

**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>January 28, 2016</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>Daniel Wishart, Transportation Manager</b>		

**Current Situation**

- **Policy calls for the Superintendent to ensure that dealings with staff and volunteers are fair and dignified.**
- **There are approximately 3 000 permanent employees in Anglophone West School District (ASD-W), belong to five collective bargaining units (CBU) and one division of Management Non-Union (MNU) employees. Four of the 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, and New Brunswick Union of Professional Public Employees – NBUPPE). The fifth CBU has recently been formed (School Business Officials, Public Service Alliance of Canada – PSAC) and their collective agreement is currently being negotiated. In addition, there are over 1 300 supply/casuals approved to work in the District.**
- **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.**
- **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.**

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

- **ASD-W has a district operational policy titled “Employee Concerns” (ASD-W-250-13, Appendix A) 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.**
- **To further acquaint staff with their rights under DEC Policy ASD-W-EL2, the Superintendent, through the Director of Human Resources, has provided a reminder to all staff within the district in an “Information/Reminder” bulletin (Appendix B).**
- **ASD-W has a district operational policy titled “Professional Conduct” (ASD-W-200-16) 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), Appendix G (Professional Learning for Bus Drivers), and Appendix H (Professional Learning for Administrative Staff and Library Workers). This sample of professional learning in ASD-W is not exhaustive.**
- **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 Superintendent coordinates an online Policy Series and “What’s On Your Mind” Series with educational leaders and management, hosting sessions once per month for each, from January/16 to June/16 (Appendix I).**
- **The Directors of Schools and staff coordinate quality leadership development sessions within their education centers.**
- **In piloting the K-8 Report Cards and implementing the new “Power School” student information system, there has been considerable professional learning for appropriate staff, including administrative assistants. As part of the K-8 Report Card implementation year, professional learning resources were made available to schools to assist with using rubrics, collecting evidence and writing comments. This included a *Handbook for Teachers on the K-8 Report Card* and a module to facilitate discussions. These resources were available for the Oct. 8<sup>th</sup> and 9<sup>th</sup>, 2015, Professional Learning Days. Further individual subject specific professional learning sessions have been facilitated with small groups of educators.**
- **As part of Year 2 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 a PowerSchool Coordinator have provided embedded school support and have worked toward enhancing the skill set of teachers and administrative assistants on PowerSchool and the Gradebook features of PowerSchool.**
- **The Superintendent and Directors have launched a “Culture Committee” to examine current district culture and work towards improvement. This will be led by two Directors.**

**Looking Ahead**

- **The Superintendent will continue to treat staff fairly and with respect. The new Vision, Mission and Core Values document will help guide him in this responsibility.**
- **The Superintendent and Director staff will work proactively with CBU leadership to continue resolving concerns in the best way possible.**
- **The Superintendent and Director staff will continue gauging professional learning needs and offering opportunities for all staff, as required.**

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

- **The Superintendent will focus on district unification, delegation of responsibility and improved response rates, as per the performance expectations issued by Council. These areas should help develop staff satisfaction and autonomy.**
- **The Superintendent will lead a cluster liaison leadership group in an effort to better understand the needs of the 70 schools within the district.**

**Challenges**

- **Geographical size of ASD-W makes it difficult for senior leadership to be visible in all schools on a regular basis.**
- **The number of employees in ASD-W makes it difficult for senior leadership to have an extensive personal touch with staff and deliver district professional learning in single settings.**

**Addressing the Challenges**

- **Delegation to other leaders in the system to help address concerns and professional learning.**
- **Using technology for broader communications.**
- **Investing in professional learning by means of self-sustaining dollars, as appropriate.**

**Appendices**

- **Appendix A – ASD-W District Operational Policy ASD-W-250-13: Employee Concerns**
- **Appendix B – Superintendent Information/Reminder Bulletin**
- **Appendix C – ASD-W District Operational Policy ASD-W-200-16: 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 Learning for Bus Drivers**
- **Appendix H – Professional Learning for Support Staff (Administrative Professionals and Library Workers)**
- **Appendix I – What’s On Your Mind and Policy Series with the Superintendent**

**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>Draft:</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

WOODSTOCK EDUCATION CENTRE  
138 Chapel Street • Woodstock, New Brunswick E7M 1H3 • [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>	November 4, 2015
<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 to them monthly by following an annual planning cycle. If you would like to review ASD-W Superintendent reports, they are posted to our district website regularly under the DEC section.

