

**Billings School District 2**

**ADMINISTRATION**

Development of Administrative Procedures

The Superintendent will provide executive leadership of the District, including the implementation of Board policy. The Superintendent may develop and issue administrative procedures to implement Board policy. The Superintendent will distribute administrative procedures electronically by means of the District's web site and will provide hard-copies of any or all of the District's administrative procedures upon request. The Superintendent may present any proposed administrative procedure to the Board for its advice or consent. If required by Policy or law, the Superintendent will present to the Board certain proposed administrative procedures for Board approval.

Policy History:

First Reading:	February 23, 2004 – Board of Trustees
Second Reading:	August 16, 2004 – Board of Trustees
Third Reading:	September 20, 2004 – Board of Trustees
Adopted on:	September 20, 2004
Effective on:	September 20, 2004
Reviewed on:	December 17, 2018 – Board of Trustees