Report from Dianne Kay**  
**ASD-W Curriculum and Instruction**  
**(January 2016 – January 2017)**

## **ASD-W – EL-2-Staff Treatment**

### Professional Learning Highlights – January 2016 – January 2017

- **January 4, 2016** – School-based Professional Learning opportunity with a focus on School Improvement Planning.
- **March 15, 16 and 18, 2016** – Education Centre Administrator meetings.
- **April 8, 2016** – Combination of Parent/Teacher Interviews and Professional Learning.
- **April 18, 2016** – Provincial Professional Learning Day. School-based with focus on Promoting Positive Learning and Working Environments – Enhancing Positive Mental Health.
- **April 19, 2016** – Provincial Professional Learning Day. School-based with focus aligning with the School Improvement Plan / Positive Learning Environment Plan.
- **April 31, 2016** – ASD-W Vice-Principals' Meeting
- **May 3, 4 and 5, 2016** – Education Centre Administrator meetings.
- **May 6, 2016** – NBTA Council Day for Educators at three sites in Fredericton and Moncton.
- **May 16, 2016** – NBTA / AEFNB Branch Meeting and Professional Learning (May 20 for St. Mary's Academy).
- **July 5-8, 2016** – Developing Successful Schools – 6 educators of ASD-W attended. Focus was on Visible Learning – Evidence to Action!
- **August 15, 2016** – ASD-W LearnEast for K-12 educators from Atlantic Canada.
- **August 24-25, 2016** – District Principals and Vice-Principals Opening Meetings.
- **August 30, 2016** – NBTA /ASD-W District Council Day – Schools were grouped by Branch and facilitated sessions and open space discussions around the theme of *Supporting One Another as Learners*. The afternoon session brought all schools together at two sites on the theme of *Supporting One Another as Global Citizens*. Keynote Speaker was Simon Keith.
- **October 6, 2016** – Provincial Professional Learning Day. Sessions included: mandatory, modules, face to face, and self-directed.
- **October 7, 2016** – Provincial Professional Learning Day – School-based Professional Learning with focus in alignment with School Improvement Plan and Positive Learning and Working Environment Plan.
- **October 21, 2016** (December 2, May 12, June 2) – Learning to Lead Project ASD-W and UNB - The agendas for the four days focus on two domains: *Leadership & Teaming* and *Systemic School Planning*.
- **November 25, 2016** – Combination of Parent/Teacher Interviews and Professional Learning.
- **January 9, 2017** – Provincial School-based Professional Learning opportunity with a focus on School Improvement Planning and Positive Learning and Working Environment Planning. A full day Professional Learning session was also held with all ASD-W Subject Leads, with a focus on Formative Assessment, the Role of Leads and Leads as Coaches.
- **February 8 & 21, 2017** – ASD-W PowerTeacher Pro Academy – Opportunity for teams of K-8 educators to participate in a unique learning experience. Teachers are immersed into the unique features of PowerTeacher Pro and are required to work with peers.
- **February 24, 2017** – Provincial Professional Learning Day – School-based. Opportunity for schools to introduce newly developed *Teaching Process Map* and *Intervention Map*.
- **March 23-24, 2017** – ASD-W PowerTeacher Pro Academy

**ASD-W Subject Coordinator Team** has offered a variety of Professional Learning sessions to educators and para-professional staff on topics such as curriculum, report card, instructional strategies, formative assessment, and support to all students.

**Tech 20 Tuesday** sessions were held through the year addressing a variety of topics.

**First Aid Training** – Two 2-day courses in Workplace Standard First Aid training were conducted involving 60 Custodians and 1 Administrative Assistant (October 6-7, December 28-29). One 1-day Emergency First Aid course was conducted involving 8 Educational Assistants (November 25).

**Policy Series** – Conference Call with the Superintendent, providing an opportunity to elaborate on and discuss changes regarding specific policies. Participation is voluntary.

- January 20, 2016; February 17, 2016; March 16, 2016; April 20, 2016; May 25, 2016; June 15, 2016; November 16, 2016; December 21, 2016

**What's On Your Mind Series** – School Administrators are given an opportunity to submit questions, topics for discussion to be addressed via Conference Call with the Superintendent. Participation is voluntary.

- January 6, 2016; February 3, 2016; March 2, 2016; April 6, 2016; May 4, 2016; June 1, 2016; November 2, 2016; December 7, 2016

**Upcoming Sessions and Dates:**

- **April 10, 2017** - Combination of Parent/Teacher Interviews and Professional Learning
- **April 28, 2017** – Provincial Professional Learning Day
- **May 5, 2017** – NBTA Council Day
- **May 15, 2017** – NBTA / AEFNB Branch Meeting and Professional Learning (**May 19** for St. Mary's Academy)



## Summer 2016 Learning Opportunities

**PROFESSIONAL LEARNING OPPORTUNITIES**

**MAY 2016**  
**CANADIAN ASSOCIATION OF PRINCIPALS (CAP)**  
 2016 – 34<sup>th</sup> ANNUAL CONFERENCE – TOWARDS  
 CHANGING SCENARIOS OF OPPORTUNITY – EAST  
 2016.100  
 The 2016 conference is a three-day event for  
 principals, superintendents, and district  
 administrators. The conference will focus on  
 the challenges and opportunities facing  
 education in Canada. The conference will  
 feature keynote addresses, workshops,  
 and networking opportunities. For more  
 information, visit the CAP website at  
[www.capanet.org](http://www.capanet.org).

**JUNE 2016**  
**2016 ILEA 2016**  
**INTERNATIONAL LEADERSHIP CONFERENCE – ROTHEWAY**  
 The 2016 ILEA conference will be held in  
 Toronto, Ontario, Canada, from June 21-23,  
 2016. The conference will focus on the  
 challenges and opportunities facing  
 international education. The conference  
 will feature keynote addresses, workshops,  
 and networking opportunities. For more  
 information, visit the ILEA website at  
[www.ilea.org](http://www.ilea.org).

**JULY 2016**  
**MAY 2016 – DEVELOPING SUCCESSFUL  
 SCHOOLS CONFERENCE – MONTREAL ALLIANCE  
 UNIVERSITY, MONTREAL, QC**  
 Developing Successful Schools is a 3-day  
 conference for school leaders. The  
 conference will focus on the challenges  
 and opportunities facing schools in  
 the 21st century. The conference will  
 feature keynote addresses, workshops,  
 and networking opportunities. For more  
 information, visit the Montreal Alliance  
 University website at  
[www.allianceuniversity.com](http://www.allianceuniversity.com).

**AGRICULTURE 2016**  
**2016 AGRICULTURE CONFERENCE – ST.  
 CATHARINES, ONTARIO**  
 The 2016 Agriculture Conference is a  
 3-day event for school leaders. The  
 conference will focus on the challenges  
 and opportunities facing schools in the  
 agricultural sector. The conference will  
 feature keynote addresses, workshops,  
 and networking opportunities. For more  
 information, visit the Agriculture  
 Conference website at  
[www.agricultureconference.com](http://www.agricultureconference.com).

**PROFESSIONAL LEARNERS  
 OPPORTUNITIES SUPPORTED BY  
 NEW BRUNSWICK TEACHER ASSOCIATION  
 School Learning Release of Staff for Teachers  
 September 2016 - 2017**

**PROFESSIONAL LEARNING OPPORTUNITIES**

**APRIL 2016**  
**APRIL 6, 2016**  
**CANADIAN ANNUAL SYMPOSIUM ON  
 INCLUSIVE TEACHER EDUCATION – "MOVING  
 TOWARDS RECOGNITION OF TEACHER  
 EDUCATION – UNO PREDICCIÓN"**  
 The 2016 Canadian Annual Symposium on  
 Inclusive Teacher Education is a 3-day  
 event for teacher educators. The  
 symposium will focus on the challenges  
 and opportunities facing teacher  
 education in Canada. The symposium  
 will feature keynote addresses, workshops,  
 and networking opportunities. For more  
 information, visit the Canadian Annual  
 Symposium on Inclusive Teacher  
 Education website at  
[www.inclusiveeducation.ca](http://www.inclusiveeducation.ca).

**APRIL 22, 2016 – 8:00 AM TO 4:00 PM**  
**PRICE REDUCTIONS – NHTF BUILDING**  
 What are the latest trends in teacher  
 education? How can we ensure that  
 teacher education is relevant and  
 effective? These are the questions that  
 will be explored at the NHTF Building  
 Price Reductions event. The event will  
 feature keynote addresses, workshops,  
 and networking opportunities. For more  
 information, visit the NHTF Building  
 Price Reductions website at  
[www.nhtfbldg.com](http://www.nhtfbldg.com).

**MAY 2016 – COUNCIL DAY**  
**NBTA Council Day**  
 The NBTA Council Day is a 1-day event  
 for NBTA members. The event will  
 focus on the challenges and  
 opportunities facing the NBTA. The  
 event will feature keynote addresses,  
 workshops, and networking  
 opportunities. For more information,  
 visit the NBTA Council Day website at  
[www.nbta.ca](http://www.nbta.ca).

**MAY 27, 2016 – DESIGNING ENVIRONMENTS  
 OF CREATIVE THINKING FOR EARLY YEARS AND  
 K-5 EDUCATORS – CHORLENE PLAZA, MONTRÉAL  
 (Hosted by UNIC)**  
 Designing Environments of Creative  
 Thinking for Early Years and K-5  
 Educators is a 1-day event for  
 educators. The event will focus on  
 the challenges and opportunities  
 facing educators in the design of  
 learning environments. The event  
 will feature keynote addresses,  
 workshops, and networking  
 opportunities. For more information,  
 visit the Designing Environments  
 of Creative Thinking website at  
[www.designingenvironments.com](http://www.designingenvironments.com).

**APRIL 21, 2016 – 9:00 AM TO 4:00 PM**  
**PRICE ACCOUNTABILITY – NHTF BUILDING**  
 What are the latest trends in price  
 accountability? How can we ensure  
 that price accountability is relevant  
 and effective? These are the  
 questions that will be explored at  
 the NHTF Building Price  
 Accountability event. The event will  
 feature keynote addresses, workshops,  
 and networking opportunities. For  
 more information, visit the NHTF  
 Building Price Accountability website  
 at  
[www.nhtfbldg.com](http://www.nhtfbldg.com).

**APRIL 21, 2016 (9:00 AM TO 4:00 PM) – 10:00 AM TO 2:00 PM**  
**PUPPETRY WORKSHOP WITH MIKE PETERSON –  
 THE BELLEVILLE STADIUM**  
 The 2016 Puppetry Workshop with  
 Mike Peterson is a 1-day workshop  
 for teachers. The workshop will  
 focus on the challenges and  
 opportunities facing teachers in  
 the use of puppetry in the  
 classroom. The workshop will  
 feature a keynote address, a  
 workshop, and networking  
 opportunities. For more information,  
 visit the Puppetry Workshop  
 website at  
[www.puppetryworkshop.com](http://www.puppetryworkshop.com).

