



# ADMINISTRATIVE PROCEDURE

## EXECUTIVE COUNCIL MEETINGS

2430.1

Procedure No.

August 16, 1985

Date

- I. **PURPOSE:** To provide procedures for the operation of the Superintendent's Executive Council meetings.
2. **INFORMATION:** The Executive Council functions as a principal advisory group to the Superintendent on all matters of school system administration. The Council is composed of the Superintendent of Schools, the Deputy Superintendent, the Associate Superintendents, the Area Assistant Superintendents, the Director of Public Affairs and Communications, the Special Assistant to the Superintendent for Pupil Accounting and Student Appeals, the Special Assistant to the Superintendent for Magnet and Compensatory Schools, the Special Assistant to the Superintendent for Business and Industry, a principal representing high schools, a principal representing the middle schools, a principal representing the elementary schools (the elementary principal will rotate on a quarterly basis), and any others the Superintendent deems appropriate during a specific period of time. The Council meets approximately twice a month for regular meetings and, also for special workshops from time to time. Meetings will provide a forum for top management and communications; orientation toward certain issues; identification of operational responsibilities for programs; testing of ideas for practicality of acceptance; and for general identification of operational or planning problems.
- III. **DEFINITIONS:** The following definitions apply to the content of these procedures:
  - A. Executive Council: Principal advisory group to the Superintendent of Schools.
  - B. Regular Meetings: Meeting regularly scheduled for 9:00 a.m. on Wednesday of the week prior to the week of a Board Meeting.
  - C. Workshop Meeting: A special meeting called by the Superintendent for a specific purpose.
- IV. **PROCEDURES:** The following procedures are a general guide for the conduct of scheduled Executive Council meetings:
  - A. Agenda: The Council will follow agenda plans:
    1. Items – may be
      - a. For information of Council members.
      - b. For discussion purposes, or



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- c. For approval of the Superintendent.
2. Pre-Council Meeting Review: Materials needing prior study and review before discussion should be received by the Council members two days prior to scheduled discussion of the item.
3. Submission of Agenda Item to Secretary: The following should be accomplished by 2:00 p.m. on the Friday preceding the scheduled meeting (you will be notified of any necessary changes to this):
  - a. Submit item on standard Agenda Form,
  - b. Provide 25 copies of any backup material needed,
  - c. Secretary will present materials to the Superintendent for agenda item approval.
- B. Meetings: Scheduled regular meetings will be held at 9:00 a.m. on Wednesdays unless specifically advised otherwise by the secretary. Materials for meetings will be sent to the Executive Council Members on Monday morning preceding the appropriate Wednesday meeting and will include:
  1. Copies of the Agenda, and
  2. Copies of backup materials for Agenda items.
- C. Attendance: All members are expected to attend Executive Council meetings except when specifically excused by the Superintendent. In such cases of absence, the member should designate a representative to attend who will respond appropriately for the member.
  1. When it is necessary to have other staff personnel present at Council meetings, needed and the reasons. In order to save working time of such personnel, a specific time may be requested on the agenda item request for discussion of the item concerned. The secretary will assign a time, notify the responsible office concerned who will then notify their staff members.
  2. When a large group of people want audience, the Council member concerned should notify the secretary at least one full week in advance of the meeting so that the Superintendent's authorization can be obtained, personnel notified, and proper arrangements made.



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- D. **Debriefing:** The secretary will arrange for taking of minutes for all meetings, and prepare a debriefing for distribution to members by the close of business on the day following the meeting. Action and follow-up items will be starred in the debriefing.

When the Executive Council is scheduled for a WORKSHOP MEETING, the arrangements will be made by the Deputy Superintendent and will be accomplished by specific telephone or memorandum notification. The general rules for attendance in paragraph "C" above should be applied as may be appropriate. Debriefings will also be prepared for distribution two working days after the workshop.

- V. **RELATED INSTRUCTIONS:** None.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of the Deputy Superintendent and will be reviewed for any necessary updating on a continuous basis.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This supersedes Administrative Procedure 2340.1, date December 1, 1975.
- VIII. **EFFECTIVE DATE:** August 16, 1985.

Approved by:  
John A. Murphy  
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11