

**Administrative Reports**

The Superintendent shall present at regular Board meetings administrative 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 a report from the Principal on school operations and educational programs together with any suggestions and/or comments they may have.

**School District Annual Report.** The Superintendent shall submit an annual report to the Board of Selectmen of the Town of Norfolk, Connecticut and will file the annual report with the Connecticut State Board of Education. A copy of the annual report shall be given to the Board.

(cf. - 3000 Concept and Roles in Business and Non-Instructional Operations)

**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.

**Board Adopted: November 13, 2013**