

Descriptor Term: REPORTS – ADMINISTRATIVE

Descriptor Code: CO

Rescinds: CO

Board Approved: 7/10/2006

Previously Approved: 4/18/1988

The Board of Trustees requires the Superintendent to make reports to the Board and the State Board of Education as may be required and to prepare other reports as may be required to assist the Board in making informed decisions. Also the Board requires the Superintendent to make such reports as other public officials may require. Reports specifically required by the Board are as follows:

1. to preserve all reports of superintendents, principals, teachers, and other school officers, and to deliver to his/her successor or clerk of the Board of Supervisors all money, property, books, effects and papers;
2. to make to the Board reports for each scholastic month in such form as the Board may require;
3. to distribute promptly all reports, letters, forms, circulars and instructions that he/she may receive for the use of school officials;
4. to observe such instructions and regulations as the Board and other public officials may prescribe, and to make special reports to these officers whenever required;
5. to make such reports as are required by the State Board of Education;
6. to keep in his/her office and carefully preserve the school record provided, to enter therein the proceedings of the Board and his/her decision upon cases and his/her other official acts, to record therein the data required from the monthly and term reports of principals and teachers, and from the summaries of records thus kept.

The Board requires the Superintendent to examine the monthly and annual reports submitted to him/her by principals and teachers for the purpose of determining and verifying the accuracy thereof.