

**Series 2000 – Administration**

**2. Administrative Operations**

**Monthly Reports**

The Board requires each administrator to submit a monthly report to the Superintendent and through him to the Board itself. These reports should highlight activities and actual or potential problems with proposed and alternative solutions. These reports should be submitted in sufficient time to be in individual Board members hands prior to the second scheduled Board meeting of the subsequent month.

Policy adopted: March 16, 1999

SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut