

Councils, Cabinets, and Committees

The superintendent of schools may establish an administrative cabinet as an advisory and deliberative body consisting of those members of the school staff who hold major administrative positions. Its precise membership is to be determined by the superintendent who serves as chairman of the cabinet.

As a group, the cabinet will discuss and attempt to develop effective modes of operation for implementing policies. Functioning in an advisory capacity, individual members or groups as a whole may make suggestions and recommendations with respect to policy which in turn will be transmitted through the superintendent to the school board for consideration. As a cabinet it possesses no inherent authority, nor does it exercise any executive function.

The administrative cabinet is concerned with matters relating to:

1. Curriculum
2. Instruction
3. Pupils
4. Teaching and custodial personnel
5. Building administration
6. Budget development
7. Internal business operation
8. Maintenance and custodial standards
9. Community relations

The cabinet functions as a channel of communication. Its individual members bear the responsibility of disseminating information to staff members under their charge, in promoting understanding of the total school program and assuring its harmonious operation. It is the responsibility of the superintendent to keep the cabinet informed of decisions and activities of the school board pertaining to its concerns. Conversely, the cabinet has the responsibility of informing the superintendent and through him, the school board, of suggestions and problems originating with the school staff.