

# LEGEND

RED TEXT are items to be deleted

GREEN HIGHLIGHTS are items to be added

GREEN TEXT are only in the Table of Contents and are new policies to be developed.

I will explain as needed at the meeting but you need to know these general notations to understand the changes.

Call me if you have any further questions

## SERIES 200: ADM INISTRATION

- 210 Administration Goals
- \*220 District Administrator
  - 221 Recruitment and Appointment of Administrators
  - 222 Administrative Contracts
    - 222.1 Termination of Administrator's Contract
    - 222.31 Early Retirement for Administrators
    - 223.31 Rule
  - 223 Administrator Professional Development Opportunities
    - 223.1 Administrative Credit Reimbursement
    - 223.1 Rule
  - 224 Board-Administrator Relations
  - 225 District Administrator Evaluation
    - 225.J Administrative Staff Evaluation
- 230 Administrative Team
- \*240 Supervisory Personnel
- \*250 Administrative Operations
  - 251 Organization for Administrative Purposes
  - 252 Administrative Councils and Committees
  - 253 Policy Implementation
    - 253.1 Development of Administrative Rules
    - 253.2 Development and Approval of Handbooks
  - 254 Staff Job Descriptions
- \*260 Temporary Administrative Arrangements
- \*270 School District Reports

\*Identifies general policy category; is not represented by policy

### ADMINISTRATION GOALS

The administration of the Wonewoc-Center School District is responsible for the direction, coordination, and control of students and staff in their efforts to reach educational goals established by the Board. Administrators should demonstrate leadership and be able to resolve the inevitable problems and obstacles which will arise inside the school system and in its relations with the community.

The Board expects the administration to:

1. Identify problems and needs in the district;
2. Specialize in the process of decision-making and communication.
3. Plan, organize, implement, and evaluate the district's educational program; and
4. Coordinate and assist cooperative efforts between the school system and the community.

LEGAL REF.: Section 18.24 Wisconsin Statutes

APPROVED:

The Board shall inform various placement agencies of the district administrator position vacancy. The Board, acting as a committee of the whole, shall select and appoint the district administrator. Appointment shall take place at a legally held regular or special meeting of the Board. A majority vote of the entire Board shall be required.

LEGAL REF.: Sections 111.31 - 111.395 Wisconsin Statutes  
118.24  
121.02(1)(a)  
PI 8.01(2)(a) Wisconsin Administrative Code  
Americans with Disabilities Act of 1990

## ADMINISTRATIVE CONTRACTS

The Board and administrators shall enter into written contracts establishing **rate of pay compensation** and other conditions of employment. The term of these contracts shall be in accordance with state law and shall be on file in the central office.

**Renewal and/or nonrenewal of district administrative contracts shall be according to contractual agreements and/or state law provisions.**

**Renewal and non-renewal of administrative contracts shall be governed by sec. 118.24, Wis. Stats.**

LEGAL REF.: Section 118.24 Wisconsin Statutes

POLICY CROSS REF.: 223.3, Termination of Administrator's Contract

APPROVED:

## TERMINATION OF ADMINISTRATOR'S CONTRACT

Administrators shall be evaluated **annually** as stipulated **in** by the Board **policy** and individual administrator contracts. The Board, when desiring to release an administrator, shall be guided by the following whenever possible:

1. Base judgment on a written evaluation using **the job description Wisconsin Educator Standards for Administrators** as a primary basis.
2. Submit to the administrator written directives or suggestions where improvements need to be made.
3. Conduct necessary conferences with the administrator.
4. Submit to the administrator, in writing, the decision of the Board and the details for release from the position.

Should the Board choose to non-renew an administrator's contract, proper notification must be given in accordance with state law provisions.

Administrators may not be employed or dismissed except by a majority vote of the full membership of the Board. Modification or termination of an administrator's contract may be made by mutual agreement of both parties.

LEGAL REF.:                Sections 115.31   Wisconsin Statutes  
                                     118.24

POLICY CROSS REF.:    223 Administrative Contracts  
                                     **223.31 Early Retirement for Administrators**  
                                     225 District Administrator Evaluation  
                                     **225.1 Administrative Staff Evaluations**

APPROVED:

**EARLY RETIREMENT FOR ADMINISTRATORS**

The Wonewoc-Center School District may make early retirement opportunities available to eligible administrators. Early retirement benefits shall be provided in accordance with state law and established Board guidelines.

