

# Nevada-Utah Conference Office of Education Administrative Report # 3

Administrative Report #3 is due on the second Friday of November

## **REQUIRED DOCUMENTATION:**

- School Board Minutes (please attach)
- Finance Reports (please attach)

## **REMINDERS:**

- Keep records of fire and earthquake drills current per Ed Code A27-108.
- Plan for formal teacher evaluations. Evaluations are performed by the principal for schools with 4 or more teachers. Evaluations are performed by the superintendent of schools for schools with 3 or less teachers.
- Review Iowa test data with staff. Use data to strategize ways to improve student learning.
- Check that all teachers are making weekly lesson plans.
- Distribute mid-year faculty surveys to students and parents.
- Notify the Office of Education of any major calendar changes.