

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 101

SUBJECT: DIRECTOR'S ANNUAL REPORT

Legal References: *Education Act: Section 283 (3) General Report of Chief Executive Officer*

Related References: *Board Policy No. 3 Director of Education Job Description; Board Policy No. 4 Delegation of Authority; Administrative Procedure 100 System Planning*

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 Avon Maitland 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 board of trustees and to the public on the progress the board has made against its strategic objectives in the previous school year and actions the board is taking in those strategic priority areas where goals are not being met..
- 1.2 The annual report shall contain the results of measures gathered through the year from such activities as ongoing reviews, evaluations, surveys, and planning sessions.
- 1.3 The annual report shall be a foundation document in updating the system 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 shall ensure that an annual report is prepared for board approval at the first meeting of the board in December/January.
- 1.6 A copy of the annual report shall be posted on the Board's website on or before the 31st day of January.