

**ANGLOPHONE NORTH SCHOOL DISTRICT  
DISTRICT EDUCATION COUNCIL POLICIES**  
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**END RESULTS**

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**POLICY TYPE:**

**END RESULTS**

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. E-1** [\(return to top of page\)](#)

<b>POLICY TYPE:</b>	END RESULTS
<b>POLICY NO:</b>	E-1
<b>SUBJECT:</b>	MISSION STATEMENT
<b>EFFECTIVE:</b>	August 1, 2013
<b>PAGE:</b>	1 of 1

**POLICY:**           **The Anglophone North School District community commits to engaging children and students in an inclusive environment that embraces teamwork, responsibility, innovation and personal excellence.**

**MONITORING:**

Method(s):           Superintendent's Annual Report

Frequency:           Annually

Month(s):            August

**ANGLOPHONE NORTH**  
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**POLICY NO. E-2** [\(return to top of page\)](#)

<b>POLICY TYPE:</b>	END RESULTS
<b>POLICY NO:</b>	E-2
<b>SUBJECT:</b>	COMMUNITY COMMUNICATION
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
<b>PAGE:</b>	1 of 1

**POLICY:**           **The District Education Council will ensure that continuous, active and meaningful communication with the community is established, nurtured and monitored.**

**MONITORING:**

Method(s):	Report by Chair
Frequency:	Twice Annually
Month(s):	January, May

**ANGLOPHONE NORTH**  
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**POLICY NO. E-3** [\(return to top of page\)](#)

<b>POLICY TYPE:</b>	END RESULTS
<b>POLICY NO:</b>	E-3
<b>SUBJECT:</b>	ALCOHOL, TOBACCO, DRUG & SMOKE FREE ENVIRONMENT
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
<b>PAGE:</b>	1 of 1

**POLICY:**           **The District Education Council must ensure that all district schools, buildings, properties and vehicles used for student transportation are alcohol, tobacco, drug and smoke free. This applies to all staff, students and the general public and relates to owned and leased properties, buildings and vehicles.**

**MONITORING:**

Method(s):           Report by the Superintendent

Frequency:           Annually

Month(s):            October

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. E-4** [\(return to top of page\)](#)

<b>POLICY TYPE:</b>	END RESULTS
<b>POLICY NO:</b>	E-4
<b>SUBJECT:</b>	TRANSPORTATION OF STUDENTS TO AND FROM OFF-SITE SCHOOL-RELATED EXTRA-CURRICULAR ACTIVITIES
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	November 19, 2012; August 19, 2013
<b>PAGE:</b>	1 of 1

**POLICY:**                   **With respect to the transportation of students to and from off-site school-related activities, the following ends must be achieved:**

1. Standards must be in place that are consistent with Department of Education and Early Childhood Development Policy 513 (*Transportation to and from Off-Site School-Related Extra-Curricular Activities*).
2. Schools will ensure that these standards are upheld.
3. The standards will be reviewed with school principals at least once each school year.

**MONITORING:**

Method:                   Report by the Superintendent

Frequency:               Annually

Month:                    September

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. E-4a** ([return to top of page](#))

<b>POLICY TYPE:</b>	END RESULTS
<b>POLICY NO:</b>	E-4a
<b>SUBJECT:</b>	STUDENT ACTIVITY VEHICLES
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	November 19, 2012; August 19, 2013
<b>PAGE:</b>	1 of 1

**POLICY:**               **With respect to the acquisition, maintenance and operation of extra-curricular activity vehicles, the following ends must be achieved:**

1. Standards must be in place that are consistent with Department of Education and Early Childhood Development Policy 512 (*Extra-Curricular Activity Vehicles*).
2. Schools will ensure that these standards are upheld.
3. The standards will be reviewed with school principals at least once each school year.

**MONITORING:**

Method:	Report by the Superintendent
Frequency:	Annually
Month:	September

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. E-5** [\(return to top of page\)](#)

<b>POLICY TYPE:</b>	END RESULTS
<b>POLICY NO:</b>	E-5
<b>SUBJECT:</b>	SUPERVISION ON FIELD TRIPS
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
<b>PAGE:</b>	1 of 1

**POLICY:**           **Students will be well supervised on all trips outside the school. With student safety being the primary consideration, the number of chaperones on any field trip will reflect the nature of the excursion, the length of the activity, the age and specific needs of the students involved, and the distance to be travelled.**

**MONITORING:**

Method(s):           Report by the Superintendent

Frequency:           Annually

Month(s):           November



**ANGLOPHONE NORTH**  
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**POLICY NO. E-6** ([return to top of page](#))

<b>POLICY TYPE:</b>	END RESULTS
<b>POLICY NO:</b>	E-6
<b>SUBJECT:</b>	CO/EXTRA-CURRICULAR ACTIVITIES: CONDUCT OF STUDENTS AND SUPERVISING PERSONNEL
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
<b>PAGE:</b>	1 of 1

**POLICY:**           **With respect to the conduct of students and supervising personnel involved in school teams and activity groups, the following ends must be achieved:**

1. Students will be free from all harassment, intimidation and acts of violence.
2. Schools will ensure adequate supervision to protect students from such acts (including “hazing” or inappropriate initiation rituals).
3. Supervising personnel will conduct themselves in a dignified manner so as to model appropriate behavior.
4. Students will conduct themselves in a dignified manner.
5. There must be clearly identified consequences for noncompliance, and these will be shared with all students and supervising personnel at the beginning of each season.

