

BOARD OF EDUCATION

SCHOOL DISTRICT NO. 35 (LANGLEY)

POLICY MANUAL

Policy No. 1208

SUBJECT: TRACKING BOARD MOTIONS

Date 99 03 23 13 11 26

There shall be a process to track compliance with Board motions.

**Procedures for Ensuring Tracking and
Compliance with Board Motions**

1. The Action Task Alerts will be sent to the appropriate recipients following each Board meeting via eSCRIBE. A tracking list of outstanding Board motions shall be created and updated on a monthly basis by the Secretary Treasurer's office.
2. The outstanding Board motions will be reviewed by the Superintendent and the Secretary-Treasurer on a regular basis.
3. The Superintendent and Secretary-Treasurer will follow up on all outstanding Board motions on a regular basis.
4. The Superintendent and the Secretary-Treasurer will report quarterly to the Board on the status of outstanding Board motions.
5. The ongoing summary of Board motions will be available for Trustees to review at any time.