

**Billings School District 2**

**THE BOARD OF TRUSTEES**

Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item. Such procedures usually need not be approved by the Board, although the Board may revise them when it appears they are not consistent with Board intentions as expressed in its policies. On controversial matters or on certain other matters identified by the Board, the Superintendent shall submit proposed procedures to the Board for review prior to their adoption.

Legal References:     § 20-3-323, MCA     District policy and record of acts  
                              § 20-3-324, MCA     Powers and duties  
                              § 20-4-402, MCA     Duties of district superintendent or county high school principal

Policy History:

First Reading:     January 19, 2004 - Board of Trustees  
Second Reading:   February 16, 2004 - Board of Trustees  
Third Reading:     March 15, 2004 - Board of Trustees  
Adopted on:        March 15, 2004  
Effective on:       March 15, 2004  
Revised on: