

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 86
November 4, 1988

SUBJECT: SUPERINTENDENT'S FIELD CABINET

- I. Purpose
- II. Membership
- III. Process

I. PURPOSE

The purpose of the Superintendent's Field Cabinet is to establish a process whereby field administrators can provide input directly to the Division Superintendent in a setting in which there is a little or no risk involved in raising issues. It is the intent of the Superintendent's Field Cabinet to provide a forum for field administrators:

- A. To focus on the large issues that impact all schools, the Division, or the District in general. (Other processes are available to address specific problems which effect a single school/community.)
- B. To identify areas that work well and/or areas in need of improvement
- C. To disseminate information to organizations and committees through their respective officers

II. MEMBERSHIP

- A. Membership in the Superintendent's Field Cabinet is restricted to the following individuals:

- Chairperson -Principals' Organization
- Chairperson -Assistant Principals' Organization
- Chairperson -Assistant Principals' (Counseling and Guidance) Organization
- Chairperson -Curriculum Council
- Chairperson -Guidance Council
- Chairperson -ROC Coordinators
- Administrative Secretary

- B. Other individuals/administrators may be included as resource personnel or Ad Hoc committee members.

III. PROCESS

- A. Meetings

- 1. Meetings are to be held every other month preceding the Assistant Superintendent's Principals Meetings and regularly as scheduled.
- 2. At the first meeting of the school year, each representative is to be provided with the following information in written form:
 - A. Statement of purpose of the organization, addressing the need to get direct input from its members
 - B. Calendar of events

- B. Agenda

- 1. A written agenda is to be completed prior to each meeting.
- 2. Two members of the Cabinet shall be designated to collect agenda items and notify the Superintendent's Office one week in advance of the scheduled meeting.

- C. All presentations shall be made orally, except that concerns and problems are to be supported in writing

using the following problem-solving format (See [Attachment](#)):

1. Statement of the problem
2. Background (if applicable)
3. Alternative Solutions
4. Recommendations (simply stated-all concerns and problems to have specific recommendations for solution)

For assistance, please telephone John Hungerford, Administrative Consultant, at (213) 625-4225.

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
Division of Adult and Occupational Education**

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[Attachment](#)

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