APPENDIX C

SCHEDULE FOR MANAGEMENT INFORMATION REPORTS

Introduction: Management information reports are used by the Board to evaluate the performance of East Allen County Schools. Management information reports contain information directly related to the expectations set by the Board in its Ends/Goals Policies and Executive Expectations Policies and allow systematic monitoring of policy compliance.

Format of Reports: Management information reports shall be in writing with an executive summary introduction and supporting statistical data, if appropriate. At the request of the Board, management information reports may be supplemented by staff presentations at a Board work session or regular meeting.

Purpose of Schedule: To facilitate the efficient and effective monitoring of policy compliance through the use of management information reports, a schedule for such management information reports is established. Deviations from the published schedule may be proposed by the Superintendent when necessary. In addition to the listed annual management information reports, monthly, or quarterly, financial, food service, grants/allocations and personnel reports shall be provided. The schedule for “meet and confer” reports is contained in Appendix D.

Schedule:

January
District Vision Statement-Annual Review/Update
ISTEP Results Analysis-Annual Report
Secondary Course Catalog-Annual Review/Update
Investment Activity-Annual Review/Update

February
Elementary Literacy Initiatives-Annual Review/Update
Technology Department-Annual Report
Facilities (Maintenance and Usage)-Annual Review/Update
Driver's Education Fees-Annual Review/Update

March
School Calendar-Annual Review/Update
School Safety-Annual Review/Update
Demographic Report (Housing and Enrollment Trends)-Annual Review/Update
APPENDIX C

SCHEDULE FOR MANAGEMENT INFORMATION REPORTS

April
Parent/Student Guide-Annual Review/Update
School Choice-Annual Review/Update
Achievement Gap-Annual Review/Update
Textbook/Materials Adoption-Annual Review/Update

May
AYP-Annual Review/Update
NCA-Annual Review/Update
Administrative/Certified/Support Staffing Patterns-Annual Review/Update
Career Majors Academy-Annual Review/Update
Textbook Rental Fees-Annual Review/Update
School Lunch Prices-Annual Review/Update

June
High Stakes Testing (NWEA, Other) Results-Annual Review/Update
Secondary Literacy Program-Annual Review Update
Secondary Core 40-Annual Review/Update
Secondary Work Keys-Annual Review/Update
Elementary Word Attack-Annual Review/Update
School Wellness Council-Annual Report

July
Instructional Audits-Annual Report
Community Resource Programs Evaluation-Annual Review/Update
Budget-Annual Review/Update
Capital Projects-Annual Review/Update
Employee Compensation and Benefits-Annual Review/Update
PL 221-Annual Review/Update

August
District-Wide Improvement Plan-Annual Review/Update
Paul Harding Attendance Area/Title I-Annual Review/Update
Bus Replacement Plan-Annual Review/Update
Staff Development-Annual Review/Update
Career Majors Academy-Annual Review/Update
APPENDIX C

SCHEDULE FOR MANAGEMENT INFORMATION REPORTS

September
ADM/Enrollment-Annual Report
Class Size/Prime Time- Annual Report
Asset Protection-Annual Report

October
Summer School-Annual Report
Group Health Insurance Fund-Annual Report
Student Discipline-Annual Review/Update

November
SAT-Annual Report
Grants-Annual Review/Update
Transportation Department-Annual Review/Update

December
Graduation Rates-Annual Review/Update
ISTEP/Initial Data-Annual Review/Update
Special Services Delivery-Annual Review/Update
World Language Curriculum-Annual Review/Update
Asset Protection-Annual Report