**MONITORING:**

Method:           Report by the Superintendent

Frequency:       Annually

Month:           March

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. E-7** [\(return to top of page\)](#)

<b>POLICY TYPE:</b>	END RESULTS
<b>POLICY NO:</b>	E-7
<b>SUBJECT:</b>	OUTSTANDING VOLUNTEERS
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
<b>PAGE:</b>	1 of 1

**POLICY:**           **The Anglophone North School District Education Council encourages teachers, parents and other community members to volunteer within the school system, and recognizes their important contribution.**

**MONITORING:**

Method(s):           Report by Superintendent

Frequency:           Monthly

Month:                October-June

**ANGLOPHONE NORTH**  
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POLICY NO. E-8 [\(return to top of page\)](#)

<b>POLICY TYPE:</b>	END RESULTS
<b>POLICY NO:</b>	E-8
<b>SUBJECT:</b>	THREAT ASSESSMENT
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:** Because the District Education Council is committed to creating and maintaining an environment in schools where students, staff, parents and others feel safe, a protocol will exist whereby all threats will be assessed, and appropriate interventions and disciplinary actions will be taken. Further, parents and students will be given fair notice of Anglophone North's zero tolerance for not responding to serious violence or threat-making behaviors.

**MONITORING:**

Method(s):	Report by the Superintendent
Frequency:	Annually
Month:	August

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. E-9** ([return to top of page](#))

<b>POLICY TYPE:</b>	END RESULTS
<b>POLICY NO:</b>	E-9
<b>SUBJECT:</b>	NUTRITION POLICY
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:** Schools will offer healthy food choices to students. The school district will reduce foods high in fat and sugar, and will educate students so they may make healthy lunch and snack choices.

**MONITORING:**

Method(s):	Report by the Superintendent
Frequency:	Annually
Month:	April

**ANGLOPHONE NORTH**  
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**POLICY NO. E-10** ([return to top of page](#))

<b>POLICY TYPE:</b>	END RESULTS
<b>POLICY NO:</b>	E-10
<b>SUBJECT:</b>	SCHOOL CATCHMENT POLICY
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013; June 16, 2014
<b>PAGE:</b>	1 of 1

**POLICY:**                   **With respect to the registration of students in schools in their catchment areas, the following ends will be achieved:**

1. The Superintendent will ensure that parents register their children in the appropriate school in their catchment area.
2. Written requests for out-of-zone placement must be approved by the Superintendent and will be for extenuating circumstances only.
3. Once a request for out-of-zone placement is approved, the student will be considered a student at that school. No further action will have to be taken.
4. The Superintendent must not authorize out-of-zone placements that allow class sizes to exceed enrollment norms.
5. Space must be available in a class prior to the consideration of an out-of-zone placement.
6. Transportation of students to schools that are not in the students' catchment area is the responsibility of parents/guardians.

**MONITORING:**

Method(s):	Report by the Superintendent
Frequency:	Annually
Month:	December

**POLICY TYPE:  
GOVERNANCE PROCESS**

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. GP-1** ([return to top of page](#))

<b>POLICY TYPE:</b>	GOVERNANCE PROCESS
<b>POLICY NO:</b>	GP-1
<b>SUBJECT:</b>	GOVERNANCE COMMITMENT
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:** On behalf of the community of the Anglophone North School District, the District Education Council must provide educational leadership through a continually improving capacity to reflect and communicate community values and vision. The Council holds itself accountable to the citizens of the district by ensuring that all action it takes is consistent with the District Education Council's policies.

**MONITORING:**

Method(s): Meeting Review Form

Frequency: Monthly

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. GP-2** ([return to top of page](#))

<b>POLICY TYPE:</b>	GOVERNANCE PROCESS
<b>POLICY NO:</b>	GP-2
<b>SUBJECT:</b>	GOVERNING STYLE
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:**           **The Councilors must govern in a caring and proactive style which emphasizes outward vision, encouragement of diversity in viewpoints, strategic leadership and a clear distinction of Councilors' and Superintendent's roles. In fulfilling its role, the Council will make collective rather than individual decisions.**

**MONITORING:**

Method(s):           Meeting Review Form

Frequency:           Monthly



**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. GP-3** ([return to top of page](#))

<b>POLICY TYPE:</b>	GOVERNANCE PROCESS
<b>POLICY NO:</b>	GP-3
<b>SUBJECT:</b>	COUNCIL JOB DESCRIPTION
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:**           **The role of the District Education Council is to represent the community of Anglophone North School District in determining and demanding appropriate organizational performance. To distinguish the Council’s own unique work from the work of its staff, the Council must concentrate its efforts on the following work outputs:**

- The link between the organization and the community of Anglophone North School District.
- Written governing policies which, at the broadest levels, address:
  - a) End Results: Those things the District Education Council wishes to achieve and for what reasons.
  - b) Governance Process: Description of how the Council conceives, carries out and monitors its own task.
  - c) Council-Staff Relationship: How authority is delegated and its proper use monitored; the Superintendent’s role, authority and accountability.
  - d) Executive Limitations: Constraints on the Superintendent’s authority that establish the prudence and ethical boundaries within which all Superintendent activity and decisions must take place.
- Ensuring that the ends are the focus of organizational performance.

**MONITORING:**

Method(s):           Meeting Review Form

Frequency:           Monthly

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. GP-4** ([return to top of page](#))

<b>POLICY TYPE:</b>	GOVERNANCE PROCESS
<b>POLICY NO:</b>	GP-4
<b>SUBJECT:</b>	ANNUAL COUNCIL PLANNING CYCLE
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:**           **The Council must follow an annual agenda which:**

- **Completes a re-exploration of End Results policies;**
- **Enhances Council performance through continuous process improvement.**

**MONITORING:**

Method(s):           Internal Report by Chair

Frequency:           Annually

Month(s):            April

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. GP-5** ([return to top of page](#))

<b>POLICY TYPE:</b>	GOVERNANCE PROCESS
<b>POLICY NO:</b>	GP-5
<b>SUBJECT:</b>	CHAIR'S ROLE
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
<b>PAGE:</b>	1 of 2

**POLICY:**           **The Council Chair will be responsible for the integrity of the Council's processes and its representation to outside parties by:**

1. Ensuring that Council behavior is consistent with its own rules and those legitimately imposed upon it from outside the organization.
  - a) Meeting discussion must be limited to those issues which, according to Council policy, clearly belong to the Council to decide, not the Superintendent.
  - b) Deliberation must be fair, open, thorough, orderly, and to the point.
2. Being authorized to make decisions on Governance Process and Council-Staff Relationship, except where the Council specifically delegates portions of this authority to others.
  - a) The Chair is empowered to chair Council meetings with all the commonly accepted power of that position (e.g. ruling, recognizing).
  - b) The Chair has no authority to make decisions about policies in those areas previously determined by the Council to be the responsibility of the Superintendent (End Results and Executive Limitations).

**MONITORING:**

Method(s): Monthly Review Form

Frequency: Monthly

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. GP-6** ([return to top of page](#))

<b>POLICY TYPE:</b>	GOVERNANCE PROCESS
<b>POLICY NO:</b>	GP-6
<b>SUBJECT:</b>	COUNCIL COMMITTEE PRINCIPLES
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
<b>PAGE:</b>	1 of 2

**POLICY:**                   **Council committees may be formed to carry out specific tasks. They have no decision-making authority except that given to them by Council motion and must not be allowed to interfere with the Council’s decision-making responsibility.**

- Council committees are to help the Council do its job, not to help the staff do theirs. Committees ordinarily will assist the Council by preparing policy alternatives and implications for Council deliberation.
- Council committees must not speak or act for the Council except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated.
- Council members must not exercise authority over staff. Because the Superintendent works for the full Council, the Superintendent will not be required to obtain approval of a Council committee before an executive action. In keeping with the Council’s broader focus, Council members must not normally have direct dealings with current staff operations.
- Council committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a Council committee which has helped the Council create policy on an issue must not be used to monitor organizational performance on that same issue.

- This policy will apply only to committees that are formed by Council action, whether or not the committees include non-Council members. It will not apply to committees formed under the authority of the Superintendent.

**MONITORING:**

Method(s):	Committee Reports
Frequency:	As Requested by Council

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

POLICY NO. GP-7 ([return to top of page](#))

<b>POLICY TYPE:</b>	GOVERNANCE PROCESS
<b>POLICY NO:</b>	GP-7
<b>SUBJECT:</b>	COUNCIL MEMBERS' CODE OF CONDUCT
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	November 19, 2012; August 19, 2013
<b>PAGE:</b>	1 of 6

**POLICY:**           **The Council and its members must display ethical and businesslike conduct, proper use of authority and appropriate decorum in group and individual behavior when acting as Council members. Therefore:**

**1.     General**

1.1     It is the responsibility of the District Education Council of the Anglophone North School District to establish objectives and policies aimed at addressing the particular priorities and needs of the district. The District Education Council is responsible for developing policy which governs the operation of the schools in its district in the areas of education, school performance, and infrastructure. Each Council member is responsible for contributing to the decisions and responsibilities of the District Education Council.

1.2     The regulations of the *Education Act* provide the authority for this *Code of Conduct*. Members must follow the policies governing conduct contained in this *Code of Conduct*, the *Education Act* and the policies of the Department of Education and Early Childhood Development. Section 40 of the *Education Act* requires that every member of a District Education Council:

    “(a) exercise his or her duties under this Act in good faith,

- (b) comply with this Act and the regulations, and
- (c) refrain from exercising individual influence or authority over the Superintendent of the school district or over other school personnel.”

1.3 The District Education Council and all members must comply with all laws, regulations and rules that apply to the Department of Education and Early Childhood Development employees and volunteers. The DEC and its members uphold the dignity and rights of individuals in accordance with the *New Brunswick Human Rights Act* and the *Canadian Charter of Rights and Freedoms*. Questions or concerns regarding legal issues should initially be brought to the attention of the District Education Council Chair or Vice-Chair.

**2. Professional Conduct and Decorum**

2.1 Members of the District Education Council are committed to the common purpose of guiding and moving forward the education of all students in the district. DEC members have a responsibility to always act in the best interests of the students of the district.

2.2 Members commit to high professional and ethical standards and undertake to always carry out their duties with honesty and the appropriate discretion. Members always demonstrate fair and respectful treatment of students, parents, staff and the community.

2.3 Members must be aware of the scope and responsibilities of their role as a part of the DEC. Members are expected to be familiar with the *District Education Council Handbook* and the appendix regarding meeting procedures.

2.4 Members recognize the time commitment made by members of the DEC and ensure that meeting times are used efficiently. DEC governs effectively because members are on time, have reviewed materials in advance, and have prepared comments and submissions which are carefully planned and to the point.

2.5 Members are encouraged to bring forward ideas, opinions and information relevant to the agenda of the DEC meeting. Members must give consideration and respect to the public’s view or ideas which may be different from their own.

