

ADMINISTRATIVE REPORTS

FILE: CL

Purpose

To reaffirm the need for the administration to produce timely reports during the year

Definitions

N/A

Policy Statement

The Superintendent of Schools has the obligation to keep the Board of Education informed about the progress and condition of the school system. All reports to the Board must be made by or arranged through the superintendent. The superintendent may delegate a presentation to another staff member. All school personnel must make any reports to the Board, whether in or out of Board meetings, only as arranged or delegated by the superintendent.

Board members may request special reports from the superintendent and use these reports as one means of appraising the effectiveness with which the school system is being administered.

Legal Reference	Annotated Code of Maryland	§4-205	
Policy History	Adopted	Reviewed – Policy Committee on May 2, 2022	Revised – June 14, 2005, 1 st Reading July 12, 2005, 2 nd Reading