

## SENIOR ADMINISTRATION TEAM OPERATIONS

1. The Senior Administration Team will meet regularly.
2. The agenda will be prepared by the Superintendent from input of all members.
3. Each member shall keep the Senior Administration Team advised of the current state of the respective operations of his/her department and any assigned responsibilities. The sharing of information will assist in the promotion of understanding and build support for the work of the Senior Administration Team.
4. A "follow-up" list of decisions and tasks arising shall be circulated to the members.

*Accomplish Anything*

Adopted 9/347/04	Reviewed	Revised	Page 1 of 1
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