

ADMINISTRATIVE COUNCIL

The main functions of the Administrative Council shall be to advise the Superintendent and the Superintendent's Cabinet on matters concerning the operation of the schools and the District, including the implementation of the policies of the Board of Trustees and the District administrative regulations, and to participate in the policy-administrative regulation making process.

The Administrative Council shall be composed of the following:

1. All Principals
2. All Superintendent's Cabinet members

The Council shall meet on a regular basis according to a schedule mutually agreed upon by the members.

This schedule shall be coordinated with the regularly scheduled meetings of the Superintendent's Cabinet, the Management Team, and the meetings of the Board of Trustees to facilitate the placement of appropriate items on the agendas of these bodies.

The Superintendent or designee shall chair the meetings of the Council and shall be responsible for reviewing the Council agenda. The Director, Administrative Services shall be responsible for the preparation and distribution of the agenda of the meetings of the Council and for the maintenance of the records thereof. The Superintendent and members of the Superintendent's Cabinet will attend all Administrative Council meetings.

Any member of the Administrative Council may submit items for consideration by the Council providing the subjects are within the area of responsibility of the Council and are in an acceptable and required format. All items proposed for presentation to the Administrative Council must be submitted only through the appropriate principal or other Council member. If the person who receives a proposal deems it necessary for the Council to consider the matter, he/she shall transmit it to the Director, Administrative Services. Proposed items will be accepted for placement on the Council agenda in accordance with an established time schedule for preparation of agendas for each meeting. Items not on the agenda will not be considered by the Council unless so determined by the chairperson.

The actions taken on items considered by the Council may include recommendations to the Superintendent for administrative action or action by the Board of Trustees. The Council may also recommend addition to, deletion of, or revision of Board policies or administrative regulations. It is understood that no decision or recommendation of the Council shall be implemented without the prior approval of the Superintendent, if an administrative decision is involved, or without the prior approval of the Board of Trustees if such action is within the province of the Board.

Regulation approved: February 7, 1978; June 3, 1991; September 12, 2000; September 12, 2001; September 6, 2005; April 21, 2009