



MONITORING REPORTS

The Board of Trustees will ensure the effectiveness of the school division through monitoring reports via the Superintendent/CEO Reports in the following areas:

Policies 1, 5 and 10	Foundation Statements/Strategic Direction/Learning Environment, Programs and Services	
Report	Who	Date
Division Plan Updates	Superintendent/CEO	Monthly
Comprehensive Division Plan Report	Superintendent/CEO	October
Division Community Report	Superintendent/CEO	November
Division Fall Planning Day Report	Superintendent/CEO	October
Division Spring Planning Day Report	Superintendent/CEO	May
Graduation Rates Report	Superintendent/CEO	September
Administrative Procedures	Superintendent/CEO	As developed/ Annual Report
Professional Development Reports	Superintendent/CEO	As required
September 30 th Enrolment and Monthly Enrolment	Superintendent/CEO	monthly
Early Learning Report (20K3)	Superintendent/CEO	October
School Annual Community Reports	Assistant Superintendent	September
Grade 12 Standards Test Report	Assistant Superintendent	As received
Grade 3 Provincial Assessment	Assistant Superintendent	As received
Grade 7/8 Provincial Assessment	Assistant Superintendent	As received
Grade 9-12 Course Completion and K-8 Promotion (Previous year)	Assistant Superintendent	September
Grade 12 Exit Survey	Assistant Superintendent	September
K-8 Class Size Report	Assistant Superintendent	October
Grade 9-12 Class Size Report Semester 1	Assistant Superintendent	October
Grade 9-12 Class Size Report Semester 2	Assistant Superintendent	February
Student Services Report	Assistant Superintendent	Annually
HSAP Report	Assistant Superintendent	Annually
EDI Report	Assistant Superintendent	As received
ICT Report	Assistant Superintendent	Annually

Cross Reference:		Board Policy #6 – Policy Development, Amendments and Review Schedule	
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Policies 2, 3, 4, 7, 8, 9		Governance Model/Role of School Board/Trustee Code of Conduct/Board Superintendent/CEO Relationship/Decision Making Matrix/Contingency and Succession Planning
Report/Activity	Who	Date
Board Annual Planning Session	Board of Trustees	October
Board Community Consultation	Board of Trustees	As required
Board Self-Evaluation	Board of Trustees	June
Superintendent/CEO Evaluation	Board of Trustees	August/September
Trustee Professional Development Reports	Board of Trustees	As required

Policy 6		Policy Development, Amendments and Review Schedule
Report/Activity	Who	Date
Policy Committee Meetings	Board of Trustees	Minimum 4 times/year
Policy Committee Report	Board of Trustees	Minutes of Policy committee meetings

Policy 11		Safe and Respectful Schools
Report	Who	Date
WHS Report	Secretary-Treasurer	Quarterly
Suspension Reports	Superintendent/CEO	Monthly
Tell Them from Me Survey Results	Superintendent/CEO	As received

Policy 12		Community Engagement
Report/Activity	Who	Date
Community Strategic Planning	Board of Trustees	Prior to Development of Division Plan
Budget Consultations	Board of Trustees	November and March
PAC Session	Board of Trustees	November
Employee Groups	Board of Trustees	November
Student Voice	Community Engagement Committee	On-going

Policy 13		Human Resources/Personnel
Report	Who	Date
Human Resource Report	Superintendent/CEO	monthly
Comprehensive Staffing Report	Superintendent/CEO	September
Recognition of Years of Service	Superintendent/CEO	September

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Policy 14		Transportation
Report	Who	Date
Bus Route Report	Secretary-Treasurer	September
Transportation Request Report	Secretary-Treasurer	As received
Bus Tender	Secretary-Treasurer	February

Policy 15		Finance and Audit
Report	Who	Date
Finance Report	Secretary-Treasurer	Monthly
Accounts	Secretary-Treasurer	Monthly
Annual Meeting with Auditors	Secretary-Treasurer	October
Auditor's Report	Secretary-Treasurer	October
Budget Package	Secretary-Treasurer	January
Year-End Financial Review	Secretary-Treasurer	May
Annual Borrowing By-law	Secretary-Treasurer	May
Debenture By-laws	Secretary-Treasurer	As required
Trustee Professional Development Expenditure	Secretary-Treasurer	As required – Board Development Committee

Policy 16		Assets and Facilities
Reports	Who	Date
Capital Project Report	Secretary-Treasurer	Monthly
Maintenance Report	Secretary-Treasurer	Monthly
5-Year Capital Plan	Secretary-Treasurer	April

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