

<h1>POLICY</h1>	2006	4220
	<b>Administration</b>	

**Subject: Administrative Authority During Absence of Administrators**

All administrators, including the Superintendent, Business Administrator, and the Building Principals, shall delegate to another staff member the authority and responsibility for making decisions and taking such actions as may be required during their absence. Guidelines for delegating this responsibility to persons who are not administrators will be developed by the Superintendent.

Approved: Board of Education  
November 28, 2002

Approved: Board of Education  
May 24, 2006