LEGAL REF.:                      Section 40.01 Wisconsin Statutes

APPROVED:

## **EARLY POST EMPLOYMENT BENEFIT RETIREMENT POLICY FOR ADMINISTRATORS**

It will be the policy of the Wonewoc-Center School Board to make it possible for its Full time Administrators who have had at least eighteen (18) 20 years of experience in service to the Wonewoc-Center School District, to elect early retirement. An Administrator must be and are at least fifty-five (55) but not over sixty-four (64) years of age at the time he/she elects early retirement in order to be are eligible for the benefits. under the early retirement policy.

The District agrees to pay the early retiree ten two thousand dollars (\$2,000) (\$10,000) for each year of early retirement up to a maximum of ten fifty thousand dollars (\$10,000) (\$50,000) for up to over five (5) years. of early retirement. The payment schedule is as follows:

1st year of early retirement \$10,000

2nd year of early retirement \$10,000

3rd year of early retirement \$10,000

4th year of early retirement \$10,000

5<sup>th</sup> year of early retirement \$10,000

The payment for the first year will be made on January 25th prior July 1<sup>st</sup> of the school year following retirement to the retiree's HRA. With each additional year of early retirement, the payment will be made at successive one-year intervals, payable on January 25th. prior to July 1<sup>st</sup>

A qualified early retirement administrator will be eligible to be included in the school district's current health insurance program subject to the eligibility rules and regulations of the carrier. For eligible retired administrators, the District will contribute toward the single or the family health insurance premium at the rate of ninety-five percent (95%) of the premium,

These payments shall continue for a maximum of 60 months or until the administrator becomes eligible for Medicare/Medicaid, whichever occurs first.

The declaration of early retirement must be filed in the Superintendent's office on or before January 15th of the final working year in the district.

In case of death during the five year early retirement period, the payments shall be terminated; they will be prorated for the year of death.

Once the funds have been deposited into the personal HRA, the money is the employee's. The funds in the personal HRA will go to heirs, upon death, and any remaining payments to the account are null and void.



## BOARD-ADMINISTRATOR RELATIONS

The Board believes that policy-making is one of its most important functions. Implementation of policy is the function of the district administrator. The Board delegates executive powers to the district administrator so that he/she may Manage the schools within the board's policies, 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 matter unless officially delegated by the Board with the 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-board action matters to the district administrator.

The district administrator may delegate responsibility and authority necessary for the operation on the schools to other designated officials who are serving in an administrative capacity.

LEGAL REF.:                      Sections 18.24 Wisconsin Statutes  
                                                 120.12  
                                                 120.13

POLICY CROSS REF.:        150, Board Powers and Duties

APPROVED:

### DISTRICT ADMINISTRATOR EVALUATION

Evaluation of the district administrator's performance shall be conducted **at least annually as stipulated** by the Board **and individual administrator contracts**. Evaluation shall be based directly upon **the district administrator's duties and responsibilities as outlined in the job description** **written evaluation using the Wisconsin Educator Standards for Administrators as a primary basis** and such performance objectives as may be agreed to by the Board and district administrator.

The Board shall provide a written evaluation summary to the district administrator in a conference with the full Board. There will be a complete and frank discussion of all items on the evaluation summary to enable the district administrator to have a thorough understanding of the evaluation's conclusions. Strengths of the district administrator shall be discussed and areas of improvement shall be suggested or directed.

LEGAL REF.:                      Sections 18.24 Wisconsin Statutes  
                                                 121.02(1)(q)  
                                                 Pl 8.01 (2)(q), Wisconsin Administrative Code

APPROVED:

## ADMINISTRATIVE STAFF EVALUATIONS

Administrative staff members shall be evaluated ~~at least annually~~ at least as often as required by state statute by the district administrator.

Administrative staff evaluations shall be based on ~~written job descriptions~~ written evaluation using the Wisconsin Educator Standards for Administrators or Educator Effectiveness models as directed by state statute as applicable, as a ~~primary basis~~ and such performance objectives as are agreed to by the district administrator and the individual administrative staff member. Strengths of the administrative staff member shall be discussed and areas of improvement shall be suggested or directed.

A written evaluation report shall be prepared for each administrative staff member concerning his/her job performance. The district administrator shall review with the Board the results of administrative staff evaluations.

