Policy Title: **Administrative Cabinet** Policy Code No. 308

In order to facilitate and coordinate the school district administration, the Superintendent shall create an Administrative Cabinet that will serve in a consulting and advisory capacity to the Superintendent.

The members of the Administrative Cabinet shall be appointed by the Superintendent. The Cabinet shall be composed of central office administrators, building principals, assistant principals, supervisor of buildings/grounds and transportation, supervisor of food service, and others depending on need.

The Administrative Cabinet shall meet at regularly scheduled times to consider an agenda prepared by the Superintendent. The agenda shall include items suggested by Cabinet members. Members required to be present at particular meetings may sometimes vary, according to the topic of the meeting and the degree of involvement of the members concerned; those members who are required to be present at a particular meeting will be so notified by the Superintendent.

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| Date of Adoption | 8/14/1989 |
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| Revision Date | 05/01/1992 |

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| Legal Ref.: | Iowa Code § 279.8 (1991).  281 Iowa Admin. Code 12.3 (3). |
| Cross Ref.: | Board Policy  307.1 Management Team  307.2 Administrative Team  307.3 Administrative Structure  307.4 Organization Chart |