

## Administrative Procedure 106

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# ACCOUNTABILITY REPORTING

### Background

The Director Evaluation Process Criteria and Timelines as detailed in Appendix A of Board Policy 12 – Board Delegation of Authority requires that the Director provide the Board with evidence that the roles delegated to the Director 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 – Board Annual Work Plan Appendix A indicates when each required accountability report will be presented to the Board for review and assessment.

### Procedures

The Director 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.

1. A draft report must first be submitted to the Director 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 Director's evaluation evidence it is the responsibility of the administrator assigned to each accountability report to ensure timelines are met and sufficient opportunity for Director review and redirection is provided.
2. Where deficiencies are identified by the Board the administrator shall remediate them in a timely fashion to the satisfaction of the Director.
3. The format for accountability reports shall be as follows:
  - 3.1 Identification of source documents which have created the required accountability. This usually will reference a policy or policies from the Board Policy Handbook.
  - 3.2 A description of how the required accountability has been met. This will typically include quantifiable data which allows comparisons to Division results over time and to external standards where appropriate.
  - 3.3 Identification of administrative issues and challenges which are related to the area of accountability and actions being taken or required.
  - 3.4 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. Accountability reporting will form part of the evaluation criteria for individuals assigned such responsibility.

Reference: Section 85, 87,109,159, *The Education Act, 1995*

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