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


One DEC Policy that is specific to staff is in the “Executive Limitations” section, “ASD-W-EL2: Staff Treatment”. ASD-W district operational policy “ASD-W-250-13: Employee Concerns”, serves a great reminder of process when it comes to staff who may have 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/Documents>

 Anglophone West School District	<b>POLICY NO. ASD-W-200-16</b>
<b>PROFESSIONAL CONDUCT</b>	
<b>Category:</b> Human Resources	<b>Draft:</b> August 26, 2013

### 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.

### 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 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

**Draft:** August 26, 2013

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 only essential personal information (defined as information about an identifiable individual) is collected and that consent is obtained from the individual to do so; that information is used and disclosed only for the purpose for which it was collected (unless authorized by law); and that when the information is no longer essential, it is disposed of in a secure manner.
- c. Ensure that information obtained during the administration of school-raised funds is treated in a private 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 may appear to influence personal actions or judgments.
- b. Refrain from using 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, the duties of their jobs, and the community they serve.



Anglophone West School District

POLICY NO. ASD-W-200-16

## PROFESSIONAL CONDUCT

Category: Human Resources

Draft: August 26, 2013

### Breach of Policy

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

### Reference

- AD – 2913 – Provincial Workplace Harassment Policy
- AD – 2915 – Conflict of Interest Policy
- 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](#)
- POPIA – Protection of Personal Information Act
- [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 2015 – January 2016)**

**ASD-W – EL-2-Staff Treatment**

**Professional Learning Highlights – January 2015 – January 2016**

- **January 5, 2015** – School-based Professional Learning opportunity with a focus on School Improvement Planning. A full day Professional Learning session was also held with all ASD-W Subject Leads, with a focus on Assessment for Learning.
- **January 7, 8 and 9, 2015** – Education Centre Administrator meetings focused on the K-8 Pilot Report Card.
- **February 13, 2015** – Combination of Parent/Teacher Interviews and Professional Learning.
- **April 10, 2015** – Combination of Parent/Teacher Interviews and Professional Learning.
- **May 1, 2015** – NBTA Council Day for Educators at three sites in Fredericton and Moncton.
- **May 11, 2015** – NBTA / AEFNB Branch Meeting and Professional Learning (May 15 for St. Mary's Academy).
- **May 20, 21 and 22, 2015** – Education Centre Administrator meetings focused on the K-8 Pilot Report Card.
- **July 6-9, 2015** – Developing Successful Schools – 5 educators of ASD-W attended. Focus was on Cognitive Coaching for Educational Leaders.
- **August 17, 2015** – LearnEast for K-12 educators from Atlantic Canada.
- **August 26-27, 2015** – District Principals and Vice-Principals Opening Meetings.
- **September 1, 2015** – NBTA District Council Day – Schools were grouped by Branch and facilitated sessions and open space discussions around the theme of *Strengthening Instructional Practices and Student Engagement*.
- **September 11, 2015 (November 20, 2015)** – Updated Destiny Follett Training for Library Workers – Approximately 40 para-professional staff have received training this year.
- **September 29, 2015 (October 27, 28, November 24, January 26, February 2, March 22, 23, May 17, 18)** – ASD-W Parent Portal Pilot Initiative engaging seven schools in exploring Gradebook features, preparing documents and engaging parents.
- **October 8, 2015** – Provincial Professional Learning Day. School-based for self-directed professional learning and small group work.
- **October 23, 2015 (December 5, February 20, May 13)** – 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 20, 2015** – Combination of Parent/Teacher Interviews and Professional Learning.
- **November 23, 2015** – Provincial Professional Learning session for Subject Coordinators and Senior Administration Staff with Dr. Anne Davies on *Practical, Research-based Ways to Use Assessment to Support Adult, School and System Learning*.
- **November 24, 2015** – Professional Learning Session with ASD-W Parent Portal Pilot School Educators. Dr. Anne Davies presented on *Communicating Evidence of Learning*.
- **November 24, 2015** – An evening session for Middle School PSSC Parents with Dr. Anne Davies presenting on *Why Assessment is Changing in Schools Today – And The Changing Role of Students in Their Learning*.
- **January 4, 2016** – School-based Professional Learning opportunity with a focus on School Improvement Planning. A full day Professional Learning session was also held with all ASD-W Subject Leads, with a focus on Assessment for Learning.