2.6 Members are committed to a collaborative work environment which encourages the respectful expression of ideas. The deliberation of different perspectives and ideas is used to reach an informed decision.

2.7 Members must exercise caution and good judgment in fulfilling their duties. The DEC will use individual member’s expertise to enhance the ability of the DEC but



will not rely on an individual's judgment as a substitute for making an informed decision as a Council.

- 2.8 The DEC has a responsibility to the students of the Anglophone North School District. The Council is guided by the mission of the district and must consider how decisions and actions will impact the education of all students.
- 2.9 The DEC will endeavor to make decisions by consensus; striving to reach a decision which has been acceptable to all members. Decisions will be made by majority vote.
- 2.10 Members must not undermine the decisions reached by the DEC. Members who have a good faith and legitimate reason to oppose the decision may only use the appropriate process to have the decision challenged or reconsidered. Members will not publicly criticize the actions, submissions or decisions of the Council or individual members.
- 2.11 Members respect the privacy of others and will not disclose confidential information. Confidential information may include legal opinions, litigation strategies, personnel issues and disciplinary matters, and any other information which is generally not disclosed to the public. Members will be bound by the Department of Education and Early Childhood Development's confidentiality policies surrounding personal information, reports, email and passwords.

### **3. Representing the Council and Encouraging Public Confidence**

- 3.1 While many voices contribute to the decisions of the DEC, under the policy governance model, the DEC operates as a single voice. The Chair is the representative of the Council and has the authorization to discuss DEC opinions, decisions and policy or to otherwise interact with the public, press or other organizations.
- 3.2 The DEC has a shared responsibility with the students, the parents, the school, the community, the District and the Department of Education and Early Childhood Development to advance education and a positive learning environment. Members will strive to work collaboratively and respectfully with these partners.
- 3.3 Members strive to undertake their duties in a manner that will inspire public confidence. Members must avoid outside activities which would discredit, compromise or negatively impact the reputation of the DEC.

- 3.4 To avoid a public perception of influence, members cannot accept or solicit gifts or personal benefits as a result of their position without the approval of the Chair. This excludes incidental gifts, customary hospitality or other benefits of nominal value.
- 3.5 Members are committed to the proper use of their authority.
- a) Individual members do not have authority over staff unless clearly granted by the Council or in DEC policies.
  - b) While the DEC expects individual members to be given common courtesy, it does not require the Superintendent to heed any individual member's opinion or instruction.
  - c) Regardless of any individual dissent from a decision of the DEC, members must support that the Superintendent is bound by direction given by the DEC as a whole.
  - d) Members will monitor the Superintendent performance using the approved protocol and in accordance with DEC Policy.

**4. Conflict of Interest**

- 4.1 Members will be aware of the potential for a conflict of interest and avoid situations where personal or family interests could conflict with the interests of the DEC. Members must report any personal benefit or financial interest which may influence or could reasonably appear to influence the decisions or actions of the DEC to the Council as soon as possible.
- 4.2 The DEC will follow the Department of Education and Early Childhood Development Conflict of Interest Policy (Policy 213) and the Province of New Brunswick's Conflict of Interest Policy (AD-2915) in determining what is considered to be a conflict.
- 4.3 A conflict of interest may be resolved by requiring the member to withdraw from discussion or a meeting, refrain from voting on an issue or terminate the conflict or potential conflict. In situations in which there is a persistent conflict, resignation from the DEC may be required.
- 4.4 If a conflict of interest is discovered after a decision is made, the decision is avoidable but not automatically void.

- 4.5 If a member does not disclose a conflict of interest, the DEC reserves all rights to have any matter entered into, or any action taken set aside, revoked or rescinded. The member may be asked to resign or removed according to the Enforcement Procedures contained in this policy.

**5. Enforcement of this Code of Conduct**

- 5.1 Members are committed to the principles of this *Code of Conduct*. Known or suspected violations of this Code or DEC Policies will be reported in writing to the Chair. In the event that there is an alleged violation by the Chair, the member will report concerns to the Vice-Chair.
- 5.2 Concerns and violations must be reported in writing. While the complaint cannot be made anonymously, the Chair is authorized to decide if the name of the complainant will be disclosed.
- 5.3 Reports of breaches will be treated promptly and fairly. Upon receiving a written complaint, the Chair and Vice-Chair will determine the appropriate response:
- a) Conduct a private discussion with the member to notify them of the complaint and to see a resolution to the breach.
  - b) Notify the offending member of the allegations and initiate a review.
  - c) Suspend the offending member immediately pending a review or resolution by the DEC.
- 5.4 A review into complaints may be conducted by the Chair, Vice-Chair or another individual authorized by the DEC.
- a) The findings of the investigation will be reported in writing to the member in question and the DEC 14 days in advance of a private session to discuss the complaint. The member will be provided with an opportunity to address the DEC at this session before any decision on discipline is made.
  - b) The DEC will provide direction on the complaint and proceed to dispose of the matter as it deems appropriate within the scope of this Code, the DEC policies and the *Education Act*.

- 5.5 A decision on discipline can only be made at a meeting of the DEC where not less than 75% of the members are present. Where discipline is deemed to be appropriate, the DEC may exercise one or more of the following options.
- a) a letter of reprimand
  - b) a suspension for a period not exceeding three months
  - c) a declaration that the member's seat is vacant under s.36.7(4) of the *Education Act*. Declaring a member's seat to be vacant requires a majority vote by the DEC.
- 5.6 While the details of the investigation and deliberation are confidential, the outcome of any disciplinary hearing will be made public in an open session of the Council.

