

# Administration

## Administrative Reports

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**General:** At regular board meetings the Superintendent shall present reports concerning the administration, operation, and maintenance of the school system, including the list of bills paid, financial reports and statements, staff committee reports, and other appropriate reports.

As necessary, the Superintendent shall request reports from school principals and other administrators on school operations and educational programs together with any suggestions and/or comments they may have.

**School District Annual Report:** The Superintendent shall, at least three weeks prior to the annual Town Meeting, submit to the Board a full written report of the district proceedings and the condition of the schools, with plans and suggestions for improvement.

Copies of this report shall be filed with the Connecticut State Board of Education as required by state law.

### Legal Reference:

Connecticut General Statutes

10-157 Superintendents: Relationship to local or regional board of education; written contract for employment; evaluation of superintendent by Board of education.

10-222 Appropriations and budget. Financial information system.

10-226 Reports to state commissioner of education.