**First Aid Training** – Fourteen one-day sessions held between February 2015 to November 2015, and three two-day sessions held in March and April 2015, to a total of 273 staff from various positions (Administrative Assistants, Educational Assistants, Teachers, Administrators, IT and Bus Drivers) received First Aid Training.

**Safety Guidelines for Physical Education in New Brunswick** – November 2014-June 2015 – All schools received supporting on-line module and follow-up visits.

**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

**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

**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 rubrics, combined classes, instructional strategies, formative assessment, and support to all students.

**Tech 20 Tuesday** sessions had a focus for the 2014-15 school year on PowerSchool and Report Cards. For the 2015-16 school year, a variety of topics will be addressed.

**Upcoming Sessions and Dates:**

- **April 8, 2016** - Combination of Parent/Teacher Interviews and Professional Learning
- **April 18, 2016** – Professional Learning Day – Promoting Positive Learning and Working Environments Enhancing Positive Mental Health
- **April 19, 2016** – School-Based Professional Learning Day in support of School Improvement Plans / Positive Learning and Working Environment Plans
- **May 6, 2016** – NBTA Council Day
- **May 16, 2016** – NBTA / AEFNB Branch Meeting and Professional Learning (**May 20** for St. Mary's Academy)

## Summer 2015 Learning Opportunities

**ASD—LEARN EAST**  
AUGUST 17, 2015  
BLISS CARMAN MIDDLE SCHOOL  
FREDERICTON, NB

**EDTECHTEAM ATLANTIC CANADA SUMMIT**  
AUGUST 20-21 2015  
ROTHESAY NETHERWOOD SCHOOL  
FREDERICTON, NB

**OTHER UPCOMING OPPORTUNITIES—SPRING 2015**

- APRIL 18, 25, MAY 2, 9, 16, 2015  
**ENRICHMENT TRIAD TRAINING COURSE**
- ON JULY 6-10, 2015  
**ENRICHMENT TRIAD TRAINING COURSE**
- APRIL 25, 2015—**PIERCE NEGOTIATIONS—FREDERICTON, NB**
- APRIL 25, 2015—**PIERCE GENERATIONS—FREDERICTON, NB**
- MAY 2016—**C.A.P. (CANADIAN ASSOCIATION OF PRINCIPALS) SAINT JOHN, NB**



**Professional Learning Opportunities**

*Spring and Summer 2015*

University of New Brunswick  
New Brunswick Teachers' Association  
Second Language Research Institute of Canada  
Anglophone West School District

March 17, 2015

**UNB—LEARN 2 LEARN**  
JUNE 28-30, 2015  
ROTHESAY NETHERWOOD SCHOOL

**UNB—SUPPORTING FRENCH IMMERSION WRITERS**  
JULY 7, 8, 9, 2015  
WU CENTRE, FREDERICTON

**Professional Learning Opportunities—Summer 2015**

**NBTA—(DSS) DEVELOPING SUCCESSFUL SCHOOLS CONFERENCE**  
JULY 6-9, 2015  
MOUNT ALBION UNIVERSITY

**ALL THINGS MARINE**  
JULY 20-24, 2015  
ST. ANDREWS, NB

**NBTA—CONTACT**  
CONFERENCE ON NEW TECHNIQUES AND CLASSROOM TEACHING  
AUGUST 4-7, 2015  
UNIVERSITY OF NB—SAINT JOHN

**UNB—ASSESSMENT WITH ANNE DAVIES AND SANDRA HERBST**  
AUGUST 12, 13, 14, 2015  
UNIVERSITY OF NEW BRUNSWICK FREDERICTON, NB

