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REPORT TO

REGULAR BOARD

REVISED ANNUAL CALENDAR OF REPORTS AND POLICY METRICS

...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
February 4, 2018	February 22, 2018	Click here to enter a date.

Director's Council

RECOMMENDATION REPORT

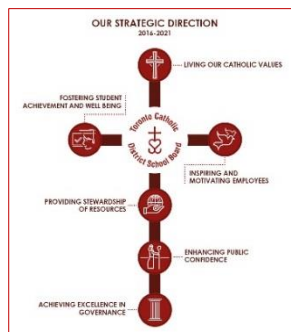
Vision:

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

M. Puccetti
Acting Associate Director
of Planning and Facilities

L. Noronha
Executive Superintendent
of Business Services and
Chief Financial Officer

A. EXECUTIVE SUMMARY

In the past seven years, additional reports have been added to the Calendar of Annual Reports for different reasons. A comprehensive review of the calendar necessitates revision to the nature of some reports as well as the placement at particular committees. Further, metrics established for recently revised or new board policies need to be added to the calendar.

This report will provide an assessment of the list of annual reports and recommend revisions. In addition, metric reports from Board policies will also be scheduled.

The following Appendices have been included:

Appendix	Description
A	Current Calendar of Annual Reports
B	List of Policy Metrics
C	Revised Working Copy of the Calendar of Annual Reports and Policy Metrics
D	Final Copy of the Calendar of Annual Reports and Policy Metrics

The cumulative staff time required to prepare this report was 30 hours

B. PURPOSE

1. The current Annual Calendar of Reports is provided in **Appendix A**. The list of policy metrics is provided in **Appendix B**.
2. Given the need to revise the list of annual reports, reorganize the dates and/or committees of selected reports, and the need to add policy metric reports to the calendar, a revised, working copy of annual reports and policy metrics is provided in **Appendix C**.
3. A final copy of the proposed calendar is presented in **Appendix D**.

C. BACKGROUND

1. The current calendar of annual reports has been growing over the years. In response to a variety of specific situations faced by the Board, new reports were added, that can now be removed.
2. In addition, the revision of existing policies and the development of new policies has led to the increase of policy metrics, typically in the form of annual reports.

D. EVIDENCE/RESEARCH/ANALYSIS

ANNUAL CALENDAR OF REPORTS

The following revisions to the calendar of reports are recommended:

1. REMOVAL OF REPORTS FROM THE ANNUAL CALENDAR

It is recommended that the following reports on the current Annual Calendar be removed, with rationale:

Report Title	Committee/Date	Rationale
Statement Reserves Accumulated Surplus	Corporate Services FEBRUARY	<ul style="list-style-type: none">•No longer required as a standalone report•Statement reserves accumulated surplus is incorporated into the Annual Audited Financial Statement Report in NOVEMBER
Report regarding Updates on items referred to in Ministry of Education Operational Review	Student Achievement MAY	<ul style="list-style-type: none">•This report was created in 2010 as a result of a Ministry of Education operational review. No report has been presented since this time.•Presently, the Board utilizes the Regional Internal Audit Team (RIAT), and other external auditors to review its practices and assess its risks.
21 st Century Learning Update	Student Achievement JUNE	<ul style="list-style-type: none">•This was a standalone report when 21C department was a standalone department in 2012

		<ul style="list-style-type: none"> •21C is now embedded in other departments: Curriculum, Learning and Innovation and Student Success •Components of 21C learning are found in the BLIP report and K-12 Professional development Plan report
Trustee Honourarium Report	Corporate Services SEPTEMBER	<ul style="list-style-type: none"> •This is a duplicate report in the Calendar. •It is currently scheduled for presentation in OCTOBER.
Angel Foundation for Learning Report	Board SEPTEMBER	<ul style="list-style-type: none"> •This report has not been presented in several years. •The Angel Foundation reports to its Board and Committee members.
Report at the elementary level regarding Voices that Challenge 2017 CSLIT: Inspiring Active Citizenship in Catholic Education	Board OCTOBER	<ul style="list-style-type: none"> •This is a duplicate report •<i>CLIST Report at the Elementary Level</i> is already captured in the Calendar at Student Achievement in OCTOBER.
Parent/Guardian and Student Transition Surveys	Corporate Services NOVEMBER	<ul style="list-style-type: none"> •This report is duplicated by the <i>Exit and Entry Surveys</i> report presented at Corporate Services-October
Status of Monitoring Team for the Safe School Inquiry Recommendations	Student Achievement DECEMBER	<ul style="list-style-type: none"> •This report existed until such time that all of the recommendations were implemented. •At Board-January 25, 2018, staff reported that all recommendations were implemented. •Further reports will be incorporated into the Annual Safe Schools Report

2. **CHANGE OF COMMITTEE AND/OR DATES FOR REPORTS FROM THE ANNUAL CALENDAR**

It is recommended that the following reports on the current Annual Calendar be reassigned to a different committee and/or date, with rationale. Further, policy metrics may be added to an existing Annual Report:

