



ANGLOPHONE EAST SCHOOL DISTRICT

POLICY TYPE: COUNCIL PROCESS

POLICY NUMBER: 2.1 ESSENTIAL COUNCIL PROCESS PROCEDURES

APPROVED: SEPTEMBER 20, 2016

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EXPECTATIONS FOR:

- BOARD MEMBERS -
  - Members attend all public business meetings.
  - Members attend working meetings, professional development meetings and special meetings when available
  - Members will be respectful toward one another, the Superintendent, district staff and respectful of their time.
  - Members come to meetings prepared to discuss the issues to be brought forward that evening.
  - Members will speak with “one voice” after a decision has been made even if they do not agree with the final outcome.
  - Members must check their emails often.

COMMUNICATION:

- BOARD MEMBERS –
  - Members may call the Superintendent if they have questions about topics to be discussed or concerns in their sub-districts.
  - Members may visit any school in the District but the Principal should be notified to set up a convenient time for both parties.
  - Members may attend any PSSC meeting in the District.
  - Members may discuss DEC decisions with the public and PSSC’s but must remember that the DEC speaks with “one voice”.
  - Members must not discuss “operational” issues with the public. They should listen, then direct them to the appropriate personnel in the District.
  - Members do not discuss issues with the media unless designated to do so by the Chair. The Chair is the official voice of the DEC.

POLICY 2.1 CONTINUED

- SUPERINTENDENT –
  - Notification should be sent to the DEC members as soon as possible of:
    - School emergency
    - Student emergency
    - Staff emergency
  - If one member requests additional information, all members must receive the same information.
  - Reasonable requests for additional information will be satisfied in a timely fashion.
  - The Superintendent has the right to refuse information if deemed “operational” or detrimental to an ongoing issue.
  
- THE MEETING AGENDA –
  - It is the responsibility of the Chair and Superintendent to set the monthly agenda.
  - Items to be added to the agenda will be given to the Chair at least seven days in advance of the meeting.
  - Items requested to be added at the last minute is up to the discretion of the Chair.
  - Member up-dates are to be part of the agenda and limited to community linkages, not notice of motions etc.

**MONITORING:**

**Method(s):** Self-Evaluation Survey (Electronic Survey)

**Frequency:** Twice a Year

**Months:** December and June