

Nebo School District Board of Education

Policy CI

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In any organization, 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 shall make his whereabouts known to the central office staff at all times. If the Superintendent leave the district, he shall make every effort to communicate his itinerary to his secretary who in turn shall inform others who want or need to know. In case of a bona fied emergency, every effort will be made to notify the Superintendent of the situation. If efforts to communicate with the Superintendent are unsuccessful, the authority to act in his behalf shall fall to the executive staff member whom he designated prior to departure.

In the event of a serious illness or death of the Superintendent, the executive staff shall call a special meeting of the Board of Education to determine what course the district should take at that time.

Date: 12/89