**MONITORING:**

Method(s): Meeting Review Form

Frequency: Monthly

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

POLICY NO. GP-8 ([return to top of page](#))

<b>POLICY TYPE:</b>	GOVERNANCE PROCESS
<b>POLICY NO:</b>	GP-8
<b>SUBJECT:</b>	COMMUNICATION PROTOCOLS
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
<b>PAGE:</b>	1 of 2

**POLICY:**           **In order to provide for effective communication and clearly distinguish the Council’s own unique work from the work of its staff, the Council must establish the following protocols with respect to the various stakeholders in the educational community:**

- Communication with Staff: The DEC must communicate with staff through the Superintendent in recognition of the concept of “the principle of one employee”.
- Communication with Schools: DEC’s must communicate with the schools through the Superintendent who will inform the principals of DEC policies. Principals will share this information with the PSSC’s.
- DEC Liaison with PSSC: DEC members will fulfill their liaison role by attending PSSC Meetings/Cluster Meetings to become aware of educational issues at the school level. Communication at this level will be general in nature and will be shared with the DEC within the context of the policy governance framework.
- Communication between the DEC and the district will be two-way and is the assigned responsibility of the Chair and the Superintendent.

- Issues raised to individual Council members and to the Council as a whole: In order to properly assign issues, Councilors should bring issues to the attention of the Superintendent through the Chair. Most issues can be resolved by district staff; however, those issues deemed to be associated with the district as a whole and needing Council attention will be placed on regular meeting agendas.

An issue pertinent to an individual school is the responsibility of the PSSC and will not be assigned to the DEC agenda. The DEC recognizes, however, that an individual or group may wish to make a presentation to the Council on an issue of relevance to the district as a whole. In these situations, the following protocol will be followed:

- The individual or group representative will first discuss the issue with the Superintendent who is responsible for the day-to-day operations of the school district.
- The individual or group representative may subsequently consult with the DEC Chair who will decide whether the issue has merit and relevance as a DEC concern. Should the Chair deem this to be the case, he or she may permit the individual or group representative to make a presentation at an upcoming Council meeting under the following conditions:
  - (a) the request must be made at least 3 weeks prior to a Council meeting.
  - (b) the presentation will not exceed 15 minutes, and
  - (c) following the presentation, the DEC may choose to discuss the issue, or to defer discussion to a later meeting, or (as in the case with all operational concerns), to instruct the Superintendent to deal with the issue in keeping with the policies as set forth by the District Education Council.

The Chair will report to all members any communication for delegation status.

- Communication with the media will be the responsibility of the Chair and the Superintendent. Generally, the Chair will address Council issues, and district operational issues will be addressed by the Superintendent. It is imperative that the Chair and Superintendent work in concert on issues of a public nature.

**MONITORING:**

Method(s): Report by Chair and Superintendent

Frequency: Annually

Month(s): March

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. GP-9** [\(return to top of page\)](#)

<b>POLICY TYPE:</b>	GOVERNANCE PROCESS
<b>POLICY NO:</b>	GP-9
<b>SUBJECT:</b>	PARENT SCHOOL SUPPORT COMMITTEE BUDGET
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	May 27, 2013; August 19, 2013
<b>PAGE:</b>	1 of 1

**POLICY:**           **The Anglophone North School District will provide the Parent School Support Committee with a budget to be used in fulfilling their mandate in accordance with expenditure guidelines in Policy GP-9a.**

**MONITORING:**

Method(s):           Individual School Reports

Frequency:           Annually

Month:                May

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

POLICY NO. GP-9a ([return to top of page](#))

<b>POLICY TYPE:</b>	GOVERNANCE PROCESS
<b>POLICY NO:</b>	GP-9a
<b>SUBJECT:</b>	PARENT SCHOOL SUPPORT COMMITTEE BUDGET - SPENDING GUIDELINES
<b>EFFECTIVE:</b>	May 27, 2013
<b>REVISED:</b>	August 19, 2013
<b>PAGE:</b>	1 of 2

**POLICY:** In keeping with the mandate of the PSSC as outlined in the Education Act, the following types of purchasing shall be deemed to be acceptable as they fall within the Public Purchasing Act:

**Communication:**

- School Connects or a similar service
- Voice mail service
- Postage and courier
- Brochure and pamphlet printing
- Office supplies and printer cartridges as they relate to PSSC business
- Promotional materials
- Professional reading material

**Business Meeting Expense:**

- Office supplies
- Meals
- Nutrition breaks
- Equipment rentals



**Workshop/Professional Development:**

- Registration fees and approved travel expenses for PSSC members in accordance with travel policy.

The following is a list of purchases that are deemed **not to be appropriate**:

- Gifts (gift cards, gift certificates)
- Flowers
- Alcoholic beverages
- Instructional materials
- Cellular phone/data plan purchases and monthly recurring charges
- Hiring of casual staff
- Payment of travel expenses as they relate to attendance at PSSC meetings

Purchases not indicated in these guidelines must be pre-approved by the Superintendent or designate.

