ANGLOPHONE SOUTH SCHOOL DISTRICT EDUCATION COUNCIL	
POLICY TYPE: Governance Process	**POLICY NO:** 4.6
POLICY TITLE: Effective Communication	**PAGE:** 1 of 4

4.6 The District Education Council is responsible for effective communication between the Council, our partners, and stakeholders.

Accordingly, regular communication shall be accomplished as follows:

1. **Regularly Scheduled Public DEC Meetings**
   1.1 All public meetings will be announced with a draft agenda a minimum of 1 week in advance. Notice will be given by:
      a. Sharing the agenda with the media, social media, PSSC chairs, principals and the DEC Manager.
      b. Posting the agenda on the ASD-S website.

   1.2 The location of public DEC meetings will be determined by the DEC at the beginning of the school year and posted on the ASD-S website. The Chair may change meeting locations as required.
      a. Whenever possible a minimum of 1 week notice will be given for a change of location.
      b. Media and members of the public will have access to the documents by means of social media and the ASD-S website at ASD-S | DecDocs1920 (nbed.nb.ca).

   1.3 The approved minutes of public meetings and the related public presentations and documents discussed will be distributed by the DEC Secretary within 1 week of being approved.
      a. DEC members will receive electronic copies via email or the portal.
      b. Paper copies will be available upon request from the District Office.

2. **Other Meetings and Consultations**
   2.1 The DEC may meet with various stakeholders, partners and community groups. These meetings include, but are not limited to, formal consultations, information sharing forums, or opportunities for the Council to liaise with students, parents/guardians and/or the public.

2.2 If public presentations are being made on behalf of the DEC, all presentation materials or press releases should be available for review to all councillors a minimum of 24 hours prior to the public presentation.

2.3 Meeting requests must be referred to the Chair. The Chair will notify DEC members of meeting requests and include councillors in the meetings as appropriate.

3. Communication with Parents/Guardians, Students and the Public

3.1 The DEC, through the Superintendent, may utilize district or school resources to communicate with parents/guardians.

3.2 The DEC does not discuss individual student matters. Members must respect complaint procedures and direct parents/guardians to follow the steps:

a) School level – concerns should first be directed to teachers and principals.

b) District level – if matters are not addressed at the school level, concerns should be directed to the district complaint process beginning with subject coordinators, managers, directors and ultimately the Superintendent.

3.3 Groups or individuals may request presentations in accordance with our policy, Public Comments and Presentations.

4. PSSC / DEC Linkages

4.1 The DEC has an important role in creating linkages with parent school support committees. To foster this relationship:

a) DEC members are responsible for regularly communicating with the PSSCs at the schools assigned to them by the DEC with the exception of the Student Representative and the First Nations Representative.

b) Throughout the school year, DEC members shall make best efforts to attend at least one meeting at each of their assigned schools.

i. At the public DEC meeting in February, members identify schools that may not be visited and request help from other members to ensure each PSSC has DEC representation at a meeting.

ii. As per the *Education Act*, DEC members may attend and participate in any PSSC meeting within the District and are not limited to the schools assigned by the DEC.

iii. The PSSC Chair may address concerns about DEC representation to the DEC Chair or any member of the Council.

iv. DEC members may attend and participate in meetings but they are not PSSC members and may not vote, serve on committees and do not count towards quorum.

v. PSSC minutes must reflect who was in attendance, including the presence of any DEC representatives.

c) DEC members may request PSSC issues be included in the DEC agenda when they relate to the DEC's policy or mandate. Such requests must be submitted to the Chair.

d) In accordance with the Education Act, PSSC are encouraged to ensure a copy of the Minutes of each meeting of a Parent School Support Committee is posted, within a reasonable period of time following the meeting, to the school website.

5. PSSC / Parent Communications

5.1 PSSC plays a key role in advising the principal on the School Improvement Plan, the Positive Learning and Working Environment Plan (PLWEP) school policy, and communicating about these issues with parents/guardians. To effectively share information with parents/guardians and community, the PSSC may:

a. Create and distribute materials to educate and inform parents/guardians on PSSC issues.

b. Hold parent/guardian or student forums to generate discussion around school improvement plan, PLWEP or school policy.

c. Request through the principal, the use of regular school communication methods to make parents/guardians aware of PSSC meetings, agenda items and events.

d. PSSC's choosing to use social media to connect with parents/guardians and community must monitor these social media platforms to ensure discussion is appropriate and relevant to the PSSC mandate. Inappropriate posts must be promptly removed.

6. Communication with the Provincial DEC Manager

6.1 The DEC manager is available to any DEC member seeking information on policy, rules of order or governance issues.

Adopted: December 12, 2018
Revised: December 13, 2024
Review Frequency: Annually
Reviewed: November 12, 2025

Monitoring

Policy	Date of Self-Evaluation	DEC behaviour is fully compliant	DEC behaviour needing improvement or opportunity for continuous improvement	Commitment Made/ Action Taken	Completed (Yes/No)
4.6					
4.6.1					
4.6.2					
4.6.3					
4.6.4					
4.6.5					
4.6.6					

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