Report Title	PRESENT Committee/Date	PROPOSED Committee/Date	Rationale
Accountability Framework for Special Education	Student Achievement FEBRUARY NB: will be presented in March 2018	Student Achievement DECEMBER	<ul style="list-style-type: none"> •Reports on the previous school year. •Must be vetted through SEAC. •Add policy metric for <u>S.P.01 Special Education Programs and Services</u>
Metrics for MYSP 6 Strategic Directions	Board FEBRUARY NB: will be presented in March 2018	Board OCTOBER	<ul style="list-style-type: none"> •Change name of the report to read: Annual Report on the Multi Year Strategic Plan
Legal Fees Report	Corporate Services FEBRUARY	Corporate Services OCTOBER	<ul style="list-style-type: none"> •Better able to report on legal fees as per the previous school year •Fulfil policy metric requirement for <u>A.12 Legal Counsel</u>
Policy Budget Timeline and Consultation Survey	Board FEBRUARY	Corporate Services MARCH	<ul style="list-style-type: none"> •Move report to MARCH in appropriate Committee •Change title to read: <i>Budget Report: Financial Planning and Consultation Review</i>
Staffing Status Report for Next School Year	Student Achievement MARCH	Board MARCH	<ul style="list-style-type: none"> •Change report title to read: <i>Staffing Projections Report</i> •move to Board as it must follow the approval for the Consensus Enrolment Report
Non-Resident VISA Student Fees for September 2013	Board APRIL	Student Achievement APRIL	<ul style="list-style-type: none"> •Remove from report title <i>for September 2013</i> •Place in appropriate committee
HM19 Conflict Resolution Report	Student Achievement APRIL	Board AUGUST	<ul style="list-style-type: none"> •provides ability to report on full school year

Budget Estimates	Board JUNE	Corporate Services JUNE	<ul style="list-style-type: none"> •Place in appropriate committee •Rename: Budget Report: Annual Budget Estimates
Preliminary Enrolment Reports Full Day Kindergarten, Elementary and Secondary Schools	Corporate Services SEPTEMBER	Corporate Services OCTOBER	<ul style="list-style-type: none"> •More accurate data is available in October •Change title of report to read: <i>Preliminary Enrolment Reports for Elementary and Secondary Schools.</i> •Full day kindergarten is no longer reported separately
Annual Safe Schools Report	Student Achievement OCTOBER	Student Achievement SEPTEMBER	<ul style="list-style-type: none"> •Data is available for September •Incorporate policy metric for <u>S.S.12 Fresh Start</u>
Audited Financial Statements	Board NOVEMBER	Corporate Services NOVEMBER	<ul style="list-style-type: none"> •Place in appropriate committee •Combine with Financial Status Update Report #4

3. **REPLACEMENT OF MONTHLY FINANCIAL REPORTS**

Replace all Monthly Financial Reports with Quarterly Financial Status Update Reports, inclusive of:

- Employee Absence data, and
- Facilities budget for:
 - Capital;
 - School Renewal;
 - Operations; and
 - Maintenance.

This will fulfil the police metric for B.B. 01 Facilities Management policy.

These Quarterly reports will be presented at Corporate Services in:

- i. January - #1
- ii. April - #2
- iii. June - #3
- iv. November - #4 with Audited Financial Statements

4. **MISCELLANEOUS CHANGES**

- a. Add Annual Investment Report to Corporate Services-FEBRUARY.
- b. Add School Year Calendar Report to Board-FEBRUARY
- c. Revise title of “Planning Enrolment Projections” at Corporate Services-MARCH, to read *Consensus Enrolment Projections*.
- d. Revise title of Portuguese Speaking Report to read *Community Advisory Committees Report* for Student Achievement-SEPTEMBER.
- e. Rename “Revised Budget Estimates for Consideration to read Budget Report: Revised Budget Estimates for Corporate Services-DECEMBER.
- f. Rename the report *International Languages Program Report (to include dates, statistical trends, surveys, results of previous assessments in changing demographics (city-wide population and home language dynamics) and immigration patterns in all wards.)* to read International Languages Program Report, at Student Achievement-OCTOBER.

5. **POLICY METRIC REPORTS**

Add the following NEW Policy Metric Reports to the Annual Calendar as follows:

Report Title	Committee/Date
<u>A.35 Accessibility Standards</u> Policy Metric Report	Student Achievement JANUARY
<u>B.R.01 Rental of Surplus School Space & Properties</u> Policy Metric	Corporate Services JANUARY
<u>S.T.01 Transportation</u> Policy Metric and Annual Report	Corporate Services MARCH
<u>A.18 Development Proposals, Amendments and Official Plans and Bylaws</u> Policy Metric	Corporate Services MAY
<u>B.B.04 Smoke & Vapour Free</u> Policy Metric	Student Achievement JUNE
<u>T.19 Electronic Participation in Meetings of the Board, Committees of the Board, and Committee of the Whole Board</u> Policy Metric	Regular Board AUGUST

<u>A.37 Communications Policy Metric</u> Combine with <u>T.07 Community Engagement Report</u>	Student Achievement SEPTEMBER
<u>H.M.40 Fair Practice in Hiring and Promotion Policy Metric</u>	Student Achievement SEPTEMBER
<u>S.10 Catholic School Parent Council Policy Metric</u>	Student Achievement SEPTEMBER
<u>S.S.02 Opening and Closing Exercises Policy metric is the same metric in S.22 Religious Accommodation</u>	Student Achievement OCTOBER
<u>S.24 Combined (Split) Grade Classes for Elementary Schools Policy Metric</u>	Student Achievement NOVEMBER

6. The Working Copy of the Calendar of Annual Reports and Policy Metric Reports is presented in **Appendix C**.
7. The Final Copy of the Calendar of Annual Reports and Policy Metric Reports is presented in **Appendix D**.

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 D**.