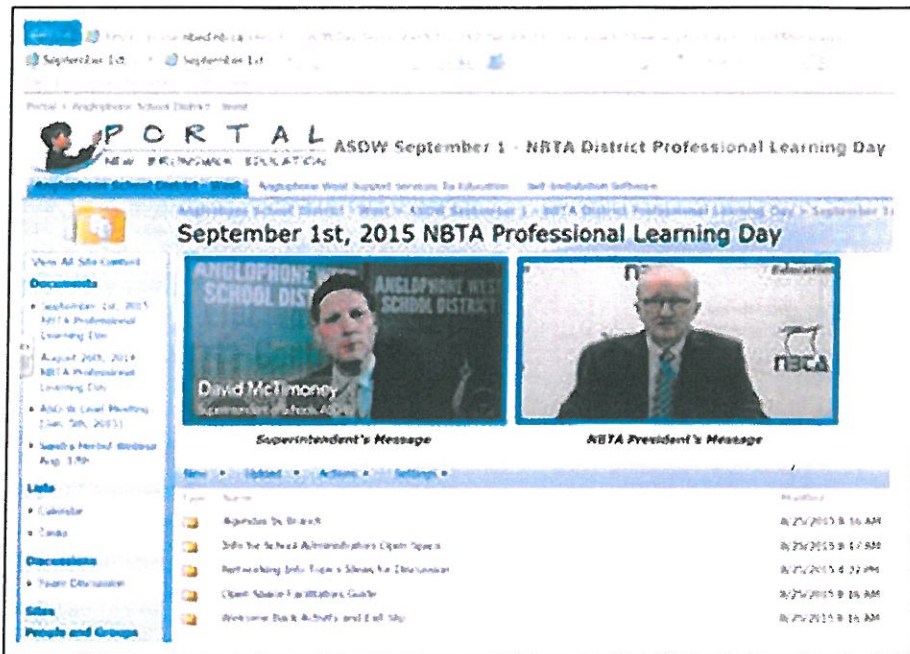
## Use of Professional Learning Days in School Calendar – 2015-2016

Month	Date	Event	Number of Days for Students	Number of Days for Teachers
August	26-27	Atlantic Canada Summit	2	1
September	1	NBTA Council Day - Saint John		
	2	NBTA Council Day - Saint John		
	3	NBTA Council Day - Saint John	17	23
	4	Labour Day		
October	1	Labour Day		
	12	Thanksgiving Day	19	1
November	9-10	High School Paper Contest		
	11	Professional Learning Day	14	23
December	15-16	Thanksgiving		
	18	Labour Day	16	24
January	1	Professional Learning Day	19	23
	8-10	High School Paper Contest		
March	1	Labour Day		
	11-12	Thanksgiving		
	25	Good Friday	15	14
	26	Good Friday		
April	6-14	High School Paper Contest		
	15	Labour Day		
	21	Professional Learning Day	19	21
	22	Labour Day		
May	24	Labour Day	19	13
	25	Labour Day		
Total Number of Days for Students: 182				
Total Number of Days for Teachers: 176				

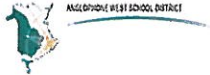
  

Month/Date	Event	Who	Number of Days	Organized by	Responsible for Delivery	Responsible for Design
May 2-11	Labour Day	NBTA	10	NBTA	NBTA	NBTA
May 27	Labour Day	NBTA	1	NBTA	NBTA	NBTA
May 28	Labour Day	NBTA	1	NBTA	NBTA	NBTA
May 6	NBTA Council Day	NBTA	1	NBTA	NBTA	NBTA
May 16 (May 20th)	Branch AGM	NBTA	1	NBTA	NBTA	NBTA
May 21	Labour Day	NBTA	1	NBTA	NBTA	NBTA
May 22	Labour Day	NBTA	1	NBTA	NBTA	NBTA
May 23	Labour Day	NBTA	1	NBTA	NBTA	NBTA
May 24	Labour Day	NBTA	1	NBTA	NBTA	NBTA
May 25	Labour Day	NBTA	1	NBTA	NBTA	NBTA
May 26	Labour Day	NBTA	1	NBTA	NBTA	NBTA
May 27	Labour Day	NBTA	1	NBTA	NBTA	NBTA
May 28	Labour Day	NBTA	1	NBTA	NBTA	NBTA
May 29	Labour Day	NBTA	1	NBTA	NBTA	NBTA
May 30	Labour Day	NBTA	1	NBTA	NBTA	NBTA
May 31	Labour Day	NBTA	1	NBTA	NBTA	NBTA

