

**SUBJECT: ADMINISTRATIVE AUTHORITY****During the Absence of the Superintendent**

The Superintendent will delegate to another administrator the authority and responsibility for making decisions and taking actions as may be required during the absence of the Superintendent.

**In the Absence of Board Policy**

Periodically, problems and new questions arise for which no specific policy has been prepared. Members of the administrative staff will act in a manner consistent with the existing policies of the District and will alert the Superintendent to the possible need for additional policy development.