

## **POLICY SERIES 200: ADMINISTRATION**

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## ADMINISTRATION GOALS

The administration of the School District of Weyauwega-Fremont 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 processes of decision making and communication;
3. Plan, organize, implement and evaluate the district's educational program; and
4. Coordinate and guide the various centers of power within the school system and the community so as to enable people to do things together for education that they might never be able to do separately.

LEGAL REF.: Section 118.24, Wisconsin Statutes

APPROVED: March 14, 1995

REVIEWED: November 2001

## **DISTRICT ADMINISTRATOR (JOB DESCRIPTION)**

### **A. Basic Functions**

The District Administrator is the chief executive officer of the School District. He/she will act in accordance with the policies, rules and regulations established by the Board of Education and laws and administrative regulations of the state of Wisconsin.

The administration of the school district shall be delegated to the District Administrator. He/she in turn will delegate duties and authority to insure the implementation of school board policies for the best interest of the students in the district.

The District Administrator reports to the Board of Education.

### **B. Qualifications**

1. The District Administrator shall possess a Master's Degree from an approved institution, and hold a District Administrator's license from the Wisconsin Department of Public Instruction.
2. It is preferred that he/she have a minimum of three years administrative experience.

### **C. Responsibility and Authority**

Within the limits of state law, established policies of the school district, and under the direction of the Board, the District Administrator is responsible for and has authority to accomplish the duties outlined below. The Board shall provide such additional personnel as are necessary to the performance of these duties. The District Administrator shall:

1. Administrative
  - a. Assume responsibility for the direct supervision of all administrative personnel and maintenance of an effective supervisory program for all district employees.
  - b. Develop administrative procedures for implementing Board policies and provide continuous appraisal of these policies and procedures with the assistance of staff, recommending revisions where needed.

- c. Be responsible for fair and equitable treatment of all employees and students throughout the district.
- d. Implement decisions of the Board of Education.
- e. Perform other duties as directed by the Board.

## 2. Personnel

- a. Recommend employees for appointment, promotion or dismissal in accordance with policies of the Board and keep on file all credentials, licenses, transcripts, etc. of employees of the district.
- b. Assign all personnel. He/she may make temporary assignment to fill vacancies caused by illness or necessary absence of school employees.
- c. Establish and maintain an organizational system with clearly defined lines of authority and responsibility for all members of the school staff.
- d. Administer employee discipline fairly and consistently in accordance with all policies, contracts and laws.
- e. Assume complete responsibility for evaluation of personnel who report directly to him/her and review evaluation of all other administrators and teaching personnel of the district.
- f. Take an active interest in local, state, and national professional organizations, and encourage professional improvement and growth in members of the instructional staff.

## 3. Curriculum and Instruction

- a. Provide for the supervision and evaluation of all instruction and control and management of all pupils. Serve as an advocate for students and their educational programs.
- b. Work with the district in-service committee on the development, maintenance, and operation of a constructive program of in-service training and education for all employees of the school system.

- c. Inform the Board of Education of progress toward achieving school district goals and objectives.
  - d. Keep the parents and community apprised of the status of the schools and their programs.
  - e. Maintain the highest academic level possible for students. Ensure that policies and procedures are established for student rights, responsibilities, and discipline.
  - f. Have prepared for his/her approval the content of each course of study in the district curriculum and keep the Board apprised of the curriculum.
4. Community
- a. Be responsible for maintaining good public relations with the community.
  - b. Interpret the needs and status of the school to the general public.

#### D. Executive Duties

1. Attend all meetings of the Board except when his/her own contract or performance is under consideration.
2. Attend all Board committee hearings and meetings. The administrator and or his designees who are to report any matters to the Board shall do so by submitting their report together with any supporting data in writing at least three business days prior to said monthly meeting unless unable to do so by virtue of an emergency situation in which case the report may be made without submitting the written reports and data in advance. The administrator and or his/her designee shall only speak at the Board and/or committee meetings when and if a board member requests his or her input.
3. Prepare agenda for meetings of the Board (in consultation with the President) and assemble necessary resources and materials to assist the Board in researching sound judgments.

4. Interpret the needs and status of the school district and make appropriate recommendations to the Board in monthly oral and/or written reports.
5. Serve as liaison between the board and the schools, the Department of Public Instruction and CESA 6.
6. Assume full responsibility for making all recommendations to the Board of Education on all phases of the school operation. He/she will solicit input from staff.
7. Close the school in the event of inclement weather or emergency as necessary.

E. Business and Financial Operations

1. Prepare and present an annual budget to the Board for study and approval.
2. Present the proposed budget at the annual meeting. The final budget is presented for approval at a meeting held after the budget hearing and annual meeting, and prior to November 1.
3. Be authorized to select and purchase supplies and equipment for the schools within the budgetary allotment approved by the Board.
4. Responsible for instituting and monitoring all district financial and business practices.
5. Keep the Board informed of the financial needs of the district. Develop both short and long-range financial plans. Responsible for acting as catalyst for change and innovative thinking and accepting accountability for overall effectiveness of District business operations.
6. Advise the Board during the formulation of and execution of all contracts entered into by the Board of Education and School District.
7. Responsible for planning and use of all District facilities including supervision of all school buildings, grounds and equipment, subject to the policies of the Board.

8. Recommend plans for a long-range maintenance program to meet district instructional programming needs.

F. Employment

1. The Board of Education shall appoint the District Administrator to serve for a term of not more than two years. A contract for a term of two years may, however, provide for one or more extensions of one year each. The length of the contract shall be for 260 days. If at any time, in the opinion of the majority of the Board, his/her services are unsatisfactory, he/she shall be notified in writing and given an opportunity to correct the conditions. If the conditions are not corrected, the Board shall follow the procedure outlined in state law.
2. In addition to fringe benefits extended to the teaching staff, he/she shall annually be granted a vacation in accordance with terms indicated on his/her contract, at a time mutually satisfactory to the board and to the District Administrator.

Legal Reference: Sections 118.24, 121.01(1) (a) Wisconsin Statutes  
PI 8.01(2) (q) Wisconsin Administrative Code  
Americans with Disabilities Act of 1990

Cross Reference: 221.1 Administrator Residency Requirements

Approved: September 27, 2004

Revised: August 23, 2010

## **RECRUITMENT AND APPOINTMENT OF ADMINISTRATORS**

When an opening in the district administration occurs, the Board shall aggressively recruit in an effort to fill the position with the most capable person available. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully carry out the duties of the district administrator.

The Board shall inform various placement agencies of the vacancy in administration. 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 Board shall be required.

When a vacancy occurs in the administrative staff, the district administrator shall inform the Board by telephone or letter of such a vacancy. Selection and screening procedures for administrative staff members shall be developed by the district administrator and approved by the Board.

Whenever the Board becomes aware of a pending administrative vacancy, the Board has the option of adopting a succession plan with an internal candidate provided that candidate has demonstrated at least three years of successful administrative experience and will meet licensure requirements by the time the vacancy occurs.

LEGAL REF.:           Section 118.24, Wisconsin Statutes

APPROVED:           March 14, 1995

REVIEWED:           November 2001

REVISED:            January 26, 2009

## ADMINISTRATOR CONTRACTS

The Board and district administrator shall enter into a written contract establishing rate of pay and other conditions of employment. The district administrator's contract shall cover a period from one (1) to two (2) years in accordance with the state law and shall be on file in the central office.

Renewal and /or nonrenewal of the district administrator's contract shall be according to state law provisions.

All applicable provisions for this policy shall also be used for other members of the administrative staff.

LEGAL REF.: Section 118.24, Wisconsin Statutes

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

APPROVED: March 14, 1995

REVISED: January 4, 1999

REVIEWED: November 2001

## **ADMINISTRATOR COMPENSATION AND BENEFITS**

The salary of the district administrator, additional benefits, vacation entitlements and other leave shall be determined at the time of his/her appointment or reappointment and shall be part of the written contract.

Additional benefits, such as health and other forms of insurance, shall be at least equal to those granted other professional staff members.

Compensation and benefits for other administrative staff members shall be determined by the Board and shall be part of their written contracts.

LEGAL REF.:       Section 118.24, Wisconsin Statutes

APPROVED:        March 14, 1995

REVIEWED:        November 2001

## **ADMINISTRATOR DEVELOPMENT OPPORTUNITIES**

The Board feels that professional growth of administrative staff members is desirable and necessary to maintain competence in school administration. Therefore, the Board encourages administrative staff members to attend educational meetings, conferences and workshops in order to become aware of changes in education that may affect school district policies and programs. Attendance at such meetings shall be approved by the Board or district administrator in advance. District Administrator's attendance at conferences and workshops shall be approved by the board.