## September 1, 2015, Professional Learning Day Agenda, Video Messages, Resources posted to ASD-W Portal



## October 8 and 9<sup>th</sup>, 2015 Sample Cover Page and Topics



**ASD-W Professional Learning Day - October 8, 2015**

**Principals are asked to submit their plan for the October 8<sup>th</sup> School-Based Professional Learning Day through the following link:**  
<https://www.surveymonkey.com/r/GRSQ7P>  
**no later than 3:00 pm on October 2<sup>nd</sup>, 2015.**

Please note the following resources are available, if required, to assist school staff with planning the October 8<sup>th</sup> Professional Learning Day. These resources are located on the ASD-W Professional Learning Portal site ([October 8-9 2015 PL Days](#)) and Provincial Portal.

- [ASD-W Balanced Assessment Framework](#) and E-Book
- Reporting K-8 – Rubrics and Evidence of Learning ([Report Card Portal Site](#)), and Writing Comments ([Handbook for Teachers K-8](#))
- [Self-directed Professional Learning Ideas](#) – Curriculum / ESS
- [Welcome to Kindergarten](#) – E-Learning Modules or optional Face-to-Face Session coordinated by the school by contacting Brenda [Mawhinney](mailto:bmawhinney@thelearningpartnership.ca).

DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT / ASD-W October 9, 2015 - PROFESSIONAL LEARNING DAY		
Grades	Half Day	Full Day
K-2	2. Grades K-2 Speaking and Listening Achievement Standards	6. Reporting: Rubrics, Evidence, Comments (for those not involved in other sessions) See General
	3. First Nation Social Studies and Literacy Lessons K-2 6. Reporting: Rubrics, Evidence, Comments (for those not involved in other sessions) See General	See General
3-5	4. First Nation Social Studies and Literacy Lessons 3-5 5. Spotlight on Science Skills Grades 3-5 6. Reporting: Rubrics, Evidence, Comments (for those not involved in other sessions) See General	1. Grades 3-5 French Immersion Language Arts (FLA) 6. Reporting: Rubrics, Evidence, Comments (for those not involved in other sessions) See General
	9. First Nation Literacy Lessons 6-8 10. Spotlight on Science Skills Grade 6 Introduction 11. Spotlight on Science Skills Grades 7-8 Introduction 12. Reporting: Rubrics, Evidence, Comments (for those not involved in other sessions) See General	7. French Immersion Grades 6-8 FI - Late 8. French Immersion Grades 6-8 FI - Grade 3 Entry Point 12. Reporting: Rubrics, Evidence, Comments (for those not involved in other sessions) See General
9-12	14. BBTE 9/10	15. Grades 11 and 12 Post-Intensive French
	15. Grade 9 Revised ELA Curriculum	
	16. ELA Standards Grades 9-12	
	17. ELA Elective Curricula: Media Studies 120, Journalism 120, Canadian Literature 120, Reading Tutor 120	16. ELA Standards Grades 9-12 – for ELA teachers
	19. Metals Processing 110 (AM only)	18. Information Technology 120
	20. Overview of Distance Learning Program & Online Courses	
	21. Human Science 110 (Formerly Biology 113) pilot sites only (AM only) 22. Entrepreneurship 110 (AM only) 23. Visual Arts 110 See General	
General	24. Provincial Resources Found on Provincial Portal Site	24. Provincial Resources Found on Provincial Portal Site
	25. ASD-W Self-Directed Professional Learning Ideas Found on ASD-W Portal Sites	25. ASD-W Resource Ideas Found on ASD-W Portal Sites
		26. Remember When Physical Education Conference
ESS		27. VTRA Refresher
	28. NVCI Refresher for Educational Assistants FEC	29. NVCI Full Course for Educational Assistants WEC
		30. Remember When for Educational Assistants / Resource Teachers
Admin Assistants	31. PowerSchool Articulated Schedules for Administrative Assistants (AM)	

**Sample PL Sessions offered to Educators**

Please share the following email and Professional Learning Opportunity with your Grades 6 – 8 Late French Immersion FILA teachers.

ASD-W is pleased to host a professional learning session for our Grades 6 – 8 Late French Immersion FILA teachers. The morning session will focus on supporting second-language readers and the afternoon session on universal pedagogical actions in French Immersion. A description for each session is shared below.

**Supporting second-language readers**

This professional learning opportunity focuses on supporting second-language readers in late immersion. The session will explore the differentiation of reading instruction practices and will address the question "how can I target my instruction in order to support late immersion readers?". Teachers will have the opportunity to review important key instructional reading practices and examine ways to address reading needs associated with fluency, vocabulary, phonics, awareness, fluency, and comprehension.

**Cultural pedagogical actions in French immersion**

French immersion classrooms are becoming increasingly more diverse. Certain pedagogical adaptations are needed to further support diverse learner needs. Through this session, teachers will explore the concept of Universal Design for Learning in French Immersion. Specific second-language universal pedagogical actions will be presented to further support immersion students' oral, reading, and writing development.

Date: Friday, January 15, 2016 **NOTE: same day alternate date January 22- same time and location**  
 Time: 9:30 am – 3:00 pm  
 Location: Fredrickton Education Centre, C636  
**PARTICIPANTS: ALL GRADES 6-8 LATE FRENCH IMMERSION FILA TEACHERS**  
**INSTRUCTOR: Dr. Renée Bourgon**

**French Second Language Courses:  
French Language Proficiency Skills**

Please share the following information with ASD-W Teaching Staff and support teachers in your school. Note: If applicants exceed the 25 participant capacity limit per course, priority will be given to current PLC teaching staff (French Immersion, Interactive, and Post-Immersion).

Anglophone West School District is pleased to offer the following courses focusing on developing French language proficiency.

<b>COURSE A:</b> Intermediate Plus to Advanced	<b>DATES:</b> October 6, Oct 13, Oct 20, Oct 27 <b>TIME:</b> 4:30 – 7:00 pm, supper included <b>LOCATION:</b> Fredrickton Education Centre (Conference Room A) <b>INSTRUCTOR:</b> Louise Pelletier-Robichaud <b>MAXIMUM:</b> 25 participants  <b>COURSE A DESCRIPTION</b> This course is for any <u>ASD-W teacher (contract or supply)</u> who has <u>at least an Intermediate Plus Level</u> on the NS French Second Language proficiency scale and is interested in practicing and improving his/her oral and written French language proficiency skills. This course will run for four evenings. It will focus on the improvement of participants writing skills through excerpts of literary works and writing activities. Such study will lead to written and oral exchanges. Participants are asked to bring French and French-English dictionaries when attending classes. Participants will receive a recognition certificate for taking part in this learning opportunity.
<b>COURSE B:</b> Advanced Plus	<b>DATES:</b> October 7, Oct 15 (Thursday for this week only), Oct 21, Oct 28 <b>TIME:</b> 4:30 pm – 7:00 pm, supper included <b>LOCATION:</b> Fredrickton Education Centre (Conference Room A) <b>INSTRUCTOR:</b> Louise Pelletier-Robichaud <b>MAXIMUM:</b> 25 participants  <b>COURSE B DESCRIPTION</b> This course is for any <u>ASD-W teacher (contract or supply)</u> who has <u>at least an Advanced Plus Level</u> on the NS French Second Language proficiency scale and is interested in practicing and improving his/her oral and written French language proficiency skills. This course will run for four evenings. It will focus on the improvement of participants writing skills through excerpts of literary works and writing activities. Such study will lead to written and oral exchanges. Participants are asked to bring French and French-English dictionaries when attending classes. Participants will receive a recognition certificate for taking part in this learning opportunity.

ASD-W Professional Learning Education Support Services	
2015-2016 Full Day or Half Day Sessions	
Title	District Based
Aligning PLP's with Policy 322	All school based EST-Resource
Applied Suicide Intervention Skills Training	Guidance
Changing Minds	Social Workers
Compassion Fatigue	Resource, Guidance, Principals
Comprehensive School Safety Plan	Principals, Guidance
Facilitating Professional Learning	District ESS Staff
Fading and Prompting	SIW's
Fostering Independence and Fading Support	SIW's
Function of Behaviour and Data Collection	SIW's
Guidance Orientation	new WEC EST-Guidance
Guidance PL (data, depression, suicide, school connectedness)	EST-Guidance
Guidelines and Standards: Educational Planning for Students with Diverse Learning Needs	All school based EST-Resource
IBSP Training	New EST-Guidance
Independent Needs Assessment Rubrics and Case Studies	School based EST-R
New Resource Teacher	EST-Resource
New Speaking and Listening Guidelines	K-2 Teachers
Non-Violent Crisis Intervention	Administrators, Guidance, Educational Assistants, School Intervention Workers
RTI and Speech-Language Pathology Services in the Schools	District ESS Team
Suicidal Thoughts/Behaviours	Guidance
Suicide and Self-Harm Intervention Process	EST-Guidance
Suicide Process Training	ASD-w Guidance
Supporting Social Skills Development	SIW's
Trauma Informed Schools	Resource, Guidance, SLP, Social Workers, Psychologists, Coordinators, Leads, SIW, EA's
Violent Threat Risk Assessment	Administrators, Guidance, Partners
Trauma Informed Schools	Resource, Guidance, SLP, Social Workers, Psychologists, Coordinators, Leads, SIW, EA's
Violent Threat Risk Assessment	Administrators, Guidance, Partners
Title	School Based
"Be Safe" Personal Safety Kit Training	School Staff
#shelfietalks	EST-Guidance & Resource & Classroom Teachers
Book Study	EST-Guidance
Building Healthy Youth Relationships	School Staff
Communication and Behaviour - getting to the root of some challenging behaviours	New Maryland Educational Assistants
Creating Connections with Students	School Staff
Encouraging Writing in K-3 Classrooms	K-3 teachers and Literacy Leads in Bath, Bristol, Florenceville, and Centerville

Factors that Impact Emotional Regulation: Spotlight on Trauma and Attachment	Royal Road EA's & NMES staff
Feeling Stressed? Just Breathe	Open session to parents, HS staff and students
Handling Disclosures of Child Abuse	School Staff
How the Holocaust Could Have Happened from a School Psych Perspective	2 High School History Classes
Impacts of Domestic Violence in the Classroom	School Staff
Language Facilitation Strategies for all Students	Staff at Hubbard Elem
LINK Program	ESS Team
Managing and Coping with Stress	Students - LHHS
Mental Health Issues in Adolescents	High School Students
Modified Plans	Priestman Resource Team
PBIS	School Teams, VP's
PLP Development - Part I & Part II	Gibson Neill
Positive Behaviour Intervention & Support	All School Staff - LHHS & Harvey High
Positive Learning Environment Components	Vice Principals
Reframing Behaviour as Anxiety	School Staff
Resiliency and Youth	SIW's
Resource Teacher Meeting	Resource Teachers
Role of EST-R within the RTI Model	Staff - Royal Road & Priestman
Self-Regulation	All School Staff - Harvey Elementary
SIW Data Collection and Analysis PL	FEC SIW's
SMART Goal Writing for Math	Gagetown School Staff
Social Emotional Learning Training Series	open to all teachers
Stress and Coping	staff, students, parents - LHHS
Supporting Students with Mental Health Issues in Schools	School Staff
The Neuroscience of Mindfulness	Teachers and Students
The Role of the School Psychologist	All School Staff - Garden Creek
Understanding ADHD	School Staff
Understanding and Supporting Students with Challenging Behaviour from a Trauma Perspective	School Staff
Understanding and Supporting Students with Challenging Behaviour: Part II	School Staff
Why Teach Self-Regulation	Teachers
Witnessing Trauma-Based Behaviour: How to Support Students	School Staff
Zones for Regulation	School Staff including EA's
<b>2015-2016 Lync Conference Call Through Technology Sessions</b>	
Introduction of the Role of Resource	New EST-Resource teachers
PLP Development PL	New EST-Resource teachers
Resiliency	All School Staff, SLP's, Social Workers, Director of ESS & Curriculum & Instruction, Superintendent
Start up Reminders for EST-R's	EST-Resource
Student Record Review	EST-Guidance & Resource
Transition Process	EST-Guidance

# Paraprofessionals

**Monday, May 11, 2015**  
***For All Paraprofessionals***

All paraprofessionals are encouraged to participate in the most appropriate professional learning opportunity. Options for May 11<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.

