

**TEMPORARY ADMINISTRATIVE
ARRANGEMENTS**

FILE: CI

TITLE: Temporary Appointment of a Superintendent

POLICY:

To protect the board from the sudden loss of superintendent services, the superintendent may have no fewer than two senior staff members who are familiar with board and superintendent issues and are capable of assuming the superintendent's duties if required.

The school board shall adopt a resolution when a school official is appointed to assume the superintendent's duties because of an extended illness or disability of the current superintendent. This action shall occur at a regular or special meeting of the school board. The appointee shall serve in this capacity until the superintendent is able to perform the duties of the office or until the vacancy is filled.

- (1) The school board shall consult with the superintendent, if available, to obtain a recommendation on the appointment.
- (2) A certified copy of the resolution and school board minutes reflecting the school board's official action shall be filed with the commissioner of education, the legislative auditor and the secretary of state.
- (3) All actions taken by the appointee shall be reviewed and approved by the current superintendent upon return to the office or when the superintendent vacancy is filled unless the appointee's action was improper or illegal in the superintendent's opinion.

LAWS IMPLEMENTED: Sections 116.34(3); 1001.49; 1001.50, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-1.0421

ADOPTED: 11/17/08

**TEMPORARY ADMINISTRATIVE
ARRANGEMENTS – cont'd**

FILE: CI

TITLE: School Administration in the Absence of the Principal

POLICY:

- (1) Each principal, as a requirement of the position, must assume total responsibility for the school.
- (2) Any principal who plans to be away from school for one-half day or longer shall notify the immediate supervisor's office and shall designate a responsible staff member to be in charge of the school during the absence. The name of the person to be in charge of the school when the principal is absent shall be submitted to the superintendent each year prior to the close

of preplanning. In the event of a principal's absence, the whereabouts shall be made known to the immediate supervisor, school secretary and designated staff member.

LAWS IMPLEMENTED: Sections 1012.23; 1012.28; 1001.54, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-1.0421

ADOPTED: 11/17/08