

***Policy Type: Executive Limitations***

**Development of Administration Policy**

The Superintendent shall not operate without written policies that are consistent with law and Board policy and that ensure reasonable progress toward achieving the Board's *Ends*.

Accordingly the Superintendent shall not fail to develop and promulgate administration policies that:

1. Are designed to achieve the Board's *Ends*
2. Are consistent with constraints set forth in the Board's *Executive Limitations* policies
3. Are consistent with federal and state law
4. Contain all legally required and recommended policies

The Superintendent shall not fail to communicate to the Board:

1. Circumstances which indicate the need to draft new administration policy or revise existing administration policy
2. Suggestions from CASB or other recognized education policy experts regarding new policy language or revisions to existing policy
3. Administration policies that are inconsistent with current law or Board policy

The Superintendent shall not fail to consult, when appropriate and at his or her discretion, with staff, students, parents and other community members in the development of administration policy.

The Superintendent shall not fail to provide copies of all newly promulgated or revised administration policies to the Board and all administrators with instructions to distribute to staff and students. Communication to the board shall be for informational purposes only.

Adopted: August 2005

***Monitoring Method: Internal***  
***Monitoring Frequency: January***