**MONITORING:**

Method(s): Individual School Reports

Frequency: Annually

Month: May

**POLICY TYPE:  
COUNCIL-STAFF RELATIONSHIP**

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. C/SR-1** ([return to top of page](#))

<b>POLICY TYPE:</b>	COUNCIL-STAFF RELATIONSHIP
<b>POLICY NO:</b>	C/SR-1
<b>SUBJECT:</b>	SUPERINTENDENT/COUNCIL RELATIONSHIP
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:**           **The Superintendent, as chief executive officer, is accountable to the Council acting as a body corporate. The Council must instruct the Superintendent through written policies and must delegate interpretation and implementation of these policies to the Superintendent:**

1. The Council will direct the Superintendent to achieve certain results, for certain recipients, at a certain cost through the establishment of Ends policies. The Council will limit the latitude the Superintendent may exercise in practices, methods, conduct and other means to the ends through establishment of Executive Limitations policies.
2. As long as the Superintendent uses any reasonable interpretation of the Council's Ends results and Executive Limitations policies, the Superintendent is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
3. The Council may change its End Results and Executive Limitations policies, thereby shifting the boundary between Council and Superintendent domains. By so doing, the Council changes the latitude choice given to the Superintendent. So long as any particular delegation is in place, the Council and its members shall respect and support the Superintendent's choices. This does not prevent the Council from obtaining information in the delegated areas, except for data of a personal nature dealing with students or staff.

- 4. Only decisions of the Council acting as a body are binding upon the Superintendent.
  - a) Decisions or instructions of individual Council members, officers, or committees will not be binding on the Superintendent except when the Council has specifically authorized such exercise of authority.
  - b) In the case of Council members or committees requesting information or assistance without council authorization, the Superintendent can refuse such requests that require—in the Superintendent’s judgment—a material amount of staff time or funds or are disruptive.

**MONITORING:**

Method(s):	Superintendent’s Evaluation
Frequency:	Annually
Month:	March

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

POLICY NO. C/SR-2 ([return to top of page](#))

<b>POLICY TYPE:</b>	COUNCIL-STAFF RELATIONSHIP
<b>POLICY NO:</b>	C/SR-2
<b>SUBJECT:</b>	SUPERINTENDENT/STAFF RELATIONSHIP
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:** All Council authority to staff is delegated through the Superintendent. All authority and accountability of staff is considered, therefore, to be the authority and accountability of the Superintendent.

**MONITORING:**

Method(s): Written Report by Superintendent

Frequency: Twice Annually

Month(s): June, December

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. C/SR-3** ([return to top of page](#))

<b>POLICY TYPE:</b>	COUNCIL-STAFF RELATIONSHIP
<b>POLICY NO:</b>	C/SR-3
<b>SUBJECT:</b>	SUPERINTENDENT'S PERFORMANCE
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:**           **As the Council's single official link to the operating organization, the Superintendent's performance must be considered to be synonymous with organizational performance as a whole. The Superintendent's job contributions can be stated as performance in only two areas:**

1. Organizational accomplishment of the provisions of Council policies on End results.
2. Organizational operation within the boundaries of prudence and ethics established in Council policies on Executive Limitations.

**MONITORING:**

Method(s):	Superintendent's Evaluation
Frequency:	Annually
Month(s):	March

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. C/SR-4** ([return to top of page](#))

<b>POLICY TYPE:</b>	COUNCIL-STAFF RELATIONSHIP
<b>POLICY NO:</b>	C/SR-4
<b>SUBJECT:</b>	MONITORING COUNCIL ORGANIZATIONAL PERFORMANCE
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	May 27, 2013; August 19, 2013
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**POLICY:**                   **Monitoring organizational performance against Council policies on End results and on Executive Limitations will be the Council's responsibility. Accordingly:**

1. The Council will be required to monitor data on Ends and Executive Limitations policies by one or more of the following three methods:
  - Internal report, in which the Superintendent and/or chair discloses information and certifies compliance to the Council;
  - Meeting Review Form, in which the Council does a self-assessment after each monthly meeting;
  - Direct Council inspection, in which the whole Council formally assesses with the appropriate policy criteria.
2. In every case, the standard for compliance must be whether the Superintendent has reasonably interpreted the Council policy being monitored and determination of whether reasonable progress is being made toward achieving the Council's End policies. The Council will make the final determination as to whether a Superintendent interpretation or whether reasonable progress is being made.
3. All policies that instruct the Superintendent will be monitored on schedule and by a method chosen by the Council. The Council may monitor any policy at any time by any method, but as a rule will depend upon the following schedule and method.

<b>Month</b>	<b>End Results</b>	<b>Governance Process</b>	<b>Council-Staff Relationship</b>	<b>Executive Limitations</b>
<b>August</b>	E-1, E-8	GP 1, 2, 3. 5 & 7 (Meeting Review Form)		EL-3, EL4, EL-9, EL-10, EL-13
<b>September</b>	E-4, E-4A	GP 1, 2, 3. 5 & 7 (Meeting Review Form)		EL-2, EL-5, EL-8
<b>October</b>	E-3, E-7	GP 1, 2, 3. 5 & 7 (Meeting Review Form)		
<b>November</b>	E-5, E-7	GP 1, 2, 3. 5 & 7 (Meeting Review Form)		EL-4
<b>December</b>	E-7, E-10	GP 1, 2, 3. 5 & 7 (Meeting Review Form)	C/SR-2	EL-11, EL-12
<b>January</b>	E-2, E-7	GP 1, 2, 3. 5 & 7 (Meeting Review Form)		
<b>February</b>	E-7	GP 1, 2, 3. 5 & 7 (Meeting Review Form)		EL-4
<b>March</b>	E-6, E-7	GP 1, 2, 3. 5 & 7 (Meeting Review Form) GP-8	C/SR-1, C/SR-3	EL-2
<b>April</b>	E-7, E-9	GP 1, 2, 3. 5 & 7 (Meeting Review Form) GP-4		
<b>May</b>	E-2, E-7	GP 1, 2, 3. 5 & 7 (Meeting Review Form) GP-9, GP-9A		EL-6, EL-15
<b>June</b>	E-7	GP 1, 2, 3. 5 & 7 (Meeting Review Form)	C/SR-2	EL-4, EL-12, EL-14

\*GP-6: Committee Reports-As requested

\*EL-7: Continuous Monitoring



4. The summative evaluation will be based upon data collected during the year from the monitoring of Council policies on Ends and Executive Limitations. The Council will review this in June of each year in a closed session and the Chair will report in August the Council's decision.

**MONITORING:**

Method(s):	Monthly Review Form
Frequency:	Annual Report by Chair
Month:	August

**POLICY TYPE:  
EXECUTIVE LIMITATIONS**

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. EL-1** ([return to top of page](#))

<b>POLICY TYPE:</b>	EXECUTIVE LIMITATIONS
<b>POLICY NO:</b>	EL-1
<b>SUBJECT:</b>	GENERAL SUPERINTENDENT CONSTRAINTS
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:**           **The Superintendent must not cause or allow any practice, activity, decision, or organizational circumstances which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics.**

**MONITORING:**           As per Policies EL-2 – EL-15

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. EL-2** ([return to top of page](#))

**POLICY TYPE:** EXECUTIVE LIMITATIONS

**POLICY NO:** EL- 2

**SUBJECT:** STAFF TREATMENT

**EFFECTIVE:** July 1, 2012

**REVISED:** August 19, 2013

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**POLICY:** With respect to treatment of paid and volunteer staff, the Superintendent must not knowingly cause or knowingly allow conditions, procedures, actions or decisions which are unlawful or in contravention of Department of Education and Early Childhood Development and District Education Council policies.

**MONITORING:**

Method(s): Report by Superintendent

Frequency: Twice Annually

Month(s): March, September

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. EL-3** ([return to top of page](#))

<b>POLICY TYPE:</b>	EXECUTIVE LIMITATIONS
<b>POLICY NO:</b>	EL-3
<b>SUBJECT:</b>	BUDGETING/FORECASTING
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
<b>PAGE:</b>	1 of 1

**POLICY:**            **Budgeting for any fiscal year or the remaining part of any fiscal year must not deviate substantially from Council priorities, risk fiscal jeopardy, or fail to show a generally acceptable level of foresight.**

**MONITORING:**

Method:	Written Report by Superintendent
Frequency:	Annually
Month:	August

**ANGLOPHONE NORTH  
SCHOOL DISTRICT**

POLICY NO. EL-4 ([return to top of page](#))

<b>POLICY TYPE:</b>	EXECUTIVE LIMITATIONS
<b>POLICY NO:</b>	EL-4
<b>SUBJECT:</b>	FINANCIAL CONDITION
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
<b>PAGE:</b>	1 of 1

**POLICY:**           **With respect to the actual, ongoing condition of the organization's financial health, the Superintendent must not cause or allow the district to fall into fiscal jeopardy. Additionally, the Superintendent must not allow expenditures to deviate substantially from Council priorities as established in End Results policies.**

**MONITORING:**

Method:           Written Report by Superintendent

Frequency:       Quarterly

Month:           November, February, June, August

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. EL-5** ([return to top of page](#))

<b>POLICY TYPE:</b>	EXECUTIVE LIMITATIONS
<b>POLICY NO:</b>	EL-5
<b>SUBJECT:</b>	EMERGENCY SUPERINTENDENT SUCCESSION
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:** In order to protect the Council from sudden loss of chief executive services, the Superintendent will not have fewer than two other senior staff familiar with Council and Superintendent issues and processes.

**MONITORING:**

Method: Report by Superintendent

Frequency: Annually

Month: September

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. EL-6** ([return to top of page](#))

**POLICY TYPE:** EXECUTIVE LIMITATIONS

**POLICY NO:** EL-6

**SUBJECT:** ASSET PROTECTION

**EFFECTIVE:** July 1, 2012

**REVISED:** August 19, 2013

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**POLICY:** The Superintendent must not allow assets to be unprotected, inadequately maintained or unnecessarily risked.

**MONITORING:**

Method: Report by Superintendent

Frequency: Annually

Month: May



**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. EL-7** ([return to top of page](#))

<b>POLICY TYPE:</b>	EXECUTIVE LIMITATIONS
<b>POLICY NO:</b>	EL-7
<b>SUBJECT:</b>	COMMUNICATION AND COUNSEL TO THE COUNCIL
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:**           **The Superintendent must not fail to provide the Council with relevant information.**

**MONITORING:**

Method:           Direct Council Inspection

Frequency:       Continuous

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. EL-8** ([return to top of page](#))

<b>POLICY TYPE:</b>	EXECUTIVE LIMITATIONS
<b>POLICY NO:</b>	EL-8
<b>SUBJECT:</b>	COMPLAINTS
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
<b>PAGE:</b>	1 of 1

**POLICY:**           **The Superintendent must not fail to provide a procedure which ensures that complaints are heard and handled in a timely and appropriate manner.**

**MONITORING:**

Method(s):           Report by Superintendent

Frequency:           Annually

Month(s):            September

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. EL-9** ([return to top of page](#))