## Use of Professional Learning Days in School Calendar – 2016-2017

### Use of Professional Learning Days in School Calendar – 2016-2017

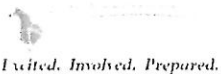
**ANGLOPHONE WEST SCHOOL DISTRICT  
 SCHOOL CALENDAR  
 2016-2017**

MONTH	DATES	EVENTS	NUMBER OF DAYS FOR STUDENTS	NUMBER OF DAYS FOR TEACHERS
August	29	Full Administration Day – School Based		
	30	NBTA Council Day – District Based	0	3
	31	NBTA Council Day – School Based		
September	1	Full Administration Day – School Based		
	2	Labour Day	19	20
	6	First Day for Students		
October	6	Professional Learning Day #1 for Staff (No Classes for Students)		
	7	Professional Learning Day #2 for Staff (No Classes for Students)		
	10	Thanksgiving Day	15	20
	11-14	Experiences for Students Entering Kindergarten in 2017-2018		
November	11	Remembrance Day		
	14-24	K-12 Report Card Time		
	25	Parent Teacher Interviews – Half-Day Professional Learning Day (No Classes for Students)	20	21
December	23	Last Day of Classes (Half-Day of Classes)	17	17
January	9	Professional Learning Day #3 for Staff (No Classes for Students)		
	10	First Day for Students	16	17
	23-27	Exam Week		
February	21	High School Semester 2 Begins		
	24	Professional Learning Day #4 for Staff (No Classes for Students)	19	20
March	8-10	March Break		
	10		10	10
April	10-12	K-12 Report Card Time		
	10	Parent Teacher Interviews – Half-Day Professional Learning Day (No Classes for Students)		
	14	Good Friday	18	18
	17	Easter Monday		
	20	Professional Learning Day #5 for Staff (No Classes for Students)		
May	5	Provincial NBTA Council Day (No Classes for Students)		
	15	NBTA Branch Meeting Day (No Classes for Students)		
	16	ASD-W-EL2 Branch Meeting for St. Mary's Academy in Edmundston	20	22
	18	NBTA Branch Meeting Day – St. Mary's Academy (NHTF), Edmundston		
	22	Victoria Day		
June	23	Last Day for Students – First Report Card Day (K-12)		
	24	Administration Day	17	19
	27	Administrative Day – Last Day for Teachers		
<b>Total Number of Days for Students</b>			<b>150</b>	
<b>Total Number of Days for Teachers</b>				<b>395</b>

**Planning for Professional Learning 2016-2017**

Day/Date	What	Who (Owner of the Day)	Organized by (Responsible for Delivery)
August 28	Admin Day	Full Day Admin	NHTF collective agreement
August 30	Council Day	Full Day District Pt	ASD-W-EL2 Branch Pt. Chairs in Partnership with Branch
August 31	NBTA Council Day	Full Day School-Based Pt	NHTF collective agreement
September 1	Admin Day	Full Day Admin	NHTF collective agreement
September 5	Labour Day	HOLIDAY	
September 6	Classical - First Day		
October 6	Professional Learning Day #1	Full Day Pt	EPCD (MORE Details to Follow)
October 7	Professional Learning Day #2	Full Day Pt	EPCD (MORE Details to Follow)
October 10	Thanksgiving Day	HOLIDAY	
November 11	Remembrance Day	HOLIDAY	
November 25	Parent-Teacher	1 Day Parent/Teacher School Based Pt	Principal
December 23	Classical - Last Day	(No Day Pt)	
January 9	Professional Learning Day #3	Full Day Pt	EPCD
January 10	Classical - First Day		
January 24	Professional Learning Day #4	Full Day Pt	
March 6-10	March Break		
April 10	Parent Teacher	1 Day Parent/Teacher School Based Pt	Principal
April 14	Good Friday	HOLIDAY	
April 17	Easter Monday	HOLIDAY	
April 28	Professional Learning Day #5	Full Day Pt	
May 5	NBTA Council Day	Full Day Pt	NHTF collective agreement
May 15	Relay 1st St. Mary's Academy	1 Day, Branch Pt	NBTA Council - Alternate Proposal process for teachers unable to attend - school based PD Committee.
May 16	Relay 2nd St. Mary's Academy	1 Day, Branch Pt	
May 22	Victoria Day	HOLIDAY	
June 25	Classical - Last Day		
June 27	Teachers - Last Day		

## August 30, 2017, Professional Learning Day



*Professional Development is the continual renewal of personal knowledge and expertise that leads to improved professional competence in support of student learning.*

– NBTA Members' Handbook

**Excited. Involved. Prepared.**

**AGENDA**  
Tuesday, August 30<sup>th</sup>, 2016

**Background**  
The eleven branch PL Chairs in collaboration with District staff, are organizing a District PL Day for educators in Anglophone West School District on Tuesday, August 30, 2016. The goal of the day is to continue to build a sense of unity and collegiality amongst the almost 2,000 teachers in ASD-W and to provide an opportunity for networking among the school clusters.

**A.M. THEME**  
***SUPPORTING ONE ANOTHER AS LEARNERS***

**10:00 – 11:45** Teachers will meet in Clusters at various sites in Fredericton for professional learning, networking and dialoguing by like-grades and subject areas.

**11:45 – 12:00** Closing & Feedback

**12:00 – 12:16** Travel to Keynote venue (Currie Centre – UNB – Carpooling is encouraged)


**12:16 – 1:00** Lunch / Entertainment (on site at Currie Center, UNB / John Caldwell School, Grand Falls)

**P.M. THEME**  
***SUPPORTING ONE ANOTHER AS GLOBAL CITIZENS***

**1:00 – 1:30** Masters of Ceremonies – Jacob Lingley & Bev Loker-French (NBTA PL Chairs)

- Opening Remarks: ASD-W Superintendent, David McTimoney
- Opening Remarks: NBTA President, Guy Arseneault
- Introduction of Drummers: Bev Loker-French
- Introduction of Keynote Speaker, Simon Keith

**1:30 – 2:30** Keynote Address – Simon Keith




Simon Keith is not just a former professional soccer player—he's one of the longest-living organ transplant recipients in the world, having received a heart transplant when he was just 21 years old. Remarkably, Simon went on to play competitive soccer and was drafted #1 overall into the USA's Major Indoor Soccer League just three years...

**2:30 – 3:00** Closing Remarks / Draw Prizes

## October 6 and 7, 2016 Sample Cover Page and Topics

DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT / ASD-W



# Handbook

**October 6<sup>th</sup> and 7<sup>th</sup>, 2016**

**Professional Learning Days**

**Please Note:**

- Participants are on their own for lunch, unless otherwise indicated.
- Materials for on-line and self-directed sessions are located on the Provincial EECD Portal site: <https://portal.nbcd.nb.ca/pd/Pages/EventsandMeetingsCalendar.aspx> and/or an ASD-W identified Portal link.

DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT / ASD-W			
October 6 <sup>th</sup> , 2016 – PROFESSIONAL LEARNING DAY			
Grades	1/2 Day		Full Day
K-2	1. Growing Readers K-2 *Designated Schools only 4. Math Improvement K-2 *Designated Schools only	Teacher in the designated schools created drawing folders in the AM, and Math improvement in the PM.	
3-5	1. Personal Wellness 3-5 3. Intensive French Grade 5 Curriculum Guide		
6-8	5. Growth and Development – Grades 6,7,8 Health 6. Second Language Proficiency: Student Language Portfolios – Grades 6-8 Fr Imm & PIF	7. Middle School Technology 6-8	
9-12	8. PDCP Gr. 9-10 12. Post-Intensive French Curriculum 23. Second Language Proficiency: Student Language Portfolios – Grades 9-12 PIF & Fr Imm Content Area		11. Inspiring Adolescent Readers – Grade 9 ELA 10. Human Physiology 110
	21. First Nations Literacy Lessons – HS ELA 23. Distance Learning for Local Facilitators		8. French Immersion Language Arts Grades 9-12 14. Broad Base Technology
			15. Focus on Informational Technology 16. Automotive 17. Welding 18. Computer Science 19. Culinary - Food Safety Training 20. Construction 22. Learning Strategies
	Para-Professionals		24. ASD and Behavioural Interventions (2 Days)
	K-12		25. Everyone at Their Best – Ed Plan Engagement (90 minutes – 8:30-10 AM)
Options if not in One of Above Mandatory Sessions	26. Assessing, Evaluating and Reporting Guidelines for NB K-8 Teachers, September 2016		
	27. PowerTeacher Pro – K-12 Teachers		
	28. Music Specialist Session – K-5 Music Specialists PM		
	29. Music Specialist Session – 6-8 Music Specialists PM		
30. Music Specialist Session – 9-12 Music Specialists PM			
31. EST-Resource "New to Role" Orientation			
32. Non-Violent Crisis Intervention Training			
33. Non-Violent Crisis Intervention Refresher			
34. School Library Workers			
School Based Self-Directed K-12 Options	35. Other Professional Learning Materials		
	36. ASD-W Professional Learning, Self-Directed Ideas		

**Sample PL Sessions offered to Educators**

<b>Subject:</b>	Professionals Learning Invitation
<p>Good morning,</p> <p>I am happy to invite you to a two-part PL session on Using Picture Books in Grades 6-12. Picture books can be used to introduce new concepts and literary terms, explore multiple perspectives, discuss challenging topics, examine writer's craft, practice reading strategies, model ways of organizing texts for student writing, and most of all celebrate the joy that comes from sharing a great book with readers.</p> <p>These sessions will explore opportunities for incorporating picture books and provide sources for learning about titles that may link to your curriculum. Content-area teachers are also welcome as many recent picture books relate to STEM and other cross-curricular themes.</p> <p>This two-part series will be held at the DEC in Conference Room A on <b>Wednesday, Oct 19</b> and <b>Wednesday, Nov 2</b> from 4:00-5:30.</p> <p>Please use the following link to register before Oct 13.</p>	

<b>Subject:</b>	Numeracy-Professional Learning Opportunities
<p>Good morning everyone,</p> <p>Our numeracy team will be providing several learning opportunities during the course of the school year.</p> <p>Our first session will be held <b>October 26<sup>th</sup></b>. Please share with teachers.</p> <p><b>Details:</b></p> <p><b>Location:</b> Fredericton Education Centre</p> <p><b>Date:</b> October 26<sup>th</sup>, 2016</p> <p><b>Time:</b> 1:30 till 3:30 pm</p> <p><b>Audience:</b> K-5 teachers</p> <p><b>Deadline:</b> Oct. 21<sup>st</sup>, attention to Donna McLaughlin</p> <p><b>Session one:</b></p> <p><b>Presenter:</b> Carrie Estley- Bourgoin</p> <p><b>Topic:</b> <b>Sorting Trays in Math</b></p> <p>We will work through several hands on activities to help teachers see how sorting trays can be used for more than just sorting. Activities related to number sense, patterning, graphing, and shapes will be provided for the participants. Target Audience: grades K-2 teachers, R&amp;M teachers Time: 1 hour max.</p> <p><b>Session two:</b></p> <p><b>Presenter:</b> Nicole Holloway</p> <p><b>Topic:</b> <b>Teaching with Technology in the Math Classroom</b></p> <p>A brief look at some of the websites, activities, and tools that you can use to engage students in the classroom while building their skills in mathematics. We'll look at Sumdog Pickers, virtual manipulatives, "selfie" style videos, and Smartboard tools to compliment your instruction in the elementary classroom.</p> <p>Looking forward to this great opportunity to share in the world of numeracy.</p>	



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## ASD-W Professional Learning

