

POLICY: REPORTS TO THE DIRECTOR/BOARD - ACADEMIC SUPERVISORY OFFICERS # 303

SECTION: 300 : Business and Administrative Matters Page 1 of 1

APPROVAL/REVISION EFFECTIVE REVIEW
DATE: January, 2018 DATE: January 2, 2018 DATE: January, 2023

CROSS REFERENCE:

A: **POLICY**

1. In order to provide a formal and consistent means by which this system's leaders advise the Board of Trustees on issues, needs and progress of this system, and, in order to ensure effective lines of communication and continuity in reporting, The Thunder Bay Catholic District School Board endorses the process of written reports from its Supervisory Officers, Consultative Staff, Principals and Administrative personnel, as required.

B: **GUIDELINES**

2. Supervisory Officers shall report, in writing, when required by the Board and/or the Director of Education.
3. All reports to the Board from any sources shall be submitted through the Director of Education.
4. Supervisory and Consultative staff, Principals and other administrative personnel, shall report through their appropriate Supervisory Officer, or the Director of Education, as required.