

**3100 SUPERINTENDENT OF SCHOOLS**3145 Decisions during the Superintendent's Absence

1. In the absence of the Superintendent, and where the Superintendent cannot be contacted, ~~decisions and duties normally performed by the Superintendent, except where the signature of an officer commissioned by the State is required,~~ will be performed by the Director or, in the absence of said Director, the Alternate Director that has been appointed to do so by the Superintendent. The Superintendent shall take all necessary actions to ensure that the Board and all Director level employees are kept informed in writing of the identity of the Director and Alternate Director that are currently appointed by the Superintendent to serve in such capacities. Decisions involving financial issues will be made in consultation with the Business Administrator.
2. In the absence of the Superintendent, the Building Principal is vested with the authority to act promptly and decisively in matters pertaining to maintaining school order, student discipline, and proper student and employee decorum.
3. In ~~the event that the Superintendent is absent and cannot be contacted so that this Policy becomes applicable,~~ the Board of School Directors will be notified via e-mail, and the Board President will be notified by phone as soon as practicable. If the President is unreachable, the Board Vice President will be notified by phone.

**Deleted:** or is not available by telecommunication means

**Deleted:** emergency decisions, including but not limited to school closings, delayed openings, and early dismissals,

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**Deleted:** a Director with a Letter of Eligibility and the most administrative experience in the district; if there are no Directors with a Letter of Eligibility, the Director with the most experience in this District will make the decisions.

**Deleted:** This includes all duties normally carried out by the Superintendent except where the signature of an officer commissioned by the State is required.

**Deleted:** any event,

Adoption Date	-	September 13, 1999
Revision Date	-	January 12, 2009
Practice	-	
Legal Reference	-	