### Education Support Services

#### 2016-2017 Full Day or Half Day Sessions

Title	District Based
"Daring Greatly: Brene Brown - Through the PBIS Lens: Working to your own Personal Capacity"	District ESS Teams
Applied Suicide Intervention Skills Training	Guidance
Autism PL Level 3	Resource & Coordinators
Ceridian Monthly Series	District ESS team
Facilitating Professional Learning	District ESS Staff
Function of Behaviour and Data Collection	SIW's
Guidance Orientation	new WEC EST-Guidance
Guidance PL (data, depression, suicide, school connectedness)	EST-Guidance
IBSP Training	New EST-Guidance
ISD Information Presentations	All ASDW Schools
Learning Disabilities	Subject Coordinators
New Resource Teacher	EST-Resource
New Resource Teacher Writing Smart	EST-Resource
NMT Intervention Teherapeutic Monthly Series	DESS Team
Non-Violent Crisis Intervention	Administrators, Guidance, Educational Assistants, School Intervention Workers
Positive Discipline: Defining And Teaching Positive Discipline	ASD-W Administrators, Subject Coordinators, Directors
Resource PL (Assitive Tech, Resilyency, Policy 704, Task Analysis, Changes to the DSM)	EST - Resource
RTI for behaviour Tier 1 and 2	ASD-W EST-Guidance
SafeTalk	Guidance
Strengthening the Positive Learning and Working Environment: An Overview for District Personnel	Healthy Learner Nurses; Coordinator
Supporting Social Skills Development	SIW's
Trauma Informed Schools	Resource, Guidance, SLP, Social Workers, Psychologists, Coordinators, Leads, SIW, EA's
Violent Threat Risk Assessment Level I	Administrators, Guidance, Partners
Violent Threat Risk Assessment Level II	Administrators, Guidance, Partners
Violent Threat Risk Assessment Refresher	Administrators, Guidance, Partners
WIAT III Refresher	EST-Resource
Title	School Based
ADHD	School Staff
"Be Safe" Personal Safety Kit Training	School Staff
#shelfietalks	EST-Guidance & Resource & Classroom Teachers
Beyond The Hurt	School Staff

Book Study - Daring Greatly	ESST - Teachers
Book Study - Fostering Resiliency	ESST - Teachers
Book Study - The Boy who was Raised as a Dog	ESST - Teachers
Book Study - The Whole Brain Child -	PBIS Leadership Team School
Book Study - Wellness and You	Guidance and Resouce
Compassion Fatigue	School Staff
Data Collection	School Staff
Handling Disclosures of Child Abuse	Nackawick
Healthy Relationships & Dating Violence	Grade 8 Students
Implementing Zones of Regulation with Fidelity	Whole School
Keep Calm & Carry On: Dealing with Angry Parents	Canterbury High School
LINK Program	ESS Team
PBIS	Teachers, EA's, Admins
PBIS and Positive Discipline: The Whole Brain Child	Whole School
PBIS: Coaching and Teaching	Leadership Teams
PBIS: Data Walks - Triangulation of School Based Data	
PBIS: Enhancing the PLWE and Culture and Climate in Schools	All Staff
PBIS: PSSC Overview	PSSC
Performing at our best (with Leadership Lead) PBIS and Strength Based Approach	Teachers and Admins
Reading Strategies PL	School Staff
Reframing Behaviour as Anxiety	School Staff
Resiliency and Youth	SIW's
Resource Teacher Meeting	Resource Teachers
SIW Data Collection and Analysis PL	SIW's
Transition to Life	High School EST -R
Trauma Informed Schools	School Staff including EA's
Zones for Regulation	School Staff including EA's
LYNC	
"The Link Program"	EST - Guidance & Admin
Assistive Tech, PLP Rubric, Transitioning Students	EST - Resource
End of year Process	EST - Resource
Introduction of the Role of Resource	New EST-Resource teachers
PLP Development PL	New EST-Resource teachers
Start up Reminders for EST-R's	EST-Resource
Transition Process	EST-Guidance

# Paraprofessionals

**Monday, May 16, 2016**  
***For All Paraprofessionals***

All paraprofessionals are encouraged to participate in the most appropriate professional learning opportunity. Options for May 16<sup>th</sup> include as on sheet:

- District organized **Face-to-Face** initiatives / events. (Unless otherwise indicated in the descriptions below, pre-registration required.)
- Individual or small group **Self-Directed** options.
- Clusters School learning groups. Groups may want to organize meetings to share ideas.

PLEASE NOTE: Michelle Carr has replaced Melissa Stewart

## Notes:

- **Paraprofessionals** will be required to indicate their plan for the day to the Resource Teacher **no later than April 18<sup>th</sup>, 2016.**
- **Resource Teachers** will forward a completed summary to Michelle Carr (michelle.carr@nbed.nb.ca), (using the attached form) **no later than April 25<sup>th</sup>, 2016.**

*Anglophone West School District promotes a scent-reduced learning / working environment.*

## Professional Development – School Bus Drivers 2016-17

August 25 – Driver Coach, Train the Trainer. TMR Radios.

August 31 - All Drivers WEC, OEC, and FEC Back to School Meeting and TMR Radio Training

November 25 - All Drivers WEC, OEC, and FEC in various locations **Ceridian Seminars.**

January - All Drivers WEC, OEC, and FEC in various locations and dates.

March - All Drivers WEC, OEC, and FEC in various locations and dates.

April 10 - All Drivers WEC, OEC, and FEC in various locations **Ceridian Seminars.**

April 28 – Casual driver PD session, Woodstock Ed Center. (FEC, OEC, and WEC.

May 5 - All Drivers WEC, OEC, and FEC in various locations, Mental Health Awareness Webinars

- In addition to these meeting there will be First Aid refresher courses during the regular class day for drivers in various locations.
- Anglophone West also has 19 Driver Coaches to help work with both our regular drivers and casuals. Daniel Wishart and the Assistant Transportation Managers meet with the coaches on a monthly basis.
- The Assistant Managers also do Performance Appraisals with one third of our staff each year.



**Clark-Caterini , Carol (ASD-W)**

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**From:** Clark-Caterini , Carol (ASD-W)  
**Sent:** Tuesday, October 11, 2016 11:51 AM  
**To:** (ASD-W) All Staff -Anglophone West School District  
**Subject:** Policy Series and What's On Your Mind Series - 2016/17

*Good morning everyone,*

*On behalf of the Superintendent, David McTimoney, please see the following message.*

*Carol*

All ASD-W Staff,

Traditionally, I have offered a monthly “What’s On Your Mind” and “Policy” Series for school system leaders. This year, I would like to open this simple professional learning opportunity to all employees of the school district.

These 30-minute sessions are designed to provide a focused presentation on established policy or items of interest in our district. You do not need to pre-register and you do not need to speak-up at the online meeting. You can simply tune-in and listen. The meetings are voluntary so you can participate in some, all or none. For the most part, it will be me speaking.

Once again, this year, we will do the 30 minute meetings as Lync calls. We will send the invite out one day in advance. All you need to do is click on the link to join the call. The sessions will be on every other Wednesday afternoon (approximately), beginning at 3:45 PM and ending at 4:15 PM. We will also archive each of the sessions on an accessible Portal. We will alternate the “Policy” talks with the “What’s On Your Mind” talks. There will be a call for agenda items for the “What’s On Your Mind” sessions, about one week in advance, and we will send the agenda out the day before. We will try to include conversations regarding the culture of our district within these agendas, as time and interest permits. The topics can simply be whatever is on your mind! Whereas there is a potential for many participants, we will need to adhere to an agenda building process that is reasonable. I also expect, depending on the numbers, that the talks will be more “informative” as opposed to “conversational”.

I welcome ideas for the Policy Talks, too. If you send ideas up front, I can build the schedule for the year. If there are no recommendations, I will pick one of interest beforehand and will share it with you in advance.

**The dates are as follows:**

**Wednesday, November 2, 3:45PM – “What’s On Your Mind”**

**Wednesday, November 16, 3:45PM – Policy Session**

**Wednesday, December 7, 3:45PM – “What’s On Your Mind”**

**Wednesday, December 21, 3:45PM – Policy Session**

**Wednesday, January 11, 3:45PM – “What’s On Your Mind”**

**Wednesday, January 25, 3:45PM – Policy Session**

**Wednesday, February 8, 3:45PM – “What’s On Your Mind”**



**Wednesday, February 22, 3:45PM – Policy Session**

**Wednesday, March 15, 3:45PM – “What’s On Your Mind”**

**Wednesday, March 29, 3:45PM – Policy Session**

**Wednesday, April 5, 3:45PM – “What’s On Your Mind”**

**Wednesday, April 26, 3:45PM – Policy Session**

**Wednesday, May 10, 3:45PM – “What’s On Your Mind”**

**Wednesday, May 24, 3:45PM – Policy Session**

**Wednesday, June 7, 3:45PM – “What’s On Your Mind”**

**Wednesday, June 21, 3:45PM – Policy Session**

I hope you will consider participating in this professional learning activity.

David

*David McTimoney  
Superintendent - Anglophone West School District  
1135 Prospect Street  
Fredericton, NB  
E3B 3B9*

[david.mctimoney@gnb.ca](mailto:david.mctimoney@gnb.ca)

506-444-4034

[www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca)

**Table 13. Full-Time Equivalent Educators by School District and Position, September 30, 2015**

	Anglophone East School District	Anglophone North School District	Anglophone South School District	Anglophone West School District	District scolaire francophone Nord-Est	District scolaire francophone Nord-Ouest	District scolaire francophone Sud
<b>Total</b>							
Guidance Counsellors	33.5	19.7	45.5	51.9	6.7	3.8	9.6
Other Classroom Teachers	5.5	10.0	-	18.2	0.8	-	-
Other special needs (e.g. Visual Impaired)	-	-	-	-	11.0	2.9	8.0
Regular Teachers	877.0	470.6	1,304.4	1,317.5	597.0	336.2	794.5
Educational Support Teachers	82.7	45.4	137.6	126.2	61.2	30.6	95.9
School Administration	56.8	32.2	87.2	90.7	43.3	22.4	51.3
<b>Total Classroom Teachers •</b>	<b>1,055.5</b>	<b>577.8</b>	<b>1,574.7</b>	<b>1,604.5</b>	<b>720.0</b>	<b>395.9</b>	<b>959.3</b>
Other Educational Staff	44.2	35.0	55.7	45.0	47.0	16.5	40.1
Teacher Librarian	2.0	-	-	-	-	-	-
<b>Total teachers (classroom teachers and other teachers)</b>	<b>1,101.7</b>	<b>612.8</b>	<b>1,630.4</b>	<b>1,649.5</b>	<b>767.0</b>	<b>412.4</b>	<b>999.4</b>
Director of Curriculum and Instruction	1.0	1.0	1.0	1.0	-	-	-
Director of Education Support Services	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Subject Coordinators	8.5	10.0	15.0	19.0	4.0	3.0	6.0
Superintendent	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Director of Schools	2.0	1.0	3.0	3.0	2.0	1.0	2.0
Supervisors of Data and Accountability	0.5	-	1.0	1.0	-	-	-
<b>Total Educators (classroom teachers, other teachers and educators)</b>	<b>1,115.7</b>	<b>626.8</b>	<b>1,652.4</b>	<b>1,675.5</b>	<b>775.0</b>	<b>418.4</b>	<b>1,009.4</b>
	<b>Anglophone Francophone</b>		<b>Total</b>				
<b>Total Classroom Teachers •</b>	4,812.3	2,075.2			6,887.5		
<b>Total Teachers</b>	4,994.2	2,178.8			7,173.0		
<b>Total Educators</b>	5,070.2	2,202.8			7,273.0		

• Classroom teachers are defined as regular classroom teachers, French Immersion teachers, second language teachers, trades specialists, music and art specialists, physical education specialists, resource and methods teachers, principals and vice principals, guidance counsellors, and other classroom teachers.

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Table 14. Full-Time Equivalent Support Staff by Linguistic Sector and Position, September 30, 2015

	Anglophone Districts				Francophone Districts				Anglophone	Francophone	Province
	ASD-E	ASD-N	ASD-S	ASD-W	DSF-NE	DSF-NO	DSF-S				
	Administrative and Educational Support (1 FTE = 36.25 hours/week)										
District Administrative Support	17.4	19.0	27.5	32.1	24.4	12.5	22.0	96.0	58.9	154.9	
Educational Assistant <sup>1</sup>	359.0	219.0	582.1	502.0	256.5	133.0	438.0	1,662.1	827.5	2,489.6	
School Administrative Assistant	53.5	32.3	89.1	92.2	43.1	24.4	45.4	267.1	112.9	380.0	
School Intervention Worker <sup>1</sup>	26.0	22.0	35.0	30.0	34.0	2.0	32.0	113.0	68.0	181.0	
School Library Assistant	19.6	11.7	18.1	26.4	21.3	12.7	29.4	75.7	63.4	139.2	
School-Based Clerk				1.0					1.0	2.0	
Student Attendant	10.4	2.9	16.7	2.9	1.5		0.8	32.9	2.3	35.3	
<b>Subtotal</b>	<b>485.9</b>	<b>307.0</b>	<b>768.5</b>	<b>686.5</b>	<b>381.8</b>	<b>184.6</b>	<b>567.6</b>	<b>2,247.9</b>	<b>1,134.0</b>	<b>3,381.9</b>	
<b>Finance and Administrative Services (1 FTE = 36.25 hours/week)</b>											
Executive Assistant to Superintendent	1.0	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0	
Administrative Service Coordinator	-	-	-	-	-	-	-	-	-	-	
Assistant Budget Manager	1.0	1.0	2.0	2.0	2.0	1.0	1.0	6.0	4.0	10.0	
Assistant Facilities Manager	1.0	1.0	3.0	3.0	1.0	-	1.0	8.0	2.0	10.0	
Assistant Transportation Manager	1.0	1.0	3.0	3.0	1.0	-	1.0	8.0	2.0	10.0	
Budget and Accounting Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0	
Community Engagement Coordinator	1.0	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0	
Director of Finance and Administrative Services	1.0	1.0	1.0	1.0	1.0	0.5	1.0	4.0	2.5	6.5	
Director of Human Resources	1.0	1.0	1.0	1.0	1.0	0.5	1.0	4.0	2.5	6.5	
Facilities Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0	
Human Resources Officer	3.0	2.0	5.0	7.0	3.0	2.0	3.0	17.0	8.0	25.0	
I.T Shared Services	10.0	13.0	21.0	20.0	14.0	7.0	14.0	68.0	38.0	106.0	
Payroll Supervisor	-	-	-	-	-	-	-	-	-	-	
Transportation Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0	4.0	3.0	7.0	
<b>Subtotal</b>	<b>23.0</b>	<b>25.0</b>	<b>41.0</b>	<b>42.0</b>	<b>28.0</b>	<b>16.0</b>	<b>29.0</b>	<b>135.0</b>	<b>76.0</b>	<b>211.0</b>	
<b>General Labour, Trades &amp; Services (1 FTE = 40 hours/week)</b>											
Building Maintenance Foreperson	1.0	-	-	3.0	-	-	1.0	4.0	1.0	5.0	
Bus Driver	89.0	120.0	230.0	264.0	116.0	63.0	161.0	703.0	340.0	1,043.0	
Custodial Foreperson	1.0	-	2.0	1.0	-	-	-	4.0	-	4.0	
Custodian	127.0	110.6	233.4	145.3	139.6	72.8	132.6	616.4	344.9	961.3	
Maintenance Repairworker	17.0	15.0	43.0	29.0	20.0	7.0	16.0	104.0	43.0	147.0	
Power Engineer	3.0	2.0	2.0	-	2.0	-	-	7.0	2.0	9.0	
School Plant Superintendent	-	2.0	6.0	-	1.0	2.0	-	8.0	3.0	11.0	
Storekeeper	-	-	1.5	-	-	-	-	1.5	-	1.5	
Truck Driver	-	-	1.5	-	-	-	-	1.5	-	1.5	
<b>Subtotal</b>	<b>238.0</b>	<b>249.6</b>	<b>519.4</b>	<b>442.3</b>	<b>278.6</b>	<b>144.8</b>	<b>310.6</b>	<b>1,449.4</b>	<b>733.9</b>	<b>2,183.3</b>	
<b>Professional Support Group (1 FTE = 36.25 hours/week)</b>											
Behaviour Intervention Mentor	2.0	2.0	-	-	4.0	13.0	-	4.0	17.0	21.0	
School Psychologist	6.2	2.6	6.8	4.8	4.0	1.0	10.0	20.4	15.0	35.4	
School Psychometrist	-	1.4	1.2	1.0	4.0	4.0	3.0	3.6	11.0	14.6	
School Social Worker	2.0	4.0	5.1	8.3	8.8	5.0	9.0	19.4	22.8	42.2	
Speech Therapist / Audiologist	7.7	8.9	10.7	14.8	4.6	5.4	13.5	42.1	23.5	65.6	
<b>Subtotal</b>	<b>17.9</b>	<b>18.9</b>	<b>23.8</b>	<b>28.9</b>	<b>25.4</b>	<b>28.4</b>	<b>35.5</b>	<b>89.4</b>	<b>89.3</b>	<b>178.7</b>	
<b>Other Educational Support (1 FTE = 36.25 hours/week)</b>											
Community School Coordinator	4.0	3.0	11.8	5.5	22.2	19.0	18.0	24.3	59.2	83.5	
Other	3.5	2.5	14.0	4.5	26.0	7.0	9.0	24.5	42.0	66.5	
<b>Subtotal</b>	<b>7.5</b>	<b>5.5</b>	<b>25.8</b>	<b>10.0</b>	<b>48.2</b>	<b>26.0</b>	<b>27.0</b>	<b>48.8</b>	<b>101.2</b>	<b>150.0</b>	
<b>Total - Support Staff</b>	<b>772.3</b>	<b>606.0</b>	<b>1,378.5</b>	<b>1,209.7</b>	<b>761.9</b>	<b>399.8</b>	<b>989.7</b>	<b>3,970.5</b>	<b>2,134.4</b>	<b>6,104.9</b>	

<sup>1</sup> 1 FTE = 30 hours/week

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Anglophone West School District	FTEs	External Funding	Internal Funding	# On Secondments
Regular Teachers	888.96	-	888.96	22.00
French Immersion Teachers	215.45	-	215.45	-
Music Teachers	32.25	-	32.25	-
Art Teachers	17.80	-	17.80	-
Trades Teachers	19.20	-	19.20	-
Physical Education Teachers	63.10	-	63.10	-
French Teachers	67.40	-	67.40	-
Education Support Teachers	125.10	-	125.10	-
Other Classroom Teachers	22.24	19.20	3.04	-
Guidance counsellors	51.36	-	51.36	-
Administrators	89.75	-	89.75	1.00
<b>Classroom Teachers</b>	<b>1,592.61</b>	<b>19.20</b>	<b>1,573.41</b>	<b>23.00</b>
Literacy - Mentors, coaches and Leads	29.00	-	29.00	-
Numeracy - Mentors, coaches and Leads	18.00	-	18.00	-
Technology - Mentors, coaches and Leads	5.00	-	5.00	-
Physical Education - Mentors, coaches and Leads	1.00	-	1.00	-
Other Education Support Teachers	26.80	-	26.80	-
Teacher Librarian	-	-	-	-
<b>Total Teachers</b>	<b>1,672.41</b>	<b>19.20</b>	<b>1,653.21</b>	<b>23.00</b>
Superintendent	1.00	-	1.00	-
Director of Curriculum and Instruction	1.00	-	1.00	-
Director of Education Support Services	1.00	-	1.00	-
Subject Coordinators	19.00	-	19.00	-
Senior Education Officer	3.00	-	3.00	-
Supervisors of Data and Accountability	1.00	-	1.00	-
<b>Total Educational Staff</b>	<b>1,698.41</b>	<b>19.20</b>	<b>1,679.21</b>	<b>23.00</b>





**Anglophone West School District (2016-2017)**

CUPE 1253	
Building Maintenance Foreperson I Journeyperson	-
Building Maintenance Foreperson I Non-Journeyperson	-
Building Maintenance Foreperson II Journeyperson	3.00
Building Maintenance Foreperson II Non-Journeyperson	1.00
Custodial Foreperson	1.00
Custodian I	101.40
Custodian II	44.00
Gardener	-
Maintenance Repairworker I Non-Journeyperson	-
Maintenance Repairworker II Non-Journeyperson	0.50
Maintenance Repairworker III Journeyperson	28.00
Maintenance Repairworker IV Journeyperson	-
Operations Worker	-
Power Engineer I	-
Power Engineer II	-
School Plant Superintendent	-
Storekeeper	-
Truck Driver	-
<b>Bus Driver A</b>	<b>10.00</b>
<b>Bus Driver B</b>	<b>26.00</b>
<b>Bus Driver C</b>	<b>8.00</b>
<b>Bus Driver - Hourly</b>	<b>217.00</b>
	<b>439.90</b>

District Administration	
Administrative Service Coordinator	-
Assistant Budget and Accounting Manager	2.00
Assistant Facilities Manager	3.00
Assistant Transportation Manager	3.00
Budget and Accounting Manager	1.00
Community Engagement Coordinator	1.00
Community Schools Coordinators	4.50
Director of Finance and Administrative Services	1.00
Director of Human Resources	1.00
Executive Assistant to the Superintendent	1.00
Facilities Manager	1.00
Human Resources Officer	7.00
Payroll Supervisor	-
Transportation Manager	1.00
	<b>26.50</b>

CUPE 2745	
District Administrative Support I	-
District Administrative Support II	1.00
District Administrative Support III	23.60
District Administrative Support IV	4.00
District Administrative Support V	4.00
Educational Assistant	531.00
School Administrative Assistant I - 10 months	17.18
School Administrative Assistant II - 10 months	52.00
School Administrative Assistant III - 10 months	2.00
School Administrative Assistant I - 12 months	-
School Administrative Assistant II - 12 months	20.00
School Administrative Assistant III - 12 months	1.00
School Clerk - 10 months	-
School Clerk - 12 months	-
School Clerk IV	1.00
School Intervention Worker	30.00
School Library Worker I - 10 months	18.32
School Library Worker I - 12 months	2.04
School Library Worker II - 10 months	7.94
School Library Worker II - 12 months	-
Student Attendant	6.02
	<b>721.10</b>

NBUPPE	
Behavior Intervention Mentor	2.00
School Psychologist I	5.00
School Psychologist II	-
School Psychometrist I (HC)	1.00
School Psychometrist II	-
School Psychometrist III	-
School Social Worker I	-
School Social Worker II	6.25
Speech Therapist / Audiologist I	15.04
Speech Therapist / Audiologist II	-
Transition to School Coordinator	-
	<b>29.29</b>