

ADMINISTRATIVE REPORTS

The Westfield School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools.

School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.

Individual school committee member requests for information/reports must be processed through the Superintendent's Office in order to ensure proper and efficient use of administration time.

Upon receipt of the Superintendent's reports, the Westfield School Committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on schedule dates of all statistical and other information required.

Adopted: May 3, 1993

First reading: December 15, 2014
2nd/Final Reading: January 20, 2015