

**D.2.a.**

**Action Item  
August 23, 2017**

To: Board of Trustees  
From: C. Lewis, Superintendent of Schools  
**Subject: 2017 – 2018 Schedule for Superintendent’s and Monitoring Reports**  
Originator: K. Shipka, Assistant Superintendent – Learning Services

**RECOMMENDATION**

That the Board approve the 2017 – 2018 schedule for Superintendent’s and Monitoring Reports.

**REPORT**

**Background:**

The Board of Trustees continue to support the implementation of the Superintendent and Monitoring Report. The Board has the following priorities:

- Improving student learning
- Improving leadership capacity and succession planning
- Improving internal and external communications

This working document enables the Board to monitor and receive information on the Grande Yellowhead Education Plan, which is a Board document, and any significant initiatives the district is involved in. The combined Annual Education Results Review (AERR) and Three-Year Education Planning and Reporting (3YEP) document is designed to report on the implementation of the division Education Plan, and to support planning for the next school year’s Education Plan.

**Context:**

This action item meets Grande Yellowhead’s Policy 12, subsection 7.3.

7. Three –Year Education Planning and Reporting

- 7.3 Monitors and reports regularly on results achieved, with particular emphasis on student learning.

**Conclusion:**

Approval of the schedule by the Board of Trustees provides administration with a guide in which items are to be presented throughout the year. The list is not meant to be exhaustive as other items can be added throughout the year, as the need arises.

## 2017 - 2018 Board Report Schedule

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Aug 23, 2017	Aug 16	Brenda		2017 Welcome Back Events	
		Cory	School Resource Officer		
		Ewen	Policy 21 - CUPE PG		
		Ken			Grande Cache Modernization Update
		Ken			Mary Bergeron Elementary School Update
		Karen	<b>Board Report Schedule 2017-2018</b>		
		Juha			Vendor Payments for June/July
		Juha	<b>Borrowing Resolution</b>		

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Sept 6, 2017	Aug 30	Nancy			Inclusive Learning Update
		Carolyn	Superintendent Professional Development		
		Carolyn		Board Annual Work Plan Review	
		Kelly			Technology Update
		Carra			Superintendent - Student Advisory Committee
		Juha		Policy 7 - Board Operations	
		Karen/ Terri-Jean			BEST Program overview
		Carolyn	It's Cool Camp - Hinton		
		Board Chair	Board Evaluation - Areas of Emphasis		

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Sept 20, 2017	Sept 13	Juha			Vendor Payments for August
		Juha		Quarterly Revenue & Expenditures	
		Sandy			Curriculum Update
		Ken			Mary Bergeron Elementary School Update
		Ken			Summer Projects Maintenance Report
		Carra			Division Assessments
		Carolyn	Imagine Conference		

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Oct 4, 2017	Sept 27	Juha			School Enrolments - Sept 30 Count
		Carolyn		Board Annual Work Plan	
		Sandy			International Trips & Field Trips 2016-2017
		Carra			Beginning Teachers
		TBD	Policy 8 and Policy 9		

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Oct 18, 2017	Oct 11	Carolyn		Financial Support from Board for Student Initiatives	
		Juha			Vendor Payments for September
		Ken			Facilities IMR Funding
		Gail		TCCAP	
		Nancy/Barb		Early Childhood Services	
		Karen / Stuart / Glen or Mark			Summer School
		Karen			PAT & DIP Update

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Nov 1, 2017	Oct 25	Carolyn		Board Annual Work Plan	
		Carolyn	NSBA Trustee Attendance		
		Juha		School Budget Administration	
		Carolyn		School Closure Reports	
		Nikki			Communication Plan Update



Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Nov 15, 2017	<b>Nov 8</b>	Juha		<b>2017-2018 Budget Update</b>	
		Juha			Vendor Payments for October
		Juha	<b>Audited Financial Statements</b>		
		Juha	<b>Reserves</b>		
		Carolyn	<b>AD HOC Committee - Board Retreat</b>		
		Ewen			<b>Staffing Report</b>
		Karen	<b>3YEP/ AERR</b>		
		Nancy			<b>Inclusive Learning Update</b>
		Sandy			<b>PAT/DIP Results</b>
		Sandy			<b>Graduation Rates</b>
		Sandy			<b>Take Your Kid to Work</b>
		Karen			<b>International Education</b>

