

ADMINISTRATION

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Temporary Administrative Arrangements

It is important that the responsibility for decision making be clearly delineated. This is particularly true, if the Superintendent, for one reason or another, is unavailable. In these cases there should be a clear line of administrative succession which designates both responsibility and authority.

The Superintendent will make his/her whereabouts known to the District office staff. If the Superintendent leaves the District, he/she shall make every effort to communicate his/her itinerary to the executive secretary, who will inform others who want or need to know. In case of a bona fide emergency, every effort will be made to notify the Superintendent of the situation. If the Superintendent intends to be away from his/her office for an extended period of time, he/she will designate a person to act in his/her behalf during his/her absence.

In the event of serious illness or death of the Superintendent, the business manager will call a special meeting of the Board to determine what course the District should take at that time.

In the event a bona fide emergency occurs during the Superintendent's absence, the school emergency preparedness policy and procedure will be followed. In such case the Superintendent will be informed of the circumstances as soon as possible.

Policy History:

Adopted on: June 28, 2004

Revised on: