

270 ADMINISTRATIVE REPORTS

The purpose of administrative reports is to keep the School Board informed and up-to-date with all phases of school system operations. It is expected that the District Administrator will present a written report to the School Board on a weekly or bi-weekly basis. Each Building Principal will provide a weekly bulletin to students and families and will share a copy with the School Board. Each administrator will also present a written and/or oral report to the Board at each of its regularly scheduled meetings. The weekly written report will contain the following items.:

1. Past and upcoming events with appropriate dates, schedules, etc.
2. Outstanding problems or situations
3. Comments on staff meetings, professional meetings, conferences, and similar activities.
4. Student activities and achievements, including student council activities.
5. Specific complaints or commendations.
6. Recommendations regarding the need for a new policy and/or policy revisions, curriculum, or other changes.

The oral report given at the beginning of each regularly scheduled Board of Education meeting will highlight upcoming events, staff and/or student commendations, and any other information that would be beneficial and appropriate to be discussed in Open Session. Staff and/or student personnel issues should not be included in any oral or written report to the School and public.

APPROVED: December 9, 2002

REVISED: April 3, 2017
December 21, 2021
March 10, 2025