



PROCEDURE 105	
Adopted	October 6, 2008
Last Revised	March 24, 2014
Review Date	March, 2019

DIRECTOR'S ANNUAL REPORT

1. PURPOSE

The director of education is required by the Ministry of Education to present a general progress report to the Board at the first meeting in December of each year. This requirement provides a means by which the director and Hastings and Prince Edward District School Board can report system results to the district electors and all education partners.

2. ANNUAL REPORT

- 2.1 The director of education shall develop an annual report to provide information to the Board of trustees and to the public on action the director has taken during the preceding twelve months to maintain an effective organization, implement Board policies and administrative procedures and achieve the goals and results identified in the system plan.
- 2.2 The annual report shall contain results gathered throughout the year from such sources as student report card data; provincial and district student achievement tests; ongoing reviews of the educational program; system and school evaluations; work group discussions; surveys and feedback sessions. The board system plan describes specific monitoring methods for each action plan.
- 2.3 The director's annual report shall be a foundation document in updating the system plan and identifying strategies for effecting improvements.
- 2.4 The format for reporting on the action the director has taken during the preceding twelve months and on evaluation measures will be determined by the director.
- 2.5 The director shall ensure that the annual report is presented at the initial or annual meeting of the Board in December or the first meeting of the Board in January.
- 2.6 A copy of the annual report shall be submitted to the Minister of Education on or before the 31st day of January following presentation to the Board.

Legal References:

Education Act, subsection 283 (3) General Report of Chief Executive Officer

District References:

- Board Policy No. 1 - Board Mission and Goals
- Board Policy No. 5 - Director of Education Job Description
- Board Policy No. 6 - Delegation of Authority

- Board System Plan
- Administrative Procedure 100 - System Planning
- Administrative Procedure 109 - Monitoring and Responding to Legislation
- Administrative Procedure 110 - Board Policy Development and Review
- Administrative Procedure 111 - Administrative Procedures Manual
- Administrative Procedure 115 - School Planning and Reporting