

**MANCHESTER CITY SCHOOLS**  
**Policy Manual**

**Descriptor Code:** 1.603 Administrative Reports  
**Issued Date:** 10/04/10  
**Rescinds:** CO  
**Rescind Date:** 12/11/00  
**Review Month:** July/August

At each board meeting, the director of schools shall report the names of new personnel employed since the last meeting of the Board

The director of schools, at the regular board meeting in June, shall make reports concerning conditions of efficiency and needs of the school system. Included in this report shall be information regarding employment of instructional staff as follows:

- Number of applicants interviewed and the number employed;
- Procedures being used to ensure that the best applicants are being selected;
- Evidence that all non-tenured teachers were evaluated;
- Number of non-tenured teachers;
- Number of teachers non-renewed;
- Percent of non-tenured teachers who scored at each level on the evaluation scale;
- Percent of tenured teachers who scored at each level on the evaluation scale;
- Percent of principals who scored at each level on the evaluation scale;
- Evidence of high correlation between evaluation and productivity;
- Percent of supervisory personnel (other than principals) who scored at each level of the evaluation scale; and
- Summary and explanation of how the school system fared on the *Report Card* distributed by the State Department of Education.

Board members shall be made aware of all reports prepared by the director of schools' office for transmittal to the local legislative body, the State Department of Education, or any federal agency.

---

**Legal References**

---

**Cross References**

**[5.802 Director of Schools Qualifications and Duties](#)**