

**ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL**

**POLICY TYPE:** Executive Limitations

**POLICY NO.:** EL-4

**POLICY TITLE:** Information and Reporting  
to Council

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**LEGISLATIVE AUTHORITY:**

When providing information and reporting to Council, the Superintendent shall not fail to give all the particulars necessary to allow Council members to be well-informed. Accordingly, the Superintendent shall not:

1. fail to provide materials to Council at least one week in advance of the date the issue will be considered;
2. fail to provide material presented in a concise format without utilizing jargon or unnecessarily complex language;
3. fail to ensure that the content of material incorporates (where appropriate):
  - an introduction to the issue;
  - the background and history;
  - an outline of what currently works and does not work;
  - a proposed resolution and expectations for change; and
  - a proposed monitoring process and timeline;
4. fail to have appropriate staff, including school-based educators, and external points of view, when appropriate, available to Council to discuss the issue(s);
5. fail to advise Council in a timely manner of trends, facts and information relevant to the Council's work;
6. fail to advise the Council of changes in assumptions upon which Council policy has been established;
7. fail to advise Council of significant media coverage;

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**Adopted: October 10, 2012**

**Revised:**

**Review Method: Internal Report**

**Review Frequency: Annual – February 20, 2019**

8. fail to advise the Chairperson, if in the Superintendent's opinion, Council members are not in compliance with the Council's policies on Governance Process and Council Staff Relations;
9. fail to provide a mechanism for official Council and committee communications;
10. fail to work with the Council as a whole except when
  - i. fulfilling individual requests for information authorized at an open Council meeting,
  - ii. working with committees duly charged by the Council, and
  - iii. communicating with the Chair or Vice Chair.
11. fail to establish a procedure for informing Council in a timely manner of the administrative disposition of complaints raised in open session of the Council; and
12. fail to inform Council of all significant changes in, deletions of or additions to administrative policies and regulations.

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**Adopted: October 10, 2012**

**Revised:**

**Review Method: Internal Report**

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