



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

<b>POLICY NAME</b>	<b>Communication to Council</b>		
<b>POLICY NUMBER</b>	<b>ASD-W-EL8</b>	<b>Number of Reports per year</b>	<b>1</b>
<b>Date of Report</b>	<b>October 10, 2017</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>Catherine Blaney, Interim Superintendent</b>		
<b>Report Supported by:</b>	<b>Jason Humphrey, Director of Communications</b>		

- **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 7-10 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). This information is also posted to the district portal site.**
- **The Superintendent will share relevant trends, facts and information at DEC working sessions, DEC public meetings, conference calls and via email communication.**
- **The Superintendent, director of communications and/or Executive Assistant (EA) to the Superintendent will inform council members about anticipated media coverage; ASD-W gets regular media attention for all types of stories.**
- **The director of communications provides council members with reports on media content that relate to the district, schools & students in the district and overall education matters.**
- **The Superintendent has and will clarify assumptions related to DEC Policy, either in person or in writing.**

POLICY NAME	Communication to Council
<ul style="list-style-type: none"> <li>• <b>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.</b></li> <li>• <b>The Superintendent deals with the Council as a whole except when fulfilling individual requests for information and working on specific situations.</b></li> <li>• <b>The Superintendent recognizes her responsibility and need to report to DEC on actual or anticipated non-compliance with any policy of the Council.</b></li> <li>• <b>The Superintendent will advise the Council when, in her 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 her employer.</b></li> <li>• <b>The Superintendent continues to share information with Council as required and is open to changes in practice based on the wishes of Council.</b></li> </ul> <p><b><u>Appendices</u></b></p> <p><b>Appendix A – DEC Planning Cycle</b>  <b>Appendix B – Sample Announcement</b></p>	

<b>Superintendent's Signature:</b>	_____
<b>DEC Chair Signature:</b>	_____
<b>Date:</b>	_____



## Anglophone West School District District Education Council 2017-2018

### 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 (2<sup>nd</sup> 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 (3<sup>rd</sup> 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 (4<sup>th</sup> 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: August 30, 2017

To: All Staff

From: Catherine Blaney, Interim Superintendent

Copies: District Education Council, ASD-W

Subject: School and District Leadership Appointments

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I wish to advise you of the following district and school leadership appointments:

**Jennifer Keating** - to the position of Vice Principal at Cambridge Narrows Community School for first semester, effective immediately. Jennifer has served as an SPR at Leo Hayes High School for Anglophone West School District.

**Grant Ross** – to the position of Acting Vice Principal at Central New Brunswick Academy for a one (1) year term, effective August 28, 2017. Grant has been serving as a teacher at Central New Brunswick Academy for Anglophone West School District.

**Mary Brophy** – to the position of Vice Principal at Royal Road Elementary School for a five (5) year term, effective immediately. Mary has served as a Numeracy Lead with Anglophone West School District.

**Heather Lyons** – to the position of Principal at Sunbury West School until December, effective immediately. Heather has served as a teacher at Cambridge Narrows Community School for Anglophone West School District.

**David Burrell** - to the position of Acting Vice Principal at Liverpool Street School for a one (1) year term, effective August 28, 2017. David has been serving as a teacher at Barkers Point Elementary School for Anglophone West School District.

**Kendra Broad** - to the position of First Nations Subject Coordinator serving the Woodstock, Kingsclear and Oromocto First Nation Communities for a one (1) year term, effective August 28, 2017. Kendra has been serving as a teacher at Chief Harold Sappier Memorial Elementary School for the past 8 years.

**Natasha Spencer** - to the position of District Alignment Champion for a one (1) year term, effective August 28, 2017. Natasha has been serving as Principal at Nashwaak Valley School for Anglophone West School District.

**Tracey Stewart** - to the position of Acting Principal at Nashwaak Valley School for a one (1) year term, effective August 28, 2017. Tracey has been serving as Vice Principal at Park Street Elementary School for Anglophone West School District.

**Tarah Gauvin** - to the position of Acting Vice Principal at Park Street Elementary School for a one (1) year term, effective August 28, 2017. Tarah has been serving as a teacher at Liverpool Street School for Anglophone West School District.

Please feel free to share this announcement with your Parent School Support Committees.

Thank you