

Administration

Administrative Reports

The Superintendent shall present, at regular Board meetings, administrative reports concerning the administration, operation, and maintenance of the school system including financial reports and statements, staff committee reports, and other appropriate reports.

The Superintendent shall provide reports to the Board of Education and Board sub-committees in their regular or special meetings in the timeframe and format requested by majority vote of the Board. The Board shall:

- detail the specific information required
- specify the format to be used
- provide a reasonable deadline for delivery.

As necessary, the Superintendent shall request reports from school principals and other administrators on school operations and educational programs together with any suggestions and/or comments they may have.

The Superintendent shall at least three weeks before the annual town meeting, submit to the Board a full written report of the proceedings of the Board and of the condition of the schools during the school year preceding with plans and suggestions for their improvement.

(cf. – 3000 Concept and Roles in Business and Non-Instructional Operations)

Legal Reference:

Connecticut General Statutes

10-157 Superintendents: Relationship to local or regional board of education; written contract for employment, evaluation of Superintendent by Board of Education.

10-222 Appropriations and budget. Financial information system.

10-226 Reports to State Commissioner of Education.

Policy Adopted:
Policy Approved: 1/8/03

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut