

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

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POLICY TYPE:

END RESULTS

ANGLOPHONE NORTH
SCHOOL DISTRICT

POLICY NO. E-1

POLICY TYPE:	END RESULTS
POLICY NO:	E-1
SUBJECT:	MISSION STATEMENT
EFFECTIVE:	August 1, 2013; April 16, 2019; June 2023
PAGE:	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
SCHOOL DISTRICT

POLICY NO. E-2

POLICY TYPE:	END RESULTS
POLICY NO:	E-2
SUBJECT:	NUTRITION POLICY
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; October 26, 2019; June 2, 2023
PAGE:	1 of 1

POLICY: Anglophone North School District will ensure all students have the nutrition they need to learn and the education to promote healthy dietary choices.

MONITORING:

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

ANGLOPHONE NORTH
SCHOOL DISTRICT

POLICY NO. E-3

POLICY TYPE:	END RESULTS
POLICY NO:	E-3
SUBJECT:	COMMITMENT FOR FIRST NATION EDUCATION
EFFECTIVE:	June 30, 2017; April 16, 2019; June 2, 2023
PAGE:	1 of 2

POLICY: Anglophone North School District is situated on traditional and unceded Mi'kmaq territory, and it serves the largest population of Mi'kmaq children and youth in the province. The District Education Council of Anglophone North School District, in the spirit of reconciliation, is committed to providing quality educational opportunities that respond to the needs of First Nation children and youth, and their communities. Moving forward with the Truth and Reconciliation's 94 Calls to Action is a priority in building understanding of traditional and contemporary First Nation cultures, histories and perspectives by all students and staff, system wide. The following ends must be achieved:

1. The Superintendent will ensure that the three objectives of the First Nation Education Programs and Service Agreements are met, which include:
 - a) Reducing the achievement gap that exists between First Nations' students and non-First Nations' students attending, or that will be transitioning to, public schools in New Brunswick.
 - b) Providing children of First Nations in New Brunswick with a welcoming school environment and a quality educational experience that is relevant and recognizes cultural background.
 - c) Promoting positive learning and working relations between First Nations' communities and school districts.

2. The Superintendent will provide leadership and promote capacity building to support the implementation of First Nation community Education Plans in district schools that serve First Nation students.
3. The Superintendent will ensure that the District Improvement Plan addresses the teaching and learning of accurate First Nation culture, history and perspectives for all students.
4. The Superintendent will increase the knowledge of First Nation cultures, histories and perspectives among all staff members through appropriate professional learning opportunities.

MONITORING:

Method(s): Report by the Superintendent

Frequency: Twice Annually

Month(s): December – Monitoring Report

August – Year-End Report to the District Education Council
and Minister of Education and Early Childhood
Development

ANGLOPHONE NORTH
SCHOOL DISTRICT

POLICY NO. E-4

POLICY TYPE:	END RESULTS
POLICY NO:	E-4
SUBJECT:	Sexual Orientation and Gender Identities
EFFECTIVE:	October 2018; April 2019; June 2023; October 2023
PAGE:	1 of 3

POLICY: **The District Education Council values diversity, equality and respect, and promotes the acceptance of all persons regardless of sexual orientation and gender. The District Education Council expects all members of its schools and public events, held in its school facilities, to be welcomed, respected, and supported, and is, therefore, committed to addressing all forms of discrimination and harassment.**

Therefore, the District Education Council recognizes its obligation to adopt appropriate administrative procedures and strategies to ensure respect for human rights and support for diversity and equality.

1. The Anglophone North School District Education Council upholds the principle that its policies, procedures and strategies will reflect understanding of LGBTQI2S+ school community members. It will support diversity, acceptance, address discrimination and foster an atmosphere of respect and safety.
2. The Anglophone North School District Education Council, through the Superintendent, will demonstrate the following outcome:
 - a) Employees will demonstrate respect for human rights, support diversity, equality and address discrimination against LGBTQI2S+ individuals.

- b) Make the school community aware of this policy and support for LGBTQI2S+ in the school district, as addressed in the Positive Learning and Working Environment Plan (PLWEP).
- c) ASD-N DEC acknowledges the references noted by the Department of Education and Early Childhood Development as documented in Provincial Policy 713 Section 9.0 and calls upon staff to be mindful of this legislation in the school setting, in particular:
 - Canadian Charter of Rights and Freedom
 - Human Rights Act
 - Education Act
- d) Students wishing to have assistance in speaking with parents for the purpose of obtaining their consent to alter official records or use an alternate name or pronoun will be encouraged to consult with the appropriate professionals (i.e. teachers, principals, school counsellors, psychologists, social workers).

3. References:

- a) *The Education Act* provides the following authority for these guidelines:

36.9(5) A District Education Council shall

(a) develop school district policies and procedures, not inconsistent with provincial policies and procedures, in matters relating to the authority given to the District Education Council, or the superintendent of the school district, under this Act and regulations.

- EECD Policy 713: Sexual Orientation and Gender Identity
- EECD Policy 322: Inclusive Education
- EECD Policy 703: Positive Learning and Working Environment.
- Canadian Charter of Rights and Freedoms
- Bill C-16 – Act to amend the Canadian Human Rights Act and Criminal Code
- New Brunswick Human Rights Act
- Amendment to NB Human Rights Act. Bill 51
- Right to Information and Protection of Privacy Act
- New Brunswick Interscholastic Athletic Association
- Province of New Brunswick Respectful Workplace Policy
- ASDN Professional Conduct
- On Balance, Choose Kindness – The Advocate’s Review on Changes to Policy 713 and Recommendations for a Fair and Compassionate Policy (15 August 2023)

- b) Education and Early Childhood Development Policy 703: Positive Learning and Working Environment.

MONITORING:

Method: Report by the Superintendent

Frequency: Annually

Month: June

**POLICY TYPE:
GOVERNANCE PROCESS**

ANGLOPHONE NORTH
SCHOOL DISTRICT

POLICY NO. GP-1

POLICY TYPE:	GOVERNANCE PROCESS
POLICY NO:	GP-1
SUBJECT:	GOVERNANCE COMMITMENT
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	1 of 1

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

POLICY TYPE:	GOVERNANCE PROCESS
POLICY NO:	GP-2
SUBJECT:	GOVERNING STYLE
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	1 of 1

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

POLICY TYPE:	GOVERNANCE PROCESS
POLICY NO:	GP-3
SUBJECT:	COUNCIL JOB DESCRIPTION
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	1 of 1

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

POLICY TYPE:	GOVERNANCE PROCESS
POLICY NO:	GP-4
SUBJECT:	ANNUAL COUNCIL PLANNING CYCLE
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	1 of 1

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

POLICY TYPE:	GOVERNANCE PROCESS
POLICY NO:	GP-5
SUBJECT:	CHAIR'S ROLE
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; June 19, 2017; April 16, 2019; June 2, 2023
PAGE:	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). Therefore, the Chair has no authority to supervise or direct the Superintendent.
 - c) The Chair, or his/her designate, is the spokesperson for the District Education Council.

MONITORING:

Method(s): Monthly Review Form

Frequency: Monthly

ANGLOPHONE NORTH
SCHOOL DISTRICT

POLICY NO. GP-6

POLICY TYPE:	GOVERNANCE PROCESS
POLICY NO:	GP-6
SUBJECT:	COUNCIL COMMITTEE PRINCIPLES
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	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

POLICY TYPE:	GOVERNANCE PROCESS
POLICY NO:	GP-7
SUBJECT:	COUNCIL MEMBERS' CODE OF CONDUCT
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	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 voidable 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

POLICY TYPE:	GOVERNANCE PROCESS
POLICY NO:	GP-8
SUBJECT:	COMMUNICATION PROTOCOLS
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	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

POLICY TYPE:	GOVERNANCE PROCESS
POLICY NO:	GP-9
SUBJECT:	COMMUNITY COMMUNICATION
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; June 19, 2017; April 16, 2019; June 2, 2023
PAGE:	1 of 1

POLICY: **The District Education Council will ensure that all available processes are used to 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
SCHOOL DISTRICT

POLICY NO. GP-10

POLICY TYPE: GOVERNANCE PROCESS

POLICY NO: GP-10

SUBJECT: DEC Travel

EFFECTIVE: April 1, 2018

REVISED: April 16, 2019; June 2, 2023

PAGE: 1 of 3

POLICY: District Education Council (DEC) members are entitled to be reimbursed for travel expenses approved by Council. Members are publicly accountable for their expenses. The Government of New Brunswick Travel Policy AD-2801 applies to all DEC travel. To preserve the integrity of the DEC, members must ensure their expenses are modest, appropriate and incurred for activities that are within the mandate of the DEC as outlined in the *Education Act*, regulations, and Council policies.

Accordingly,

1.0 Requirements for Reimbursement

1.1 Council members must be able to demonstrate that the travel was appropriate and relevant to the DEC mandate. Use the following guidelines to determine if travel qualifies for reimbursement:

- The member must be attending a meeting or event in an official capacity on behalf of the DEC.
- The member should be representing the DEC with an active role such as participating in a meeting, making a speech, or delivering a presentation.
- Travel must be directly related to the work of the DEC. The event or capacity must be connected to the mandate of the DEC under the *Education Act*, regulations, or to goals and ends established by the DEC in its policies.

- Travel may be claimed for meetings and work undertaken in partnership with the Department of Education and Early Childhood Development.
- Travel to be reimbursed by the Council of DEC Chairs must be preapproved by the DEC Manager.
- Travel and expenses related to professional development for DEC members must be preapproved.
- DEC members must have preapproval for travel expenses outside of the district. This does not apply to DEC Chairs working in their capacity to collaborate with EECD, the Council of DEC Chairs and other jurisdictions.

1.2 Council members must ensure expenses are modest and in line with GNB Travel Policy AD-2801. Members must be able to justify their choice of accommodations and length of stay.

2.0 Claim Process

2.1 An *NB Government Travel Expense Summary and Authorization Form* (green form) must be completed. Members must calculate the per diem expense and provide original receipts for all other expenses. Receipts should show the method of payment, the item or service purchased, the cost, and taxes paid.

2.2 The *DEC Travel Expense Cover Sheet* (Appendix A) must be completed and submitted with every claim. This form will help indicate how travel and expenses relate to the mandate and goals of the DEC.

2.3 DEC members must remit expense claims and supporting documentation to the DEC Chair/DEC Secretary within 60 days of incurring the expense. The Chair may waive the deadline in extenuating circumstances.

2.4 All expense claims must be approved by the DEC Chair. The expenses of the DEC Chair are approved by the Superintendent within 30 days of when they are submitted. The DEC Chair or Superintendent may withhold approval of any expense that does not comply with this policy.

2.5 Members who disagree with a decision to approve or reject DEC member expenses may appeal the decision by asking for a vote from the Council.

3.0 Authority

3.1 The ***Education Act*** provides the following authority for these guidelines:

- 36.9(6) A District Education Council may
- (d) make rules, not inconsistent with this Act or the regulations, governing its internal procedure and meetings.

32(8.1) A member of a District Education Council may attend and participate in any meeting of a Parent School Support Committee for a school in the school district for which the District Education Council is established.

36.71(2) The Chair and the other councilors of a District Education Council are entitled to be paid travel expenses incurred in relation to the performance of their duties in the name of the District Education Council, as fixed by the Board of Management travel policy guidelines, as amended.

36.9(5) A District Education Council shall
(f) maintain communication links between the District Education Council and the Parent School Support Committees for the schools within the school district, and consult with the Parent School Support Committees with respect to matters relating to the duties of the Parent School Support Committees under this act.

3.2 ***EECD Policy 113: Remuneration and Reimbursement of Expenses.*** The DEC will ensure that all DEC member travel is modest, appropriate and related to official Council business.

3.3 ***Provincial Administrative Manual Policy AD-2801 – Travel Directive***

MONITORING:

Method(s): Report by DEC Chair

Frequency: Annually

Month: June

Appendix A

DEC Travel Expense Cover Sheet

DEC Travel Policy

DEC members are entitled to be reimbursed for travel expenses approved by Council. Members are publicly accountable for their expenses. The Government of New Brunswick Travel Policy AD-2801 applies to all DEC travel. To preserve the integrity of the DEC, members must ensure their expenses are modest, appropriate and incurred for activities that are within the mandates of the DEC as outlined in the *Education Act* and regulations, and council policies.

Name: _____

Travel Date: _____

Purpose: _____

Please check all that apply.

- Meeting, consultation, or appeal organized by the DEC, a PSSC, or Superintendent.
- Invited to represent the DEC and played an active role in this meeting or event.
- Meeting or event with EECD or other provincial committees.
- Preapproved by the DEC Manager and will be reimbursed by the Council of DEC Chairs.
- Preapproved travel outside the district.
- Preapproved professional development expenses.
- Other travel and expenses directly related to DEC mandate. Please explain:

Other relevant information:

Signature: _____ Date: _____

ANGLOPHONE NORTH
SCHOOL DISTRICT

POLICY NO. GP-11

POLICY TYPE:	GOVERNANCE PROCESS
POLICY NO:	GP-11
SUBJECT:	OUTSTANDING VOLUNTEERS
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; June 19, 2017; April 16, 2019; June 2, 2023
PAGE:	1 of 1

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

MONITORING:

Method(s):	Report by Superintendent
Frequency:	Twice Annually
Month:	October-June

**POLICY TYPE:
COUNCIL-STAFF RELATIONSHIP**

ANGLOPHONE NORTH
SCHOOL DISTRICT

POLICY NO. C/SR-1

POLICY TYPE:	COUNCIL-STAFF RELATIONSHIP
POLICY NO:	C/SR-1
SUBJECT:	SUPERINTENDENT/COUNCIL RELATIONSHIP
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; June 19, 2017; April 16, 2019; June 2, 2023
PAGE:	1 of 2

