

## APPENDIX C

### SCHEDULE FOR MANAGEMENT INFORMATION REPORTS

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**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

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#### 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

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#### 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