

ADMINISTRATIVE OPERATIONS

The Board of Trustees recognizes the importance of establishing Management Team for the purpose of fulfilling its legal responsibility for the conduct of the District education program. The specific purposes of the Management Team system of administration shall be:

1. to strengthen the administration operations and educational programs of the District.
2. to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the Team.

While the Management Team system places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Board ultimately to make decisions as prescribed by law.

Definitions:

For the purposes of this policy the terms herein shall have the following definitions.

The Management Team is composed of the Superintendent, and the administrative personnel. The Management Team is a means whereby educational policies and administrative procedures that define the District's programs and administrative operations are arrived at by shared responsibility and authority. (Regulation 2031.3)

Confidential Employees and Supervisory Personnel are not members of the Management Team. They are direct support personnel for the administration.

I. Authority

The objectives of the District's Management Team shall be:

- A. To apply all available knowledge to the improvement of District services.
- B. To provide open and frequent communication among components of the Team.
- C. To evaluate proposals made by others and to make recommendations for the District's response.
- D. To provide input into all policies.

II. Delegation of Responsibility

In order for this policy to achieve its objectives, the superintendent shall prepare administrative regulations and/or procedures specifying the composition of and the operation of the Management Team. Such regulations shall provide as a minimum:

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- A. That the Management Team meetings will include representatives reflective of all management employees and on occasion all management employees.
- B. That the Management Team shall address itself to appropriate concerns identified by any member of the Management Team.
- C. For a calendar of regular meetings and provision for special meetings.
- D. That actions of all members of the Management Team be consistent with professional and ethical standards stated in the Code of Ethics adopted by the Board. (Administrative Regulation 2282.1)

Reference: Education Code Section 35291

Policy adopted: February 6, 1978; July 6, 1999