School administrators may be reimbursed for expenses incurred in the performance of their duties in accordance with established procedures and within current budgetary limitations.

LEGAL REF.: Section 118.24, Wisconsin Statutes

CROSS REF.: 671.2, Expense Reimbursements

APPROVED: March 14, 1995

REVISED: November 2001

## TERMINATION OF ADMINISTRATOR'S CONTRACT

Administrators shall be evaluated annually as stipulated in 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 as a primary basis;
2. Submit to the administrator written judgments where improvements need to be made;
3. Provide a one (1) year probationary period, when possible, for rectification of those areas deemed deficient,
4. Conduct necessary conferences with the administrator at all times; and
5. Submit to the administrator, in writing, the decision of the Board and the details for release from the position.

When the Board chooses 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.: Section 118.24, Wisconsin Statutes

CROSS REF.: 223, Administrator Contracts

APPROVED: March 14, 1995

REVIEWED: November 2001

## **BOARD-ADMINISTRATOR RELATIONS**

The Board believes that policy-making is one of its most important functions, and that the 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, 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 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 nonaction matters and criticisms to the district administrator.

Cooperation is the key to good teamwork. This applies to policy development, district organization and operation, building plans and procedures, salaries, transportation, food services, instructional services and developmental plans for new programs. The team should recognize the need for continuous evaluation of all the functions and services of the school system.

All members of the administrative team should be present when the business of the school district is being conducted, as directed by the District Administrator or board.

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

LEGAL REF.:           Sections 118.24, Wisconsin Statutes  
                                  120.12  
                                  120.13

CROSS REF.:           150, Board Powers and Duties  
                                  221, District Administrator (Job Description)

APPROVED:            March 14, 1995  
REVISED:             November 2001



## **ADMINISTRATIVE STAFF EVALUATIONS**

Administrative staff members shall be evaluated annually by the district administrator. Such evaluations shall be carried out in conjunction with the annual evaluations of the Board and district administrator.

Administrative staff evaluations shall be based on written job descriptions 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.

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

LEGAL REF.:           Sections 118.24  
                          121.02 (1) (q), Wisconsin Statutes  
                          PI 8.01 (2) (q), Wisconsin Administrative Code

CROSS REF.:           Job Description Manual

APPROVED:            March 14, 1995

REVISED:             November 2001

## **ADMINISTRATIVE TEAM**

The Weyauwega-Fremont 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.

Staff members in supervisory positions may serve in an advisory capacity to the administrative team.

LEGAL REF.: Section 118.24, Wisconsin Statutes

APPROVED: March 14, 1995

REVISED: January 4, 1999

REVIEWED: November 2001

## **BUSINESS MANAGER (JOB DESCRIPTION)**

### A. Basic Functions

To administer the business affairs of the district and serve as the professional advisor to the District Administrator and Board of Education on fiscal matters.

### B. Qualifications

1. The Business Manager shall have earned a Bachelor's Degree from an approved institution, and hold a Business Manager's license from the Wisconsin Department of Public Instruction.
2. It is also preferred that he/she have had at least three years of professional experience in either business management, or accounting.
3. Visit classrooms as often as possible.
  - b. Students
    - (1) Control and direct the classification, instruction, promotion and conduct of the pupils of the district within the rules and regulations approved by the Board.
    - (2) See that procedures to be used in emergencies have been set up and practiced if necessary.
  - c. Community
    - (1) Be responsible for maintaining good public relations with the community.

### C. Responsibility and Authority

The Business manager reports directly to the District Administrator and is responsible for supervision and management of the financial affairs of the district including the following duties:

#### Budget:

1. Assisting the District Administrator with budget development and long-range financial planning.
2. Administration of the budget.
3. Maintaining adequate budgetary and accounting controls

**Accounting:**

1. Establishment and supervision of a program of accounting adequate to record all money and transactions and fully comply with current accounting standards.
2. Supervision of all accounting operations.
3. Maintenance of inventory system and documentation.

