

ACCOUNTABILITY REPORTING

Background

The Superintendent or Secretary Treasurer Evaluation Process, Criteria and Timelines document as detailed in Appendix A of Board Policies [12](#) and [13](#) requires that the Superintendent or Secretary Treasurer provide the Board with evidence that the roles delegated to the Superintendent and Secretary Treasurer have been completed in an appropriate manner and have achieved the desired results. Accountability reporting is one means employed to provide such evidence. Other means include reports from external sources such as an external auditor and direct Board observations. The Board Annual Work Plan in [Policy 2 Appendix A](#) indicates when each required accountability report will be presented to the Board for review and assessment.

Procedures

1. The Superintendent or Secretary Treasurer will assign responsibility for each accountability report. The administrator assigned such responsibility shall be responsible for analyzing objective and subjective data and trends, researching current realities and options, taking appropriate actions to achieve desired results and reporting results.
2. A draft report must first be submitted to the Superintendent or Secretary Treasurer for review. The report will then be submitted for inclusion on the Board agenda as noted in the Board Annual Work Plan for Board assessment as to whether the quality indicators have been achieved. Since accountability reporting is a significant component of the Superintendent's or Secretary Treasurer's evaluation evidence it is the responsibility of the individual assigned to each accountability report to ensure timelines are met and sufficient opportunity for Superintendent or Secretary Treasurer review and redirection is provided.
3. Where deficiencies are identified by the Board the individual shall remediate them in a timely fashion to the satisfaction of the Superintendent or Secretary Treasurer.
4. The format for accountability reports shall be as follows:
 - 4.1 Identification of source documents which have created the required accountability. This usually will reference a policy or policies from the Board Policy Handbook and the Quality Indicators which are the focus of the Accountability Report.
 - 4.2 A description of how the required accountability Quality Indicator (QI) has been met. This will typically include quantifiable data which allows comparisons to District results over time and to external standards where appropriate.
 - 4.3 Identification of administrative issues and challenges which are related to the area of accountability and actions being taken or required.
 - 4.4 Identification of any governance issues related to the area of accountability. These clearly are areas which are the responsibility of the Board as defined in the current Board Policy Handbook, legislation, collective agreement or contract.

- 4.5 Provide a recommendation regarding each QI that has been fully met.
5. Accountability reporting will form part of the evaluation criteria for individuals assigned such responsibility.

Reference: Sections 22, 23, 65, 85 School Act

Approved: August 15, 2021

Revised: