

**School Administration****Administrative Operations****Administrative Cabinet**

The Superintendent of Schools may establish an Administrative Cabinet as an advisory and deliberate body consisting of those members of the school staff who hold administrative positions. Its precise membership shall be determined by the Superintendent of Schools, who shall serve as chair of the cabinet.

As a group, the Administrative cabinet will discuss and attempt to develop effective modes of operation for implementing policies. Functioning in an advisory capacity, individual members or groups as a whole may make suggestions and recommendations with respect to policy which in turn will be transmitted through the Superintendent of Schools to the Board of Education for consideration. The cabinet possesses no inherent authority, nor does it exercise any executive function.

The administration cabinet shall be concerned with matters relating to, but not limited to:

1. Implementation of the District Strategic Plan
2. Upholding the mission, vision, priorities, and goals across the district.
3. Effective implementation of Board policy.
4. Aligning and developing budget priorities.
5. Aligning and developing facility priorities.
6. Aligning and developing staffing, evaluation, and supervision priorities.
7. Community Relations

The cabinet shall function as a channel of communication. Its individual members bear the responsibility of disseminating information to staff members under their charge, in promoting understanding of the total school program and assuring its harmonious operation. It is the responsibility of the Superintendent of Schools to keep the cabinet informed of decisions and activities of the Board pertaining to its concerns. Conversely, the cabinet shall have the responsibility of informing the Superintendent of Schools, and through him/her the board of education, of suggestions and problems originating with the school staff.

**Legal Reference:**                    **Section 118.24, Wisconsin Statutes**

**Policy Approved:**                **August 19, 1987**  
    **December 17, 2012**