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Dec 6, 2017	Nov 29	Sandy		FNMI - Administrator's Camp	
		Carolyn		School Council Annual Reports	
		Carolyn		Board Annual Work Plan	

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Dec 20, 2017	Dec 13	Juha			Vendor Payments for November

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Jan 17, 2018	Jan 10	Juha		Quarterlies	
		Juha			Vendor Payments for December
		Carolyn		Board Annual Work Plan	
		Sandy			CTS Report
		Kelly			Technology Update
		Gail		TCCAP	

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Feb 7, 2018	Jan 31	Karen			Learning Services
		Carolyn		Board Annual Work Plan	
		Carolyn			Public Use of GYPSD Facilities
		Brian		OH & S	
		Brian			Cleanliness of Schools

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Feb 21, 2018	Feb 14	Juha			Vendor Payments for January
		Juha	Budgeting Principles		
		Gail			Transportation Services/ Grants and Cooperative Bussing / Parent Provided
		Carra			Thoughtexchange

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Mar 7, 2018	Feb 28	Ewen			Edwin Parr Nominee
		Carolyn		Board Annual Work Plan	
		Karen			AB Education Monitoring of 3YEP / AERR
		Karen			Learning Services
		Nancy			Inclusive Learning Update
		Juha	Contract Bus Agreements		

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Mar 21, 2018	Mar 14	Juha			Vendor Payments for February
		Juha		Quarterly Revenue and Expenditure	
		Juha	2018 - 2019 Budget Allocation Model & Assumptions		
		Ewen	Standard Calendar 18-19 in full; 20-21 in Principle		
		Kelly			Education Technology
		Ken	3 yr and 10 yr Plans		
		TBD	2018 - 2019 Board Meeting Dates		
		Ken			Mary Bergeron Elementary School Update
		Nikki			Council of School Council



Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Apr 4, 2018	Mar 28	Carolyn		Board Annual Work Plan	
		Brenda		Welcome Back 2018	
		Kelly			Tech - Wireless update
		Carra			High School Redesign
		Juha		School Budget Update	
		Juha			Provincial Budget

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
Apr 18, 2018	Apr 11	Carolyn	Board & Superintendent Evaluations		
		Juha			Vendor Payments for March
		Karen			SLA / PAT & Diploma Field Tests
		Nikki			Education Week Events

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
May 2, 2018	Apr 25	Carolyn		Board Annual Work Plan	
		Ewen		Student Teacher Placements	
		Karen			Learning Services
		Carra			Our School

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
May 16, 2018	May 9	Juha			Vendor Payments for April
		Juha	Budget 2018 - 2019		
		Ewen		Instructional Minutes	
		Carra		Engagement	

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
June 6, 2018	May 30	TBD		Board Annual Work Plan	
		Ewen	Policy 20 - ATA Professional Growth		
		Ewen			Leadership Academy
		Gail		TCCAP	
		Karen			Learning Services Update
		Karen		3 YEP outcomes & Strategies	
		Karen			Accountability Pillars
		Nikki		Communication Plan 2018-19 DRAFT	
		TBD	Policy 8 and 9 review for ORG mtg		

Board Meeting Date	Reports DUE (by 4:00 pm)	Person Responsible	Action Items	Monitoring Reports	Superintendent's Reports
June 20, 2018	June 13	Juha			Vendor payments for May
		Juha		Quarterly Revenue & Expenditure	
		Juha			Program and Non-Program School Fees
		Barb / Nancy		ECS Expanded Program	
		Nikki	Communication Plan 2018-19		
		Karen		3 YEP outcomes & Strategies	

NOTES:

- Literacy at the beginning of the school year
- Technology - 3 times per year
- Curriculum - 3 times per year (FNMI/Dual credit)
- Assessment - 3 times per year
- Inclusive Ed - 3 times per year (FSLC/RCSD)
- Superintendent Update - PBM when something to report