

ADMINISTRATIVE REPORTS

In addition to special reports required to keep the Board of Education informed on school district matters and those reports requested by the Board, the Superintendent of Schools shall be responsible for the following regular reports:

<u>Report</u>	<u>Data Included</u>	<u>Date</u>
Routine Agenda Reports	a. Monthly financial statement b. Investments & Borrowing c. School lunch program d. Bills & Payroll	Each regular monthly meeting of the Board
End of Year Financial Statement	Detailed summary of revenues, expenditures and budget balance	September meeting of the Board of Education
Teacher Turnover	By level and department, with summary of reasons for leaving. Includes comparison with previous two years and summary of experience level of replacement staff.	To Board of Education in August
Vandalism Report	Detailed report of school vandalism, including costs, covering fiscal year	Twice a year to the Board of Education
Textbook Report	Listing of all basic textbooks used in the school district	October meeting of the Board of Education
Staff Listing	Listing of all district employees by position and level	Annually on or before January 1
School Enrollment Report October	Actual school and grade enrollments	At the monthly BOE meetings - to June
Updated Enrollment Projection	Projection of school enrollments for 10 year period, by level and grade	October meeting of the Board of Education
Summer Curriculum Activity	Summary report on summer curriculum projects	November meeting of the Board of Education
Continuing Education Financial Report	Detailed financial report for each term	January & August meetings of the Board of Education

Annual Evaluation Report	In-depth evaluation of all instructional and support programs	December meeting of the Board of Education
Annual Fire Inspection Report	Report on results of fire-safety survey of the schools	Report to Board of Education once each year at conclusion of fire inspections

Note:Prior policy, 2112.11(a), (b)

Policy Adopted: October 9, 1973
Amended: December 15, 1986
Amended: February 24, 1997