

CD. TEAM MANAGEMENT

District Leadership Team

Purpose

The District Leadership Team shall provide information and make recommendations regarding issues and concerns requiring decisions on the part of the superintendent. District Leadership Team meetings shall keep the superintendent and other District Leadership Team members informed about activities and operations affecting the district. Other duties include but are not limited to:

- Policy development and review
- Review and guidance on district practices and procedures
- Review and guidance on district budget and school finance issues
- Discussion of state and community issues that impact Bethel or vice versa

Membership

District Leadership Team members shall include the superintendent, district leaders, and may include representative(s) of the remaining administrative and supervisory team members, appointed by the superintendent.

Responsibilities of the Superintendent

- Determine the time, date, and location of District Leadership Team meetings.
- Serve as chair of such meetings (chair responsibilities shall be assumed by the next in the district's line of authority when the superintendent is absent).
- Inform District Leadership Team members of concerns and actions of the Board of Education and other professional or community agencies.
- Consider information and recommendations of District Leadership Team members and determine course of action.

Responsibilities of District Leadership Team Members

- Speak or react to any item or issue under discussion.
- Bring items of district interest before the District Leadership Team for information and discussion.
- Be informed of decisions and actions affecting their areas of responsibility.

Agenda

District Leadership Team meetings shall be facilitated by the chair. Each District Leadership Team member may bring items of district interest before the group for discussion or action.

ADMINISTRATIVE COUNCIL

Purpose

The Administrative Council shall provide team members the opportunity to participate in professional development activities and the development of plans, policies, programs and decisions related to the management of the district. The Council may serve in both initiatory and advisory roles:

Initiatory: Council members may bring before the team any plans, policies, or programs for discussion and to receive recommendations.

Advisory: Council members shall review proposals submitted by the superintendent or designee, suggest modifications or alternatives, and make recommendations.

Bethel School District #52
Administrative Rule

The authority to approve, adopt, or implement recommendations of the Council remains the responsibility of the Superintendent and the Board of Education.

The Administrative Council shall focus on the planning, setting, attainment and progress monitoring of district-wide goals and missions by reviewing data, research, and current practices. The Administrative Council shall strive toward development and implementing an aligned K-12 approach to meeting student needs.

Membership

Administrative Council members shall include all members of District Leadership Team, principals, assistant principals and designated supervisors.

Responsibilities of the Superintendent

- Determine the time, date, and location of Administrative Council meetings.
- Ensure appropriate facilitation of the meeting.
- Oversee the preparation of the agenda, record keeping at meetings and the distribution of any meeting minutes.
- Inform council members of concerns and actions of the Board of Education and of other professional or community agencies.
- Consider information and recommendations of council members and determine a course of action.

Responsibilities of Council Members

- Speak or react to any item or issue under discussion.
- Submit items of district interest to the superintendent's office for inclusion on the agenda.
- Be informed of decisions and actions affecting their areas of responsibility.
- Support the district policies and administrative rules.
- Provide input in the decision-making process of the administrative team.

SUB-COUNCIL MEETINGS

Purpose

Sub-councils coordinate the effective operation of each level of the organization (i.e., secondary level, elementary level). Should any situation arise that would affect the other level, it should be referred to the administrative council. The Sub-Council shall focus on the planning, setting, attainment and progress monitoring of district-wide goals and missions by reviewing data, research, and current practices. The Sub-Council shall strive toward developing and implementing a level-specific adaptation of an aligned K-12 approach to meeting student needs.

Membership

Administrative Council members shall include all members of District Leadership Team, principals, assistant principals and designated supervisors from the specific level, and other central office personnel when appropriate.

Responsibilities of Members

- Speak or react to any item or issue under discussion
- Submit items of interest to the rotating chair for inclusion on the agenda
- Bring problems or concerns for consideration by members
- Be informed of decisions and actions affecting their areas of responsibility