**Payroll:**

1. Supervision and maintenance of District payroll functions including all required reporting functions.

**Purchasing Goods and Services:**

1. Coordination of a purchase order system and documentation necessary for ordering items.
2. Purchase of all supplies, materials and equipment within District budget and Board Policy.
3. Negotiates business contracts as required.
4. Bidding contracts.

**Management of District Funds:**

1. Supervision of the collection, safekeeping, and distribution of all district funds.
2. Supervision of administration of state and federal funds.
3. Management of District cash balances and investment of District Funds.
4. Disbursement of District funds in accordance with state statute and budgetary authority.
5. Maintenance of the Petty Cash Fund.

**Reporting and Recordkeeping:**

1. Provides periodic financial statements to the Board of Education as requested.
2. Maintaining all financial reports for the district.
3. Preparation of all annual financial reports.
4. Recording and filing of official documents of the District.
5. Maintenance of all business and employee data records.

**Negotiations:**

1. Preparation and calculation of database costing information for contract negotiations.
2. Serve as financial consultant to Board of Education in negotiations.

**Fiscal Control:**

1. Conducts internal audits of school accounts.

2. Coordinate annual external audit.

Personnel Supervision:

1. Supervision of all business office personnel.
2. Recommend business office employees to the District Administrator for appointment or dismissal in accordance with policies of the Board and shall keep on file all credentials, licenses, transcripts, etc., of employees of the district
3. Supervision of Buildings and Grounds operations.
4. Supervision of the Transportation program.
5. Supervision of Food Service operations.

Other Duties:

1. Attendance at all Board of Education meetings.
2. Coordination and Administration of Building Use Policy.
3. Management of the District insurance program.
4. Conducts internal audits of school accounts.
5. Interprets financial position of the district to the community at large.
6. Take an active interest in local, state, and national professional organizations.
7. Other duties as designated by the District Administrator

D. Employment

- a. The Board of Education shall appoint the Business Manager to serve for a term of not more than two years. A contract for a term of two years may, however, provide for one or more extensions of one year each. The length of the contract shall be for 260 days. If at any time, in the opinion of the majority of the Board, his/her services are unsatisfactory, he/she shall be notified in writing and given an opportunity to correct the conditions. If the conditions are not corrected, the Board shall follow the procedure outlined in state law.
- b. In addition to fringe benefits extended to the teaching staff, he/she shall annually be granted a vacation in accordance with terms indicated on his/her contract, at a time mutually satisfactory to the board and to himself/herself.

Legal Reference: Sections 118.24, 121.01(1) (a) Wisconsin Statutes  
PI 8.01(2) (q) Wisconsin Administrative Code  
Americans with Disabilities Act of 1990

Approved: October 25, 2004

## ORGANIZATION FOR ADMINISTRATIVE PURPOSES

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

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.

