



REPORT TO

REGULAR BOARD

## REVISED ANNUAL CALENDAR OF REPORTS AND POLICY METRICS FOR 2019

*...but I did not believe the reports until I came and my own eyes had seen it. Not even half had been told me; your wisdom and prosperity far surpass the report that I had heard.  
1 Kings 10:7*

Created, Draft	First Tabling	Review
January 14, 2019 Director's Council	January 24, 2019	Click here to enter a date.

### RECOMMENDATION REPORT

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

In February 2018, staff produced a report that reorganized and streamlined the Calendar of Annual Reports, and included Policy Metrics as part of the calendar. After a full year of following the calendar, staff are recommending minimal changes that best reflect the realities of data collection and report production and presentation at Board and Committee meetings.

Staff recommend minor revisions to the approved calendar of annual reports and policy metrics for 2019.

*The cumulative staff time required to prepare this report was 16 hours.*

## **B. PURPOSE**

1. The annual calendar of reports and policy metrics was revised in February 2018, and followed throughout the year. **Appendix A.**
2. Given the experience with the annual calendar, staff have identified some changes to improve the annual calendar. The changes are proposed in **Appendix B.**

## **C. BACKGROUND**

1. **February 22, 2018** – At the Board meeting, Trustees approved the revised Annual Calendar of Reports and Policy metrics.
2. After experience with the calendar in 2018, staff are suggesting minor revisions to the scheduling and/or titling of reports, primarily based on:
  - i. the availability of data upon which to base reports;
  - ii. the timing of consultation with other Board committees;
  - iii. Ministry of Education reporting timelines.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

The following changes to the Annual Calendar of Reports and Policy metrics are recommended are described below and shown in **Appendix B:**

<b>STUDENT ACHIEVEMENT &amp; WELL BEING COMMITTEE</b>		
<b>2018 Report Title</b>	<b>Month</b>	<b>Action/Rationale</b>
S.S.12 Fresh Start Policy Metric	<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>•<b>CONSOLIDATE:</b> S.S.12 Fresh Start Policy Metric into the Annual Safe Schools Report as this is how it is reported</li> </ul>
E-CSLIT Annual Report	<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>•<b>MOVE:</b> Elementary Student Leadership Annual Report to NOVEMBER (more time is required to work with elementary student leaders to formulate goals)</li> </ul>
S.10 Catholic School Parent Council Policy		<ul style="list-style-type: none"> <li>•<b>ADD:</b> Board Learning Improvement Plan (BLIP) Annual Report (from November)</li> <li>•<b>ADD:</b> S.22 Religious Accommodation Policy Report &amp; S.S.02 Opening or Closing Exercises Policy Report (Combined) from November</li> <li>•<b>MOVE:</b> S.10 Catholic School Parent Council Policy to DECEMBER to facilitate consultation with CPIC and OAPCE</li> </ul>
CPIC Annual Report including Financial Report		<ul style="list-style-type: none"> <li>•<b>MOVE:</b> CPIC Annual Report including Financial Report to DECEMBER to facilitate consultation with CPIC and OAPCE</li> </ul>
	<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>•<b>ADD:</b> Elementary Student Leadership Annual Report to NOVEMBER (more time is required to work with elementary student leaders to formulate goals)</li> </ul>

<p>S.22 Religious Accommodation Policy Report &amp; S.S.02 Opening or Closing Exercises Policy Report (Combined)</p> <p>Board Learning Improvement Plan (BLIP) Annual Report</p>		<ul style="list-style-type: none"> <li>•<b>MOVE:</b> S.22 Religious Accommodation Policy Report &amp; S.S.02 Opening or Closing Exercises Policy Report (Combined) to OCTOBER</li> <li>•<b>MOVE:</b> Board Learning Improvement Plan (BLIP) Annual Report to OCTOBER</li> </ul>
	<p><b>DECEMBER</b></p>	<ul style="list-style-type: none"> <li>•<b>ADD:</b> S.10 Catholic School Parent Council Policy from OCTOBER in order to consult with CPIC and OAPCE</li> <li>•<b>ADD:</b> CPIC Annual Report including Financial Report from OCTOBER in order to consult with CPIC</li> </ul>

