



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

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

Current Situation

- **District Education Council (DEC) Policy calls for the Superintendent to keep the Council well informed by providing information and recommendations.**
- **The Superintendent submits formal DEC Policy Reports to Council on a monthly basis and according to a DEC-established Planning Cycle (Appendix A). These reports are designed to share timely, accurate information, directly addressing the provisions of the Council policies being monitored.**
- **The DEC Policy Reports are posted to the DEC Portal 4-7 days prior to the public meeting and to the Anglophone West School District (ASD-W) Website following the public meeting. A hard copy of each report is also kept in a binder for easy access.**
- **The Superintendent shares staff changes of district office staff, principals and vice-principals through a formal memo, on a regular basis.**
- **The Superintendent will share relevant trends, facts and information at DEC working sessions, DEC public meetings, occasional conference calls and via email communication.**
- **The Superintendent or Executive Assistant (EA) to the Superintendent will provide a “heads up” regarding anticipated media coverage, mostly through email; ASD-W gets regular media attention for all types of stories.**
- **The Superintendent has and will clarify assumptions related to DEC Policy, either in person or in writing.**
- **The Superintendent provides for official Council or Committee Communication in writing - through email, portal postings, website postings and formal letters - as well as in person and via the telephone, when required.**

POLICY NAME**Communication to Council**

- **The Superintendent deals with the Council as a whole except when fulfilling individual requests for information and working on specific situations.**
- **The Superintendent has not had a need to report to DEC on actual or anticipated non-compliance with any policy of the Council, but recognizes his responsibility to do so.**
- **The Superintendent will advise the Council when, in his opinion, there is a lack of compliance with Council policies on Governance Process and Council/Staff Relations. The Superintendent will consult with the Chair and Vice-chair on sensitive matters, recognizing that the DEC is his employer**

Looking Ahead

- **The Superintendent will continue tweaking reports to meet the satisfaction of the DEC and based on the Policy Governance model.**
- **Recommendation to Policy Committee and Council: DEC Policy ASD-W-EL8 may be a policy to consider for a change in the number of times it is reported; once per year as opposed to twice per year may be more suitable, with the report to be in the spring of each year.**

Challenges

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

Addressing the Challenges

- **The Chair and a fellow councilor attended a Policy Governance Conference that has the potential to further help our Council and Superintendent grow in the policy governance model.**
- **The Superintendent continues to share information with Council as required and is open to changes in practice based on the wishes of Council.**

Appendix A – DEC Planning Cycle**Superintendent's Signature:** _____**DEC Chair Signature:** _____**Date:** _____



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

The Annual "Must Do's"

July

- Rest

August

- Planning Priorities for the Year – DEC Strategic Planning Session

September

- Superintendent Report (1 of 1) – ASD-W-EL1: Emergency Superintendent Succession
- Superintendent Report (1 of 4) – ASD-W-EL4: Budgeting/Forecasting (2nd Quarter Report)
- Superintendent Report (1 of 2) – ASD-W-EL6: Effective Use of Schools
- Superintendent Report (1 of 2) – ASD-W-EL7: Sustainability of Schools

October

- Superintendent Report (1 of 1) – ASD-W-ER1: Mission Statement
- Superintendent Report (1 of 1) – ASD-W-ER4: Visions/Beliefs
- Superintendent Report (1 of 2) – ASD-W-ER7: Academic Support for Students Involved in Potato Harvest
- Parent School Support Training
- ASD-W-CSR6 – Annual Summative Evaluation of the Superintendent

November

- Superintendent Report (1 of 2) – ASD-W-EL8: Communication to Council
- Superintendent Report (1 of 2) – ASD-W-ER2: Academic Excellence (DIP, Assessment Results)
- Member of Legislative Assembly (MLA) Meeting

December

- Governance Process ASD-W-GP1 to ASD-W-GP10 – Council Self Evaluation
- Curricular or Program Presentation – Inclusion Education

January

- Superintendent Report (1 of 1) – ASD-W-EL2: Staff Treatment
- Superintendent Report (2 of 4) – ASD-W-EL4: Budgeting/Forecasting (3rd Quarter Report)
- Superintendent Report (1 of 1) – ASD-W-ER6: Quality High School Program
- Superintendent Report (1 of 2) – ASD-W-EL7: Sustainability of Schools
- Curricular or Program Presentation – Math Presentation

February

- Superintendent Report (1 of 1) – ASD-W-ER5: Healthy Living, Nutrition, and Physical Activity
- Council Staff Relations ASD-W-CSR1 to ASD-W-CSR6 – Council Self Evaluation

March

- Superintendent Report (3 of 4) – ASD-W-EL4: Budgeting/Forecasting (4th Quarter Report)
- Superintendent Report (2 of 2) – ASD-W-EL6: Effective Use of Schools
- Superintendent Report (2 of 2) – ASD-W-EL7: Sustainability of Schools
- Capital Improvement Projects and Major Capital Construction Projects - Discussions

April

- Superintendent Report (1 of 1) – ASD-W-ER3: School Culture
- Superintendent Report (2 of 2) – ASD-W-ER7: Academic Support for Students Involved in Potato Harvest
- ASD-W-GP10: District Hiring Process - Discussion

May

- Superintendent Report (1 of 1) – ASD-W-EL3: Employment, Compensation, and Benefits
- Superintendent Report (1 of 1) – ASD-W-EL5: Asset Protection
- Superintendent Report (2 of 2) – ASD-W-ER2: Academic Excellence (DIP, Assessment Results)
- Capital Improvement Projects and Major Capital Construction Projects - Approvals
- Governance Process ASD-W-GP1 to ASD-W-GP10 – Council Self Evaluation

June

- Superintendent Report (4 of 4) – ASD-W-EL4: Budgeting/Forecasting (Final Report for Fiscal Year, Capital/Major Capital Review, Expenditure Plan Approval)
- Superintendent Report (2 of 2) – ASD-W-EL8: Communication to Council
- ASD-W-CSR6: Evaluation of the Superintendent
- First Nations Tuition Enhancement Report

Additional Topics That Could Be Considered For Agenda Items

- ***Discussion and Review of Any of the DEC Policies, Including But Not Limited To:***
 - ASD-W-GP2/3/4: Role of Council, Chair and Members
 - ASD-W-GP5: Councilor's Code of Conduct
 - ASD-W-GP6: Agenda
 - ASD-W-CSR4: Authority of the Superintendent
- ***Curricular and Program Presentations***
 - Literacy
 - Numeracy
 - Science
 - Social Studies
 - Enrichment
 - French
 - Technology
 - Physical Education and Health
 - Fine Arts
 - First Nations
 - International Programs
 - Education Support Services
 - Community Engagement
- ***Policy – New and for Review; DEC, School, District or Provincial***
- ***Transportation and Catchment***