DISTRICT ADMINISTRATION

I. Purpose: The general purpose of the District’s administration shall be to manage the District’s various departments, units, and programs, to provide professional advice and counsel to the Board, and to implement the District’s goals and philosophy.

II. Authority: The Superintendent and other administrators shall have the responsibility and the authority necessary to fulfill their respective administrative assignments, in accordance with law.

III. Organizational Plan: The Superintendent shall develop and maintain lines of authority within the District’s staff for purposes of communication, delegation, and accountability. The Superintendent shall develop and maintain an organizational chart which shall delineate lines of authority within the District.

IV. District Insurance: The Superintendent shall annually review or cause to be reviewed the District’s insurance coverage and shall recommend to the Board appropriate insurance coverage for the District. As authorized by law and deemed necessary, the District shall purchase and maintain appropriate insurance coverage for District property and other possible losses to the extent practicable.

V. Fund Raising in District: The employees of the District, as a group, may conduct one District-wide fund raiser annually.

VI. District Records: The District shall comply with the Oklahoma Open Records Act regarding its records. Requests to inspect or to copy District records shall be submitted to the Superintendent utilizing the District’s Public Records Access Request form which is available at the Superintendent’s office during regular business hours and is available on the District website at http://www.sotc.edu Requests to inspect or to copy student records shall conform with District policy and Administrative Regulations governing student records. As authorized by law, the District may charge those fees for copies, certified documents, computer generated documents, and searches as are set forth in Administrative Regulations.

Electronic Document/Email Retention: District emails and documents relating to official school business shall be maintained as specified by state and federal laws and regulations. Each employee is responsible for filing required documents and email communications in a manner suitable for retrieval as required by law. The District will provide storage space on its servers for retention of these documents and email communications and will provide backup protection for documents stored in the allocated space. All other email communications will be backed up through automated process for thirty days.