

The Superintendent shall prepare such reports as will enable the Council to be informed as to the operational needs and status of the schools in the South Slave division. Further, school principals shall prepare regular bi-monthly reports, a copy of which is presented to the respective DEA and the Superintendent.

REGULATIONS

1. The Superintendent will prepare his/her reports to the Council in a manner which will:
 - a) Permit the reports to be delivered at all regular meetings of the Council.
 - b) Identify recommended courses of action for the Council.
 - c) Identify personnel changes, significant administrative actions, and such other administrative activities as will keep the Council informed of the status of the schools in the South Slave division.
 - d) Identify the nature of and action taken on serious accidents involving students.
 - e) Identify the nature of serious maintenance problems in school facilities.
2. In addition to the expected immediate reporting of serious problems, the Principal shall also report to the Superintendent:
 - a) School activities/achievements since the last written report, including summary on progress with development and implementation of Community Education Plans
 - b) Upcoming activities/projects
 - c) Issues/concerns and strategies proposed or used to address those issues
 - d) School calendar information, including identification and reasons for all school closures since the last report
 - e) Student enrolment information, including clarification and reasons for changes from the previous report

Reference: *Education Act, s. 78 (2)*
Date: February, 1999
Amended: October, 2002
November, 2003