

ADMINISTRATIVE ORGANIZATION PLAN

The legal authority of the board will be transmitted through the superintendent along specific paths from person to person through the approved organizational structure.

All reports or recommendations to the board from any officer or employee under the direction of the superintendent shall be made to the office of the superintendent unless otherwise directed by the board in regular meetings.

All communications concerning school business from the board to employees and from employees to the board shall be made through the superintendent.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person, to whom they are immediately responsible, informed of their activities by whatever means the person in charge deems appropriate.

The organizational structure approved by the board will represent direction of authority and responsibility; it will not restrict cooperation among staff members at all levels or the flow of ideas necessary in the decision-making process.