

SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION

The basic principles of Administrative Organization and Operation are:

- a) The Board of Cooperative Educational Services shall formulate and legislate educational policy.
- b) Administrative procedures shall be developed by the District Superintendent or his/her designee. Affected or interested staff members or lay persons may be called upon to make recommendations for procedures.
- c) The central office staff shall provide overall leadership and assistance in planning and research.
- d) A reasonable limit shall be placed upon the number of persons with whom an administrator shall be expected to work effectively.
- e) Areas of responsibility for each individual shall be clearly defined.
- f) There shall be full opportunity for complete freedom of communication between all levels in the BOCES staff as outlined in the Table of Organization. (Refer to Policies #[3211-3211.15](#) -- Organizational Charts.)

Adopted: 7/10/02