



KENORA CATHOLIC DISTRICT SCHOOL BOARD

100 General Administration Procedures

AP 105: Written Reports to the Board

Written reports to the board by the staff are required as requested. Other reports may be on a topical or project basis as the need arises.

In order to ensure a continuity of reporting and to maintain proper lines of communication, all reports to the board shall be submitted through the secretary of the board.

Reports will be concise and confined to progress in programs, project administration, major activities of the previous period, and other matters of significance. Problems that require attention may be included. These reports should not be regarded neither as diaries of an individual's every movement nor as a means to express unqualified general opinions.

1. Progress Reports
 - 1.1 Sound management practices and successful leadership styles reflect:
 - 1.1.1 a clear understanding of one's objectives;
 - 1.1.2 a periodic review of one's progress to those ends;
 - 1.1.3 a regular evaluation of one's attainment to those established objectives and the progress employed.
 - 1.2 Progress reports to the board are required with these objectives;
 - 1.2.1 To provide a definite means through which this system's leaders will engage in regular, responsible planning, review and evaluation;
 - 1.2.2 To ensure a regular measure of communication to assist the Board in maintaining a current overview of the educational scene in this system.
2. Supervisory Officers
 - 2.1 Supervisory officers will be required to submit a minimum of two (2) written progress reports per school year.
 - 2.2 These reports will be given to the secretary of the board previous to the first meeting of the board in January and May.

2.3 These reports will reflect the role and responsibilities as set by the board and the duties set by the Ministry of Education.

3. Principals

3.1 Principals will be required to submit a minimum of two (2) written reports per school year.

3.2 October 1 – in the form of intent for the new school year, the first report will outline the major objectives, projects and/or programs for the school, staff and /or principal. It is expected that the majority of these objectives will be determined cooperatively with the staff.

3.3 May 15 – the second report will describe the progress toward the previously defined objectives, including a brief analysis of the past year’s activities and any necessary revisions to earlier expectations. This report should serve as a “springboard” for the next year’s objectives.

4. Coordinators

4.1 Coordinators will be required to submit a minimum of two (2) written reports per school year.

4.2 October 1 – the first report will outline long and short term objectives for the subject area assigned and any particular projects proposed for the year.

4.3 May 15 – the second report will review progress to date with regards to the objectives and projects described in the first report, including a brief analysis of the past year’s activities and any necessary revisions to earlier expectations. This report should serve as a “springboard: for the next year’s objectives.

Legal References:

Effective Date: March 1983
Latest Review Date: October 2009, August 23, 2011