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 district regulations, 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

POLICY TYPE:	COUNCIL-STAFF RELATIONSHIP
POLICY NO:	C/SR-2
SUBJECT:	SUPERINTENDENT/STAFF RELATIONSHIP
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
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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

POLICY TYPE:	COUNCIL-STAFF RELATIONSHIP
POLICY NO:	C/SR-3
SUBJECT:	SUPERINTENDENT'S PERFORMANCE
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	1 of 1

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

POLICY TYPE:	COUNCIL-STAFF RELATIONSHIP
POLICY NO:	C/SR-4
SUBJECT:	MONITORING COUNCIL ORGANIZATIONAL PERFORMANCE
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; June 19, 2017; April 16, 2019; June 2, 2023
PAGE:	1 of 3

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.

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

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL-1
SUBJECT:	GENERAL SUPERINTENDENT CONSTRAINTS
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	1 of 1

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

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL- 2
SUBJECT:	STAFF TREATMENT
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16 2019; June 2, 2023
PAGE:	1 of 1

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

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL-3
SUBJECT:	BUDGETING/FORECASTING
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	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

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL-4
SUBJECT:	FINANCIAL CONDITION
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
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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

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL-5
SUBJECT:	EMERGENCY SUPERINTENDENT SUCCESSION
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	1 of 1

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

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL-6
SUBJECT:	ASSET PROTECTION
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	1 of 1

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

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL-7
SUBJECT:	COMMUNICATION AND COUNSEL TO THE COUNCIL
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	1 of 1

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

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL-8
SUBJECT:	COMPLAINTS
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	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

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL-9
SUBJECT:	PERSONNEL SELECTION AND HIRING
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; June 19, 2017; April 19, 2019; June 2, 2023
PAGE:	1 of 2

POLICY: **With respect to hiring personnel, the Superintendent shall use the established Human Resources protocol for hiring individuals into all education and non-education staff positions that includes:**

- a) A process that is open and understood by all stakeholders;
- b) A process that supports the principles of equal opportunity, human rights and charter legislation;
- c) A process that adheres to contractual obligations when identifying and filling vacancies;
- d) A process that ensures confidentiality;
- e) A process that will have the basic goal of placing the candidate that best meets the hiring criteria, which will include, but not necessarily be limited to, academic qualifications and interpersonal skills;
- f) A process that ensures that candidates are screened and evaluated for past performance history and criminal record checks.
- g) A process that is transparent and ensures no conflict of interest.

MONITORING:

Method(s): Report by Superintendent

Frequency: Annually

Month(s): August

ANGLOPHONE NORTH
SCHOOL DISTRICT

POLICY NO. EL-10

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL-10
SUBJECT:	PARENT SCHOOL SUPPORT COMMITTEE BUDGET
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; June 19, 2017; April 16,2019; June 2, 2023
PAGE:	1 of 1

POLICY: **The Anglophone North School District Education Council will allocate funds to the Parent School Support Committee to be used in fulfilling their mandate in accordance with expenditure guidelines in Policy EL-10a.**

MONITORING:

Method(s): Individual School Reports

Frequency: Annually

Month: May

ANGLOPHONE NORTH
SCHOOL DISTRICT

POLICY NO. EL-10a

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL-10a
SUBJECT:	PARENT SCHOOL SUPPORT COMMITTEE BUDGET - SPENDING GUIDELINES
EFFECTIVE:	May 27, 2013
REVISED:	August 19, 2013; June 19, 2017; April 16, 2019; June 2, 2023
PAGE:	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 as approved by the school principal
- 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

ANGLOPHONE NORTH
SCHOOL DISTRICT

POLICY NO. EL-11

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL-11
SUBJECT:	TREATMENT OF STAKEHOLDERS
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 19, 2019; June 2, 2023
PAGE:	1 of 1

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

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL-12
SUBJECT:	SUPERINTENDENT TRAVEL EXPENSES
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; April 16, 2019; June 2, 2023
PAGE:	1 of 1

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

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL-13
SUBJECT:	ANNUAL REPORT TO THE PUBLIC
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013; June 19, 2017; April 16, 2019; June 2, 2023
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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.
3. The annual report to the public on First Nation initiatives, as per Policy E-11.

MONITORING:

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

ANGLOPHONE NORTH
SCHOOL DISTRICT

POLICY NO. EL-14

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NO:	EL-14
SUBJECT:	STAFF EVALUATION
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013, April 16, 2019; June 2, 2023
PAGE:	1 of 1

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