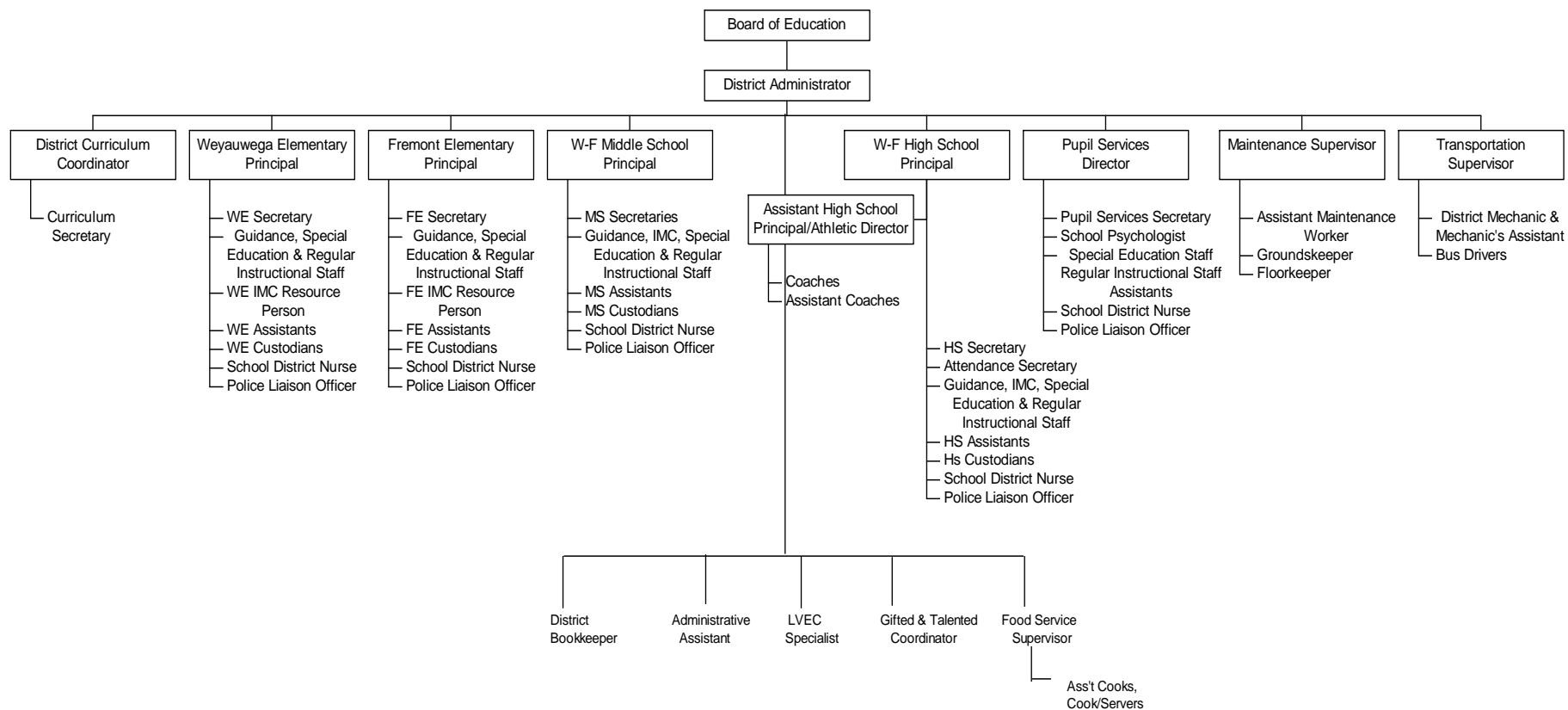
Additionally, the lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility and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

CROSS REF.: 251.1, Organizational Chart

APPROVED: March 14, 1995

REVIEWED: November 2001

Administrative Organizational Flow Chart



## **ADMINISTRATIVE COMMITTEES**

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

APPROVED:            March 14, 1995

REVIEWED:           November 2001

## **POLICY PROCEDURES**

The policies developed by the Board and the administrative procedures developed to implement policies shall be designed to promote an effective and efficient school system. Consequently, it is assumed that all school district employees and students shall carry out all Board policies and administrative procedures.

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

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

APPROVED:            March 14, 1995

REVISED:            November 2001

## **DEVELOPMENT OF ADMINISTRATIVE PROCEDURES**

The Board shall delegate to the district administrator the function of specifying required actions and designing detailed arrangements under which the schools shall be operated. These detailed arrangements shall constitute the administrative procedures governing the schools. The administrative procedures must in every respect be consistent with Board policies, statutory and case law.

APPROVED:            March 14, 1995

REVISED:            November 2001

## **DEVELOPMENT AND APPROVAL OF HANDBOOKS**

Student, teacher, and other employee handbooks shall be developed to serve as the basis for enforcement of school rules. These handbooks shall be adopted by the Board and used to ensure that all students, staff and parents are cognizant of the procedures used to govern the schools.

All handbooks shall be consistent with Board policies and state and federal laws and regulations.

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

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

CROSS REF.: 411, Equal Educational Opportunities

APPROVED: March 14, 1995

REVISED: November 2001

## **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.

When the district administrator is absent from the school district, the district administrator's designee shall serve as acting administrator. Any decisions that need to be made before the return of the district administrator will be the responsibility of the designee.

If the district administrator and the designee are absent from the district, another certified administrator shall be assigned to serve as acting administrator.

APPROVED:            March 14, 1995

REVIEWED:           November 2001

## **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 in ample time.

The district administrator, or designee, shall have authority to acquire the necessary facts and statistics to complete such records and reports.

APPROVED:            March 14, 1995

REVIEWED:           November 2001