LEGAL REF.:                      Sections 18.24 Wisconsin Statutes  
                                                 121.02(l)(q)  
                                                 PI 8.01(2)(q), Wisconsin Administrative Code

APPROVED:

### ADMINISTRATIVE TEAM

The Wonewoc-Center Board of Education supports the concept and application of team management in the administration of the school district. School administration demands a variety of talents which cannot be found in any single individual.

The district administrator shall lead and determine the structure of the total administrative team. The team is responsible to the district administrator who, in turn, is responsible to the Board.

Each administrator will have a job description on file in the District office.

LEGAL REF.:                   Section 118.24 Wisconsin Statutes

APPROVED:

### ORGANIZATION FOR ADMINISTRATIVE PURPOSES

The Board desires the district administrator to establish clear understandings on the part of all personnel of the working relationship in the school system. Lines of direct authority shall be those approved by the board and shown on the district organizational charts on time in the district office.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes. All personnel shall, however, have the right to appeal any decision made by an administrative authority.

Additionally, the lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility and represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

APPROVED:

**ADMINISTRATIVE COUNCILS AND COMMITTEES**

The district administrator may, with approval of the Board, form committees and other advisory groups for the purpose of developing school programs, implementing Board policy or for whatever other purpose deemed necessary.

APPROVED:

## POLICY IMPLEMENTATION

School district employees and students shall adhere to both Board policies and administrative rules.

Suggestions for changes in, revisions of, or additions to existing policies and rules shall be welcomed from district residents, employees, and students.

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

APPROVED:

### **DEVELOPMENT AND APPROVAL OF HANDBOOKS**

Student, teacher and parent handbooks shall be developed to serve as the basis for enforcement of school rules. When developed, handbooks shall be reviewed and adopted by the Board and used to ensure all students, staff and parents are aware of the rules used to govern the schools.

All handbooks shall be developed so their contents are consistent with Board policies and state and federal laws and regulations.

Copies of school district handbooks, when developed, shall be distributed at the beginning of the school year.

LEGAL REF.:               Section 120.13(1)(a) Wisconsin Statutes

POLICY CROSS REF.:    411 Equal Educational Opportunities

APPROVED:



**DEVELOPMENT OF ADMINISTRATIVE RULES/HANDBOOKS**

The Board of Education shall delegate to the District Administrator the function of specifying the required actions, and designing the detailed arrangements under which the school will be operated. These detailed arrangements shall constitute the administrative regulations governing the schools. They shall be defined in written form and organized in various handbooks for easy use. The handbooks must, in every respect, be consistent with the policies of the Board, statutory law, and case law.

The Board shall strive to formulate and adopt administrative regulations and handbooks only when specific statutes require Board adoption. The Board may also do so when the Superintendent recommends Board adoption in special circumstances.

ADOPTED:

## **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 include the job title, required qualifications, and descriptions of specific responsibilities including the essential functions of the position. Job related activities are developed with the input of appropriate staff members in each educational area.

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

Job descriptions shall be on file in the District Office. The job description for the District Administrator shall be included in the board policy manual. All job descriptions, other than District Administrator's shall be reviewed and updated under the supervision of the District Administrator.

LEGAL REF.:     Section   121.02(1)(a)   Wisconsin Statutes  
                  PI 8.01(2)(q)     Wisconsin Administrative Code PI 34  
                                  Americans with Disabilities Act of 1990

**ADOPTED:**

### **Temporary Administrative Arrangements**

When the District Administrator is absent from the school district, the Pre-K 12 principal shall serve as acting administrator. Any decisions that need to be made before the return of the District Administrator shall be the responsibility of the Pre-K12 principal.

If the District Administrator and Pre-K12 principal are absent from the district, another staff member shall be assigned to serve as acting administrator.

APPROVED:

**SCHOOL DISTRICT REPORTS**

**All school records and reports required by state or federal laws and regulations shall be made, verified and transmitted to the appropriate organization or agency on time.**

The District Administrator, or his/her designee, shall have the authority to acquire the necessary facts and statistics to complete such records and reports.

LEGAL REF.: Sections 115.28      Wisconsin Statutes

115.38 (2)

121.02(1)(0)

PI 8.01(2)(0), Wisconsin Administrative Code

APPROVED: