



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

POLICY NAME	Communication to Council		
POLICY NUMBER	ASD-W-EL8	Number of Reports per year	1
Date of Report	October 27, 2016		
Date of Previous Report (s) This School Year	N/A		
Date of Future Report (s) This School Year	N/A		
Report Filed by:	David McTimoney, Superintendent		
Report Supported by:	N/A		

- **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 Superintendent, together with many from the Council, will attend a professional learning opportunity about DEC Policy Governance and Superintendent Monitoring this coming weekend.**
- **The DEC Policy Reports are posted to the DEC Portal three 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 (Appendix B).**
- **The Superintendent will share relevant trends, facts and information at DEC working sessions, DEC public meetings, 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.**

POLICY NAME	Communication to Council
<ul style="list-style-type: none"> • Effective October 31, 2016, a new Director of Communications (Jason Humphrey) will begin work with ASD-W. The Director will help improve communication flow with the public, the media and within the district, including support of Council. The Director will also assume responsibility as the Right to Information and Protection of Privacy Coordinator. • 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. • 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. • The Superintendent continues to share information with Council as required and is open to changes in practice based on the wishes of Council. <p><u>Appendices</u></p> <p>Appendix A – DEC Planning Cycle Appendix B – Sample Announcement</p>	
<p>Superintendent's Signature: _____</p> <p>DEC Chair Signature: _____</p> <p>Date: _____</p>	



**Anglophone West School District
District Education Council
2016-2017**

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-ER1: Mission Statement
- Superintendent Report (1 of 1) – ASD-W-ER4: Visions/Beliefs
- Superintendent Report (1 of 1) – ASD-W-EL1: Emergency Superintendent Succession
- Parent School Support Planning

October

- Superintendent Report (1 of 4) – ASD-W-EL4: Budgeting/Forecasting (2nd Quarter Report)
- Superintendent Report (1 of 1) – ASD-W-EL8: Communication to Council

November

- Superintendent Report (1 of 2) – ASD-W-ER2: Academic Excellence (DIP, Assessment Results)
- Superintendent Report (1 of 1) – ASD-W-ER7: Academic Support for Students Involved in Potato Harvest
- Member of Legislative Assembly (MLA) Meeting

December

- Superintendent Report (1 of 1) – ASD-W-ER6: Quality High School Program
- Governance Process ASD-W-GP1 to ASD-W-GP10 – Council Self Evaluation
- Curricular or Program Presentation

January

- Superintendent Report (2 of 4) – ASD-W-EL4: Budgeting/Forecasting (3rd 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

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
- Curricular or Program Presentation

March

- Superintendent Report (1 of 1) – ASD-W-EL2: Staff Treatment
- Superintendent Report (3 of 4) – ASD-W-EL4: Budgeting/Forecasting (4th Quarter Report)
- Capital Improvement Projects and Major Capital Construction Projects - Discussions

April

- Superintendent Report (1 of 1) – ASD-W-ER3: School Culture
- Superintendent Report (1 of 1) – ASD-W-EL3: Employment, Compensation, and Benefits
- Superintendent Report (1 of 1) – ASD-W-EL5: Asset Protection
- ASD-W-GP10: District Hiring Process – Discussion

May

- Superintendent Report (2 of 2) – ASD-W-ER2: Academic Excellence (DIP, Assessment Results)
- Superintendent Report (2 of 2) – ASD-W-EL6: Effective Use of Schools
- Superintendent Report (2 of 2) – ASD-W-EL7: Sustainability of Schools
- Governance Process ASD-W-GP1 to ASD-W-GP10 – Council Self Evaluation
- Capital Improvement Projects and Major Capital Construction Projects - Approvals

June

- Superintendent Report (4 of 4) – ASD-W-EL4: Budgeting/Forecasting (*Final Report for Fiscal Year, Expenditure Plan Approval*)
- 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***



MEMORANDUM

Date: September 6, 2016

To: Principals, Vice-Principals
All Staff – Office of the Superintendent
All Staff – Woodstock, Oromocto and Fredericton Education Centres

From: David McTimoney, Superintendent

Copies: District Education Council, ASD-W

Subject: School and District Leadership Appointments

I wish to advise you of the following appointments:

Rosanne Purinton – Rosanne has been appointed Human Resources Officer (HRO) for the Woodstock Education Center. Rosanne has been acting in this capacity since December, 2014.

Tammy Johnston – Tammy has been appointed Human Resources Officer (HRO) for the Fredericton Education Center. Tammy has been acting in this capacity since October, 2013.

Karen Kozak – Karen has been appointed Human Resources Officer (HRO) with ASD-W. Karen has been acting in this capacity since August, 2013.

Marcus Hallet – Marcus has been appointed Acting Budget and Accounting Manager with ASD-W for the 2016-17 school year. Marcus comes to us from Horizon Health and begins on September 12, 2016.

Colleen Dyer-Wiley – Colleen has been appointed Acting Subject Coordinator for Literacy K-12 for the Woodstock Education Center for a term of September, 2016 to August, 2017. Colleen is the Principal of Bristol Elementary School.

Lori Jones-Clark – Lori has been appointed Acting Subject Coordinator for Literacy K-5 for the Fredericton and Oromocto Education Centers for a term of September, 2016 to August, 2017. Lori is the Vice-Principal of New Maryland Elementary School.

Heidi Stephenson – Heidi has been appointed Acting Principal of Bristol Elementary School for the 2016-17 school year. Heidi is currently the Vice-Principal at Carleton North High School.

Jana Brennan – Jana has been appointed Acting Vice-Principal of Carleton North High School for the 2016-17 school year. Jana is currently a Math teacher at Carleton North High School.

Laurie Beers-Pearson – Laurie has been appointed Acting Vice-Principal at New Maryland Elementary School for the 2016-17 school year. Laurie is currently the Vice-Principal at Gesner Street Elementary School.

Noella Owens – Noella has been appointed Acting Vice-Principal at Gesner Street Elementary School for the 2016-17 school year. Noella is currently a teacher at Gesner Street Elementary School and a former Vice-Principal.

Please share this announcement with your faculty, staff and PSSC.

Thank you