



## KENORA CATHOLIC DISTRICT SCHOOL BOARD

### 100 General Administration Procedures

#### AP 102: Annual Report

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The Director of Education is required by the Ministry of Education to present a Director's report annually to a regular meeting of the board. This provides a means by which the Director and the Kenora Catholic District School Board can report the results of the educational program to the electors.

#### 1. Annual Report

- 1.1 An Annual Report shall be produced to provide information to the public on progress towards achieving the goals and results identified in the Strategic Plan.
- 1.2 The Annual Report shall contain the results of measures gathered through the year from such activities as ongoing reviews, evaluations, surveys, planning sessions and workshops.
- 1.3 The Annual Report shall be a foundation document in updating the Strategic Education Plan and identifying strategies for effecting improvements.
- 1.4 The format for reporting evaluation measures and additional information on the action the Director has taken during the preceding twelve months will be determined by the Director.
- 1.5 The Director of education shall ensure that an Annual Report is prepared for board approval.
- 1.6 A copy of the Annual Report shall be submitted to the Minister of Education annually.

#### Legal Reference:

Education Act S. 283 Annual Report

Effective Date: September 2006  
Latest Review Date: October 2009, August 23, 2011