

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: EG

OFFICE SERVICES MANAGEMENT

Office services will be provided for two-fold purposes of expediting the ongoing business of the School Corporation and of making the most effective use of staff time.

The Board directs the Superintendent to:

1. Maintain a continuing assessment of office services needs at all school locations and offices.
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, data processing, and the use of contracted office services.

Adoption Date: April 27, 1977

Legal Ref:

Cross Ref: