

Policy Manual Index Series 200 – Administration

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WASB CODE: 220

DISTRICT ADMINISTRATOR

The District Administrator shall be the chief executive officer of the Board in the administration of the Pecatonica Area School District. The District Administrator shall be responsible for the efficient operation of the school district as mandated by the Wisconsin statutes. The District Administrator shall be held accountable for those duties and responsibilities detailed in the approved position description.

LEGAL REF.: 115.001(8) Wisconsin Statutes
119.32
PI 8.01(2)(q) Wisconsin Administrative Code

CROSS REF.:

APPROVED: January 19, 1987

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RECRUITMENT AND SELECTION OF DISTRICT ADMINISTRATOR

When recruiting the district administrator, the Board of Education shall actively search within and outside the school system in an effort to fill the position with the most capable person available. The Board of Education shall consider only those candidates who meet both state and district qualifications and who display the ability to successfully perform the essential functions of the District Administrator's position as outlined in the approved job description.

A broad based recruiting effort shall be employed. The Board shall make a preliminary screening of all candidates. A final choice will be made after the Board has considered each finalist. The Board, as a whole, shall select a candidate for employment as the District Administrator. A majority vote of the Board shall be required. Employment shall be conditioned on a criminal background check.

LEGAL REF.: 111.31 – 111.395 Wisconsin Statutes 118.19(9)
118.25
121.02(1)(a)
PI 8.01(2)(a) Wisconsin Administrative Code PI
34.32
American with Disabilities Act of 1990 Section
504 of the Rehabilitation Act

CROSS REF.: 110 – Philosophy of Education
220 – District Administrator
225 – Evaluation of District Administrator 511
– Equal Opportunity Employment
District Administration Job Description

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February 21, 2022

RECRUITMENT AND SELECTION OF ADMINISTRATORS

The District Administrator shall be responsible for seeking qualified candidates to fill administrative personnel vacancies in the District. A broad based recruiting effort shall be employed. Administrative personnel shall be employed by the School Board upon recommendation of the District Administrator. All candidates recommended to the Board shall meet or exceed state and District job descriptions and display the ability to successfully carry out the essential functions of the position.

An interview team, established by the District Administrator or his/her designee, will be comprised of key stakeholders, including Board Member(s), who work closely with the position to be filled. The recommendation to the Board on the selected candidate is made by the District Administrator. Employment shall be conditioned on a successful background investigation and criminal background check.

Administrative staff members shall be appointed by a majority vote of the Board, upon recommendation of the District Administrator.

LEGAL REF.: Sections 111.31 – 111.395 Wisconsin Statutes
 118.19(9)
 118.25
 121.02(1)(a)
 PI 8.01(2)(a) Wisconsin Administrative Code PI
 34.32
 American with Disabilities Act of 1990 Section
 504 of the Rehabilitation Act

CROSS REF.: 110 - Philosophy of Education
 511 - Equal Opportunity Employment
 533 - Professional Staff Recruiting/Hiring
 533 - Rule Professional Staff Recruiting/Hiring Procedures
 Administration Job Descriptions

APPROVED: February 21, 2022

ADMINISTRATORS' CONTRACTS

The Board of Education and district level administrators shall enter into a written contract establishing rate of pay and other conditions of employment. Such contracts shall be reviewed by February of each year and filed in the district office. The administrators' contracts shall cover a term consistent with legal requirements.

All fringe benefits available to the teaching personnel shall be available to the district level administrators, unless otherwise specified in the administrator's individual contract. Administrators with 12 month (full year) contracts shall be allowed a total of 20 days vacation per year (prorated if part-time), to be taken during the time school is not in session unless exception is granted by the Board of Education.

Renewal and/or non-renewal of an administrator's contract shall be according to statutory provisions.

LEGAL REF.: Section 118.24 Wisconsin Statutes

CROSS REF.: 225 - Non-Renewal of the District Administrator
Current Handbooks

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October 19, 2009
February 21, 2022

ADMINISTRATOR COMPENSATION PLANS

Administrators should be adequately compensated, based on their performance in specific assignments, their overall contribution to the education of district students, and their potential value to the school system. Every reasonable effort will be made to maintain the organization and the administrative personnel necessary to implement this policy.

Administrator salaries shall be determined annually by the Board of Education.

Twelve-month administrative employees are encouraged to utilize their full vacation allowance during the course of each contract year. Twelve month administrators may carry over up to five (5) vacation days into the following contract year with District Administrator approval. Any carried over vacation days will automatically expire at the end of year two.

