

**OFFICE SERVICES MANAGEMENT**

Office services will be provided for two-fold purposes of expediting the ongoing business of the school district and of making the most effective use of staff time, including the time of teachers who are engaged by the Board of Directors to provide instruction.

The Board instructs the Superintendent to:

1. Maintain a continuing assessment of fluctuating office services needs at all school locations.
2. Seek the maximum standardization and coordination of office procedures and systems.
3. Employ flexible staffing patterns to accommodate office needs in the most efficient but economical manner.
4. Conduct periodic studies and prepare periodic recommendations concerning such matters as word processing, office machine utilization, the use of contracted office services and the like.

LEGAL REFERENCE:

DATE OF ADOPTION: January 14, 1981

DATE OF REVIEW: December 19, 2005

DATE OF REVISION:

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT  
DELHI, IOWA 52223