

ADMINISTRATIVE OPERATIONS

To guide the Chief School Officer in determining the pattern of his administrative operations, the Board offers the following statements of intent:

1. The Board will devote its major effort to clarifying and establishing goals for the school system, to weighing and adopting policies to guide the professional staff, to appraising results achieved in relation to the goals and to performing such ministerial functions as required by law and State regulations.
2. The Board does not wish unnecessary barriers erected between itself and members of the professional staff, or between and among residents and parents of the School District and students in the schools. The Board values the freest possible interchange of ideas as preeminently desirable in the school system. Nothing should be allowed to interrupt the free and open flow of ideas and assistance among personnel at every level in accordance with negotiated agreements.
3. The Board encourages the Chief School Officer to keep abreast of and to apply the best known administrative concepts and procedures designed to harness the total talents of the school system's personnel in enthusiastic pursuit of the school's goals.

ORGANIZATION AND ADMINISTRATION

The Board will determine the policies to guide the decision making process governing all activities of the schools. In setting these policies, it will seek the advice and assistance of the faculty, staff, and employees, or organizations and other relevant persons through the Chief School Officer.

The Chief School Officer is responsible to the Board for the administration of the schools under applicable laws and the policies of the Board. In addition, the Chief School Officer, in cooperation with the administrative staff, shall prepare in detail, where applicable, the rules and regulations for implementing the approved policies. If a situation demanding decision is not covered by an existing policy or by regulations, the Chief School Officer or his designee is empowered to make the decision he deems best, later reporting to the Board.

Each employee and pupil is responsible for following the approved policies and regulations until modified.

The Board also requires the Chief School Officer to organize the staff to secure clear understanding of the functions of each official and of the relationship between and among them; to establish clear lines of communication, both vertically and horizontally; and to establish the necessary councils, cabinets, and committees to provide for efficient operation of the schools. To engage in this process in an orderly fashion, each group shall be given particular responsibilities, and channels shall be established so that the recommendations or decisions of each group can be heard and reviewed by the administrative officer concerned and, where appropriate, by the Board.

In the organization and administration of the schools, the Chief School Officer shall balance responsibility with commensurate authority subject to the reserve and legal powers of the Board. This means that a member of the staff when assigned a responsibility or a position shall be given the authority to make the decisions necessary to perform the tasks.

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