<b>CORPORATE SERVICES COMMITTEE</b>		
<b>Report Title</b>	<b>Month</b>	<b>Action/Rationale</b>
<p>Financial Status Update Report #1</p>	<p><b>JANUARY</b></p>	<ul style="list-style-type: none"> <li>•<b>MOVE:</b> Financial Status Update Report #1 to FEBRUARY</li> </ul>
<p>Annual Investment Report</p>	<p><b>FEBRUARY</b></p>	<ul style="list-style-type: none"> <li>•<b>MOVE:</b> Annual Investment Report to DECEMBER</li> <li>•<b>ADD:</b> Financial Status Update #1</li> </ul>

Budget Report: Financial Planning and Consultation review	<b>MARCH</b>	<ul style="list-style-type: none"> <li>•<b>RENAME</b>: the report and modify the title: Budget <b>Series</b> Report: Financial Planning and Consultation Review</li> </ul>
Financial Status Update Report #2	<b>APRIL</b>	<ul style="list-style-type: none"> <li>•<b>MOVE</b>: Financial Status Update Report #2 to MAY</li> <li>•<b>NEW</b>: Budget Series Report: Grants for Student Needs Update</li> </ul>
Report: Recommended Budget Estimates	<b>MAY</b>	<ul style="list-style-type: none"> <li>•<b>ADD</b>: Financial Status Update Report #2</li> <li>•<b>RENAME</b>: Budget Series Report: Preliminary Budget Estimates for the Following Fiscal Year</li> </ul>
Financial Status Update Report #3  Report: Annual Budget Estimates	<b>JUNE</b>	<ul style="list-style-type: none"> <li>•<b>MOVE</b> Financial Status Update Report #3 to SEPTEMBER</li> <li>•<b>ADD</b>: Budget Series Report: Recommended Budget Estimates for Following Fiscal Year</li> <li>•<b>ADD</b>: Delegated Authority Report</li> </ul>
	<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>•<b>ADD</b>: Financial Status Update Report #3</li> <li>•<b>ADD</b>: Preliminary Enrolment Reports Elementary and Secondary Schools and S.A.01 <u>Elementary Admission and Placement</u> Policy Metric from October to SEPTEMBER</li> <li>•<b>NEW</b>: Capital Program Update – provided to provide updated information on the previous school year</li> <li>•<b>ADD</b>: Delegated Authority Update Report</li> </ul>

Preliminary Enrolment Reports Elementary and Secondary Schools and S.A.01 <u>Elementary Admission and Placement Policy</u> Metric	<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>•<b>MOVE:</b> Preliminary Enrolment Reports Elementary and Secondary Schools and S.A.01 <u>Elementary Admission and Placement Policy</u> Metric to SEPTEMBER</li> </ul>
Financial Status Update Report #4  Audited Financial Statements	<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>•<b>CONSOLIDATE:</b> these 2 reports to be titled: Audited Financial Statements and Financial Status Update #4</li> </ul>
Budget Report: Revised Budget Estimates	<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>•<b>RENAME:</b> Budget Series Report: Revised Budget Estimates for the Current Fiscal Year</li> <li>•<b>ADD:</b> Capital Renewal Report</li> <li>•<b>ADD:</b> Annual Investment Report from FEBRUARY</li> </ul>

<b>REGULAR BOARD</b>		
<b>Report Title</b>	<b>MONTH</b>	<b>Action/Rationale</b>
Annual Report on the Multi Year Strategic Plan	<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>•<b>MOVE:</b> Annual Report on the Multi Year Strategic Plan to NOVEMBER as – all data is not available to present report in October</li> </ul>
	<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>•<b>ADD:</b> Annual Report on the Multi Year Strategic Plan – all data is not available to present report in October</li> </ul>

## **E. METRICS AND ACCOUNTABILITY**

1. The calendar of annual reports and policy metric reports will be monitored by Director's Council.
2. The Calendar of Reports and Policy Metrics for each respective Committee/Board will be part of the Order Paper for the respective Committee/Board.
3. New reports or policy metric reports will be added to the calendar as determined by the Board, and further revised in January 2020.

## **F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

1. The calendar of reports will be provided on the Order Paper of the respective Committee or Regular Board.

## **G. STAFF RECOMMENDATION**

1. That Trustees approve the revised Calendar of Annual Reports and Policy Metric Reports presented in **Appendix B**.