

OFFICE SERVICES MANAGEMENT

Office services will be provided for the purposes of expediting the ongoing business of the District and making the most effective use of staff time.

The Board instructs the district administrator, or designee, to:

- a. Maintain a continuous assessment of office services needs at all school locations,
- b. Seek the maximum standardization and coordination of office procedures and systems,
- c. Employ flexible staffing patterns to accommodate office needs in the most efficient but economical manner, and
- d. Conduct periodic studies and prepare periodic recommendations concerning such matters as office machine utilization.

APPROVED: October 29, 1985
 September 16, 2013
 DECEMBER 17, 2018