## Notes:

- **Paraprofessionals** will be required to indicate their plan for the day to the Resource Teacher **no later than April 24<sup>th</sup>, 2015**.
- **Resource Teachers** will forward a completed summary to Marlene Moore ([marlene.moore2@gnb.ca](mailto:marlene.moore2@gnb.ca)), (using the attached form) **no later than April 27<sup>th</sup>, 2015**.

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



**Professional Development – School Bus Drivers**

**2015**

April 10 – Spring Refresher -WEC

May 1 – Spring Refresher - FEC & OEC

May 11 – Driver Coach PD

October 5 – First Aid (John Caldwell)

October 6 – First Aid (Southern Victoria)

October 7 – First Aid (Carleton North)

October 8 – Fall Refresher - All Drivers

October 13 – First Aid (WEC)

October 14 – First Aid (Nackawic Middle)

October 15 – First Aid (Keswick Fire Hall)

November 20 – Driver Training Refresher - All Replacement Drivers

## Anglophone West School District's Administrative Professionals PD Event

Fredericton Inn Conference Center

Bicentennial Room

Thursday, October 08, 2015

10:00 am to 10:10 am	Opening Remarks: Terri McKellar Budget & Accounting Manager <b>Budget &amp; Accounting Team</b> School Budgets, Department 19, Discoverer
10:10 am to 11:00 am	Ricken, Purchase Cards Purchasing School Raised Funds <b>Human Resources Team</b>
11:00 am to 12:00 pm	AESOP InConfidence
12:00 pm to 1:00 pm	Lunch On-site and Networking
1:00 pm to 3:30 pm	<b>Special Guest Kim Vivian-Downs Co-Founder of the KEV Group</b> School Cash Net presentation School Cash Online presentation
2:45 pm to 3:00 pm	Question and Answers

## Library Workers PD Event

September 11, 2015 – Destiny Training

**Morton, Karen (ASD-W)**

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**From:** Clark-Caterini, Carol (ASD-W)  
**Sent:** Monday, December 21, 2015 2:57 PM  
**To:** (ASD-W) All Principals; (ASD-W) All Vice Principals; (ASD-W) All Subject Coordinators; (ASD-W) Managers & Assistant Managers; (ASD-W) Senior Admin Team  
**Subject:** Policy Series and What's On Your Mind Series

Good afternoon everyone,

On behalf of David McTimoney, Superintendent, please see the following message regarding the upcoming "What's On Your Mind" and "Policy" Series.

Best wishes for a wonderful Christmas and we will see you in the new Year!

Carol

Once again, I would like to run the monthly "Policy" Series and "What's On Your Mind" Series for school system leaders. These 30-minute sessions are designed to provide a focused discussion 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, participating as much as you wish. The meetings are voluntary so you can participate in some, all or none.

Once again, this year, we will do the 30 minute meetings as Lync calls. We will send the invite out one day in advance so that all you need to do is click on the link and you will 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 the Administrator's 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. I welcome ideas for the Policy Talk. If there are no recommendations, I will pick one of interest a couple of days beforehand and will share it with you in advance.

**The dates are as follows:**

**Wednesday, January 6, 3:45PM – "What's On Your Mind"**

**Wednesday, January 20, 3:45PM – Policy Session**

**Wednesday, February 3, 3:45PM – "What's On Your Mind"**

**Wednesday, February 17, 3:45PM – Policy Session**

**Wednesday, March 2, 3:45PM – "What's On Your Mind"**

**Wednesday, March 16, 3:45PM – Policy Session (at the end of the FEC Principal Meeting)**

**Wednesday, April 6, 3:45PM – "What's On Your Mind"**

**Wednesday, April 20, 3:45PM – Policy Session**

**Wednesday, May 4, 3:45PM – “What’s On Your Mind” (at the end of the FEC Principal Meeting)**

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

**Wednesday, June 1, 3:45PM – “What’s On Your Mind”**

**Wednesday, June 15, 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*

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