



REPORT TO

REGULAR BOARD

REVISED ANNUAL CALENDAR OF REPORTS AND POLICY METRICS FOR 2020

*...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
December 3, 2019	December 12, 2019	Click here to enter a date.

Director's Council

RECOMMENDATION REPORT

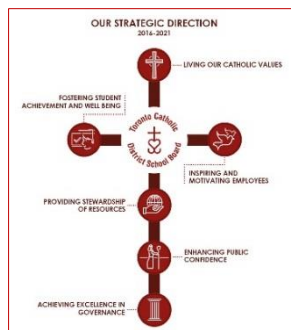
Vision:

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

Since February 2018, staff reorganized and streamlined the Calendar of Annual Reports, and included Policy Metrics as part of the calendar. Annually, staff review the calendar and suggest revisions 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 2020.

The cumulative staff time required to prepare this report was 12 hours.

B. PURPOSE

1. The annual calendar of reports and policy metrics was revised and followed throughout 2019. **Appendix A.**
2. Given the experience with the annual calendar in 2019, staff have identified minor 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. **December 2019** – Staff reviewed the calendar of reports, and recommended minor revisions to the scheduling and/or titling of reports.

D. EVIDENCE/RESEARCH/ANALYSIS

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

STUDENT ACHIEVEMENT & WELL BEING COMMITTEE		
Report Title	Month	Action/Rationale
CPIC Annual Report including Financial Report	NOVEMBER	• MOVE: CPIC Annual Report from DECEMBER to NOVEMBER
Community Advisory Committees Report	SEPTEMBER	• CONSOLIDATE: with <u>T.07 Community Engagement Policy</u> Report and <u>A.37 Communications Policy</u> Metric

CORPORATE SERVICES COMMITTEE		
Report Title	Month	Action/Rationale
Monthly Procurement Approvals Report	EVERY MONTH	• ADD to Annual calendar per amended Purchasing Policy and \$50K threshold
Annual Portable Plan and Other Accommodations Needs	APRIL	• ADD: to calendar as the report is presented every year in April
Annual Energy Conservation and Demand Management Plan Progress Update	APRIL	• ADD: newly requested annual update subsequent to the 5-year plan approval June 2019
Preliminary Enrolment Report for Elementary and Secondary Schools and S.A.01 <u>Elementary Admission and Placement</u> Policy Metric	OCTOBER	• MOVE: from SEPTEMBER to OCTOBER to ensure accuracy and completeness of data that informs the report
Annual Asset Renewal Plan	OCTOBER	• ADD: to calendar as the report is presented every year

REGULAR BOARD		
Report Title	Month	Action/Rationale
Education Development Charges Policy Review	APRIL	• REMOVE: This is a 5 year by-law and is brought to the Board on an as needed basis
Ongoing Exit and Entry Surveys for all students either changing schools within the Board or entering or exiting the Board	OCTOBER	• RE-NAME: Student Exit and Entry Survey Results

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.

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**.