

**Administration**

**Appointment of Designee for Superintendent of Schools**

1. The Superintendent shall appoint annually a designee to serve from July 1 to June 30.
2. The Superintendent shall report his/her appointment to the Board of Education at a regular meeting of the Board during the month of June.
3. The person appointed shall be a full-time administrator in the Stafford School district.

**DUTIES**

1. The designee shall function only when the Superintendent is out of contact with the district.
2. The designee shall report to the Superintendent of Schools as soon as possible on any action taken.
3. The designee shall report/consult immediately with the Chairman of the Board of Education on any action taken.

Regulation approved: December 4, 2000