

**Policy 305.01: Administrative Cabinet**

**Status:** ADOPTED

**Original Adopted Date:** 02/01/1989 | **Last Revised Date:** 07/01/2021 | **Last Reviewed Date:** 07/01/2021

In order to facilitate and coordinate the District administration, the Superintendent may 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 may be composed of directors, business manager, building principals, or other administrators, 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 the particular meeting will be so notified by the Superintendent.

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