<b>POLICY TYPE:</b>	EXECUTIVE LIMITATIONS
<b>POLICY NO:</b>	EL-9
<b>SUBJECT:</b>	PERSONNEL SELECTION AND HIRING
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:**           **The Superintendent must not fail to adhere to standard human resources practices with regards to the recruitment and hiring of staff. Specifically, the Superintendent must not fail to ensure that all positions are open to any qualified person with no discrimination on the basis of race, gender, age, religious affiliation or nationality.**

**MONITORING:**

Method(s):           Report by Superintendent

Frequency:           Annually

Month(s):            August

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. EL-10** ([return to top of page](#))

<b>POLICY TYPE:</b>	EXECUTIVE LIMITATIONS
<b>POLICY NO:</b>	EL-10
<b>SUBJECT:</b>	SELECTION OF PRINCIPALS, VICE-PRINCIPALS AND TEACHERS – COMMUNITY REPRESENTATION
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:** The Superintendent must not authorize the hiring of a principal, vice-principal or teacher unless a District Education Council (DEC) member and a Parent School Support Committee (PSSC) member participated on the interview team, or unless a reasonable attempt was made to include a DEC member and PSSC member on that team.

**MONITORING:**

Method(s): Report by Superintendent

Frequency: Annually

Month(s): August

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

POLICY NO. EL-11 ([return to top of page](#))

<b>POLICY TYPE:</b>	EXECUTIVE LIMITATIONS
<b>POLICY NO:</b>	EL-11
<b>SUBJECT:</b>	TREATMENT OF STAKEHOLDERS
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:** With respect to interaction with the stakeholders, including parents, students and the public, the Superintendent must not knowingly cause or knowingly allow conditions, procedures, actions or decisions which are unlawful or in contravention of Department of Education and Early Childhood Development and District Education Council policies.

**MONITORING:**

Method(s):	Report by Superintendent/Chair
Frequency:	Annually
Month(s):	December

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. EL-12** ([return to top of page](#))

<b>POLICY TYPE:</b>	EXECUTIVE LIMITATIONS
<b>POLICY NO:</b>	EL-12
<b>SUBJECT:</b>	SUPERINTENDENT TRAVEL EXPENSES
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:**           **The Superintendent must not receive payment for travel expenses without obtaining the signature of approval of the Director of Finance & Administration, and without a periodic review by the Chair of the District Education Council (DEC).**

**MONITORING:**

Method(s):	Internal Review by the Chair
Frequency:	Twice Yearly
Month(s):	December, June

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. EL-13** ([return to top of page](#))

<b>POLICY TYPE:</b>	EXECUTIVE LIMITATIONS
<b>POLICY NO:</b>	EL-13
<b>SUBJECT:</b>	ANNUAL REPORT TO THE PUBLIC
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:**           **The Superintendent must not fail to prepare an annual progress report to the District Education Council for public presentation that includes the following items:**

1. Student performance data indicating student progress toward accomplishing the DEC's Ends policies.
2. Information about school district strategies, programs and operations intended to accomplish the DEC's Ends policies.

**MONITORING:**

Method(s):	Superintendent's Report
Frequency:	Annually
Month(s):	August

**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

POLICY NO. EL-14 ([return to top of page](#))

<b>POLICY TYPE:</b>	EXECUTIVE LIMITATIONS
<b>POLICY NO:</b>	EL-14
<b>SUBJECT:</b>	STAFF EVALUATION
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:** With respect to evaluation of employees, the Superintendent must not fail to develop an evaluation system that links employee performance with their contribution toward achieving the District Education Council's Ends policies and their compliance with the District Education Council's organizational Executive Limitations policies.

**MONITORING:**

Method(s): Report by the Superintendent

Frequency: Annually

Month(s): June



**ANGLOPHONE NORTH**  
**SCHOOL DISTRICT**

**POLICY NO. EL-15** ([return to top of page](#))

<b>POLICY TYPE:</b>	EXECUTIVE LIMITATIONS
<b>POLICY NO:</b>	EL-15
<b>SUBJECT:</b>	PERMANENT CLOSURE OF A SCHOOL
<b>EFFECTIVE:</b>	July 1, 2012
<b>REVISED:</b>	August 19, 2013
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**POLICY:**           **In keeping with the District Education Council’s commitment to quality education and procedural fairness, the Superintendent must not issue a final announcement on the permanent closure of a school unless the following steps have been taken:**

1. NB Department of Education and Early Childhood Development Policy 409 has been followed.
2. The District Education Council has been provided adequate documentation regarding the reasons for the proposed closure and has endorsed the decision to proceed with parental consultations.
3. The Superintendent has consulted with the parents involved to seek their agreement that the school should close and the parents have:
  - a) Agreed to the closure, or
  - b) Not agreed, in which case the following steps have been taken:
    - i) The Superintendent has filed notice in writing by November 15 to the Parent School Support Committee that the District Education Council intends to study the possible closure of the school at the end of the school year. This notice will have outlined the reasons for the proposed closure.

- ii) The Parent School Support Committee involved has been informed of its right to request a delegation with the Council to present its case for keeping the school opened, and the PSSC has been informed that if it intends to address the DEC, it must do so at or before the regularly scheduled January meeting. This also applies to any other concerned stakeholders.
- iii) The Council has considered all relevant information and has made a final recommendation by January 31.
- iv) The recommendation has been forwarded to the Minister of Education and Early Childhood Development, and the Superintendent has received written notification stating that the Minister is satisfied with the process followed by the DEC and approves the DEC's recommendation.

**MONITORING:**

Method(s):	Report by the Superintendent
Frequency:	Annually
Month(s):	May