



**COUNCIL POLICY  
COMPLIANCE MONITORING FORM  
~ EXECUTIVE REPORT ~**

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**Policy Type:** Executive Limitations – EL-4

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**Policy Title:** Information and Reporting  
To Council

**Date: February 3, 2021**

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I hereby present my monitoring report on your Executive Limitations policy Information and Reporting to Council according to the schedule established. I certify that the information contained in this report is true, and represents compliance with all aspects of the policy unless specifically stated otherwise, since the policy was adopted on October 10, 2012.

A handwritten signature in cursive script that reads "Zoe Watson".

Superintendent  
February 3, 2021

**I. Interpretation:**

This policy is about regular and open communication to Council. It addresses the need to have materials in advance of the meeting, and that they are clear. It means that Council members should be made aware of larger issues that may go to media, and that the Superintendent works with Council as a whole with the exception of individual requests, committee work or briefing the Chair and/or Vice Chair as appropriate.

**II. Evidence:**

The policy states that materials will be sent one week in advance of the meeting and we have been posting materials by end of day on the Wednesday prior to the meeting, with few exceptions. Every effort is made to have reports and updates with minimal education jargon. Reporting on the 4 Ends policies of the District Improvement Plan is underway (Ends #1). Each strategy has key update points, benchmarks and initiatives that are in progress. We also add supporting documents as evidence of work done. I welcome feedback from DEC members on the reporting format. Members do ask questions which is helpful, and staff appreciate having the opportunity to share their work with DEC.

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There are two components to the Council's assessment of a monitoring report:

- i. Assessment of whether the Superintendent has made a **reasonable interpretation** of the Council's policy; and
- ii. Assessment of whether the Superintendent actually has **demonstrated achievement** of a reasonable interpretation of the policy.

This has been challenging with virtual meetings last spring and at the January meeting as we like to involve staff who are leading the initiatives. It is also positive to have an annual update on Early Childhood and newcomer students.

The "briefing note" format continues to be used for some requests to and from DEC. This gives background and recommended actions.

I attempt to give a "heads up" on more serious media issues; this can be challenging given the speed at which things get to the media and to social media. Over the last year most communication to the DEC has been about the pandemic. All parent communications are shared with the DEC and many updates were sent from March – June, and again at start up. During the “shut-down” offers for update calls were made. Often the "heads up" is given to the Chair and members from the community impacted. I continue to appreciate members bringing forth items they hear in the community and at PSSC meetings as well, as sometimes things can be resolved quickly. Individual questions from DEC members should come to me, and if appropriate, I will seek input from staff that may have more specific information on the topic. The Chair is typically copied so he is in the know. If there is an issue at a particular member’s liaison school, the "heads up" may be more appropriate for that member and the Chair.

Issues brought forth at meetings are followed up on immediately following the meeting or at the next meeting. Notes with action items from each meeting are kept by the Recording Secretary and followed up on.

Over the last few years there have been very few DEC committees. I have participated when appropriate and available, and the Recording Secretary has provided support with materials and notifications when asked.

Operational policies of ASD-S are on the website and available to everyone. Many of the policies would have been shared with the DEC or mentioned as part of my monthly report if they are new or have had significant changes. Our management team began the process of reviewing the operational policies through winter/spring 2020 but this had to be put on hold due to the pandemic. The plan is to continue the process from February – June. I will communicate with DEC if any are changed significantly. Most of the operational policy work was done in 2016.

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