



District Education Council – Superintendent Monitoring Report

Policy Name and Number: ASD-W-EL8 Communication to the Council

Reports Per Year: One

Date of Report: October 23, 2025

Policy Statement: With respect to providing information and recommendations to the Council, the Superintendent shall not fail to keep the Council informed.

Report Filed By: David McTimoney, Superintendent

Report Supported By: Paul MacIntosh, Director of Communications

Superintendent Interpretation:

- Policy requires the superintendent to maintain open and effective communication with the District Education Council (DEC) by sharing information on all key matters related to the responsibilities of councilors as outlined in the *Education Act*. This information shall come in forms of data, sharing of trends, and internal and external changes to the education system.
- The superintendent will provide superintendent reports for each DEC policy listed under Executive Limitations and End Results, as well as any information that may alter a previously established DEC policy.
- The superintendent will provide for reports of significant media coverage to be shared with the DEC as well as any significant points of interest regarding the district.
- The superintendent will advise the DEC in a timely manner if there is anticipated or actual district non-compliance with any policy of the Council as well as advise if the DEC, itself, is not in compliance with the governance process or council/staff relations.

Justification:

- In accordance with the *Education Act*, the duties of the superintendent include ensuring effective communication links, procedures and mechanisms are in place (Section 48(2)(h)).
- The District Education Council must align DEC policies with provincial policies, legislation, and regulations. (*Education Act*, Section 36.9(5)(a)). Therefore, any changes to provincial policies or regulation must be shared with Council in order for it to reflect on the impact to current DEC policy.
- Council members maintain communication links with Parent School Support Committees (*Education Act*, Section 36.9(5)(f)) within their sub-districts. This provides a link to the communities they serve.

- Awareness of significant media coverage allows Council to be informed of stories and topics which may affect public opinion and decision-making by government. Council members are better prepared for their role when they are informed of key issues affecting education.

Compliance:

- DEC reports are submitted following the Council's annual reporting cycle, unless adjusted.
- Regular updates and reports are provided to Council through email on media coverage of significance. This is a delegated responsibility of the Director of Communications.
- Significant events have been shared by the superintendent, including messages of interest sent to families. Email is the primary official mode of communication to allow for timely, consistent sharing of information.
- DEC is informed of changes to provincial policy when relevant to the work they do.
- Responsible communication between the superintendent and DEC occurs as needs arise regularly and in between formal Council meetings. There is regular communication between the superintendent and the DEC Chair.
- The superintendent meets with the DEC chair approximately four times per month...two preparation meetings, one DEC working session, and one DEC public session.
- There is a Director of Communications that supports communications throughout ASD-W and the communities we serve. This includes the use of communication and technology tools such as a website, social media, and the voice/email/text message manager system called "School Messenger".
- A Social Media policy is in place for the benefit of the district and school communities.
- Media response is an important responsibility of the Director of Communications and the Superintendent.

Appendices:

- Education Act: Section 36.9(5)(a)(f): Authority and responsibilities of District Education Councils
[E-1.12 - Education Act \(gnb.ca\)](#)
- Education Act: Section 48(2)(h): Duties of the Superintendent
[E-1.12 - Education Act \(gnb.ca\)](#)
- ASD-W Communications Roles and Responsibilities and 2024-25 Media Highlights
- June 19, 2025, DEC Minutes (evidence of DEC satisfaction of superintendent reporting for 24-25)
[District Education Council – Anglophone School District West](#)

I report compliance with ASD-W-EL8 – Communication to the Council

David McTimoney

ASD-W