

## **OFFICE SERVICES MANAGEMENT**

Office services will be provided to expedite the ongoing business of the school district and to make the most effective use of staff time.

The Board instructs the district administrator, or his/her designee, to:

- a. Maintain a continuous assessment of office services needs in the district;
- 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: August 24, 1988