LEGAL REF.: Section 118.24 Wisconsin Statutes

CROSS REF.: 222 - Administrators' Contracts

APPROVED: February 21, 2022

ADMINISTRATOR DEVELOPMENT OPPORTUNITIES

The Board of Education feels that professional growth is desirable and necessary to maintain competence in school administration. Therefore, the Board encourages the district level administrators to attend educational meetings, conferences, workshops, and classes in order to become aware of changes in education that may affect school district policies, procedures, and programs. Reasonable expenses shall be paid by the district in accordance with Board policy and district procedures.

Membership in professional, administrative, and curricular organizations relating to the duties and responsibilities of the district level administrators shall be provided by the District.

LEGAL REF.: Section 118.24 Wisconsin Statutes
 121.02(1)(b)
 PI-8.01(2)(b)
 Wisconsin Administrative Code PI-34

CROSS REF.: 671.2 – Expense Reimbursements

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 February 21, 2022

BOARD/DISTRICT ADMINISTRATOR RELATIONS

The Board of Education believes that policymaking is one of its most important functions and that the implementation of policy is a function of the District Administrator. The Board delegates executive powers to the District Administrator so that he/she may manage the school within the Board's policies, thus permitting the Board to devote its time to policy making and evaluation.

The Board shall hold the District Administrator responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

Members of the Board cannot act for the Board on any matters unless officially delegated by the Board with authority to do so. Members shall refrain from involving themselves in administrative matters and from asking the District Administrator for personal considerations. Board members shall refer all non- action matters and criticisms to the District Administrator.

The District Administrator may delegate responsibilities and the authority necessary for the operation of the schools to other designated officials who are serving the district in an administrative capacity.

LEGAL REF.: Section 118.24 Wisconsin Statutes
 120.12
 120.13

CROSS REF.: 150 – School Board Powers and Duties
 151 – Board Policy Development 161
 – Board Member Authority
 225 – Evaluation of District Administrator 253
 - Rules and Policy Implementation District
 Administrator Job Description

APPROVED: January 19, 1987

REVISED: October 19, 2009

EVALUATION OF DISTRICT ADMINISTRATOR

An evaluation of the District Administrator shall be conducted semi-annually, no later than December 31st and June 30th, in accordance with state law and district procedures. The evaluation shall be based on the District Administrator's duties and responsibilities as outlined in the job description and such annual performance objectives in meeting the district goals as agreed to by the Board and District Administrator. Specific evaluation procedures shall be established.

Through the Board President, a written evaluation summary will be provided to the District Administrator following a conference with the full Board. There will be a complete and frank discussion of all items on the evaluation to enable the district administrator to have a thorough understanding of the evaluation's conclusions. Strengths of the District Administrator and developmental needs shall be reviewed.

LEGAL REF.: Section 121.02(1)(q) Wisconsin Statutes
 PI-8.01(2)(q) Wisconsin Administrative Code

CROSS REF.: 150 – School Board Powers and Duties
 222 – District Administrator's Contract District
 Administrator Job Description

APPROVED: January 19, 1987

REVISED: December 16, 1991
 October 19, 2009
 June 17, 2019
 May 15, 2023

NON-RENEWAL OF THE DISTRICT ADMINISTRATOR

The Board has an obligation to the students, parents, and residents of this District to employ the professional leadership the Board feels best suited to meet the educational needs of the students. The Board shall meet this obligation through recruitment, hiring, and supervision efforts designed to assure that the District Administrator is highly qualified and meeting performance standards while in the position.

If the District Administrator's performance is found to be unsatisfactory by the Board, the District Administrator shall be notified in writing by the President. The District Administrator shall normally be given an opportunity to correct the condition.

If the Board intends to consider non-renewal of the District Administrator's contract, it shall give the District Administrator written preliminary notice by registered mail at least five (5) months prior to the expiration of the contract.

If the District Administrator files a written request with the Board within seven (7) days after receiving such notice, the District Administrator has a right to a hearing prior to being given the notice of non-renewal of the contract. The District Administrator may request a public or private-hearing and request that the Board provide its reasons for non-renewal, in writing, prior to the hearing.

At least four (4) months prior to the expiration of the contract of the District Administrator, the Board shall provide notice, in writing, of either renewal of the contract or refusal to renew such contract. No person may be employed or dismissed except by a majority vote of the full Board.

Non-renewal of the District Administrator's contract shall be consistent with State law and with the provisions of the employment contract between the Board and the District Administrator.

By mutual agreement of the Board and the District Administrator, the employment contract may be modified or terminated.

LEGAL REF.: Sections 118.24(6) and (7) Wisconsin Statutes

CROSS REF.: 220 - District Administrator
221.1 - Recruitment and Selection of District Administrator
222 - Administrators' Contracts
225 - Evaluation of District Administrator

APPROVED: February 21, 2022

ADMINISTRATIVE TEAM/COUNCILS, CABINETS, AND COMMITTEES

The District Administrator may create committees for the purpose of developing school programs, implementing Board policies or for whatever other purpose the district administrator or Board deems necessary.

All committees created by the District Administrator are advisory in nature and shall include in writing the following elements: A written statement of purpose, a listing of membership, and a method of reporting.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
 120.44

CROSS REF.: 150 – Board Powers and Duties

APPROVED: August 21, 1989

REVISED: December 16, 1991
 October 19, 2009

WASB CODE: 251

ORGANIZATION FOR ADMINISTRATIVE PURPOSES

The District Administrator shall carry out policies of the Board and administer the school district. He/she may delegate authority and/or responsibility assigned to him/her to any member of the administrative staff. When such authority and/or responsibility are delegated by the District Administrator, the recipient of such authority and/or responsibility shall be directly responsible to the District Administrator in carrying out the delegated authority and/or responsibility.

Employees shall deal with their immediate supervisor regarding staff problems or concerns. After sincere attempts to resolve the issue with his/her supervisor, a staff member may present his/her problems or concerns to the District Administrator. After exhausting established lines of authority, a staff member may present his/her problems or concerns to the Board of Education, by requesting to be placed on the Board meeting agenda.

CROSS REF.: 150 – Board Powers and Duties
 220 – District Administrator
 224 – Board-Administrator Relations

APPROVED: January 19, 1987

REVISED: October 19, 2009

RULES AND POLICY IMPLEMENTATION

The Board shall delegate to the District Administrator the function of specifying required actions and designing the detailed arrangements under which the schools shall operate. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. The administrative regulations must, in every respect, be consistent with Board policies and state and federal laws and regulations.

Policies developed by the Board and the administrative regulations developed to implement policy are designed to promote an effective school system. Consequently, it is assumed that Board employees and students will carry out the policies and regulations.

In an attempt to ensure equitable and just treatment of all, suggestions for changes in, revisions of, or additions to existing policies and regulations are welcomed from staff members or by any citizen or group of citizens in the District.

Members of the administrative staff shall be responsible for informing the students and staff of applicable policies and regulations, and for seeing that they are implemented.

District policies and regulations are available upon public request in addition to being posted on our website.

CROSS REF.: 150 – School Board Powers and Duties
 151 – Board Policy Development 210 – District Administrator
 213 – Board – Administrator Relations
 253.2 –Development of Handbooks
 Administrative Staff Job Descriptions
 Current Handbooks

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 February 21, 2022

JOB DESCRIPTIONS

The District Administrator shall oversee the development and maintenance of written job descriptions for all employee classifications in the District.

Each job description shall identify required qualifications and include the essential functions (primary tasks) of the job. Job related activities are developed with the input of appropriate staff members in each educational area.

Job descriptions for professional staff, including administrators, shall be adopted by the Board in accordance with state legal requirements. Other staff job descriptions shall be approved by the Board upon recommendation of the District Administrator.

Job descriptions shall be on file in the District Office. All job descriptions shall be reviewed and updated under the supervision of the District Administrator, except that the job description for the District Administrator shall be reviewed and updated by the Board.

LEGAL REF.: Sections 19.85 Wisconsin Statutes
 19.86

CROSS REF.: 185 - Board Committees
 Employee Contracts/Handbook

APPROVED: November 18, 2013

WASB CODE: 260

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In any organization it is important that the responsibility for decision making be clearly established in the event of absence of the assigned administrator.

District Level

When the District Administrator is absent from the District, he/she shall designate who shall serve as acting administrator. If the District Administrator does not name an acting administrator, then the Jr./Sr. High School Principal shall serve in the capacity until the District Administrator returns.

In the event of a vacancy in the position or the incapacitation of the District Administrator, the responsibility for the temporary appointment of the interim District Administrator rests with the Board.

Building Level

Each principal shall designate and report to the District Administrator the name of the staff member who will be in charge of the building when the principal is absent. A second staff member shall be chosen to be in charge in case of absence of the designated staff member.

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 October 19, 2009
 February 21, 2022