

SECTION 200- ADMINISTRATION

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Geneva Jt. 4 – Woods Elementary School

Board Policy

210 - DISTRICT ORGANIZATION

The School Board recognizes that the grouping of grades and services within the facilities of the District can assist the efficient operation of the District and help achieve a more effective instructional program.

The District Administrator / Superintendent shall continually monitor the effectiveness of the District organizational plan and recommend to the Board such modifications in the plan which are in the best interests of the students, make wisest use of District resources, and serve the educational goals of the Board.

Modifications in the organizational plan of the schools may be made by the Board upon the recommendation of the District Administrator / Superintendent.

The District Administrator / Superintendent shall be the chief executive officer of the School District. The District Administrator / Superintendent shall define and recommend those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with State law and regulations.

Responsibility shall flow clearly from the District Administrator / Superintendent through the administrative staff to the operational personnel.

No employee should be responsible to more than one (1) direct supervisor.

It shall be the responsibility of the District Administrator / Superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the District. Maintenance of an efficient, skilled, operational staff is essential to the effective performance of the system.

On occasion, the Superintendent may find it necessary to recommend to the Board the employment of specialists or consultants to maintain or support programs implemented by the District in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their potential contribution to the School District and the specific conditions of the stated contract or agreement.

Note: The title of Superintendent, Superintendent of Schools, and District Administrator are used in an interchangeable fashion throughout the Geneva Jt. 4 – Woods Elementary School District Bylaws, Board Policies, Administrative Guidelines, and Forms.

118.24 Wis. Stats.

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Geneva Jt. 4 – Woods Elementary School

211 - DISTRICT ADMINISTRATOR'S ABSENCE FROM THE DISTRICT- Administrative Guideline

Whenever the District Administrator / Superintendent of Schools is away from the District and unavailable to make a decision, and, if not otherwise specified in policy or administrative guidelines. If so, then s/he shall:

- A. make the decision;
- B. take and/or supervise appropriate action;
- C. inform the District Administrator upon his/her return.

Each administrator shall assume such responsibility in the order in which his/her name appears on the following list:

POSITION

Building Principal

Business Manager

Administrative Assistant

Director of Buildings and Grounds

Once the administrator makes the decision, then s/he shall:

- A. take and/or supervise appropriate action; and
- B. inform the District Administration (i.e. Superintendent of Schools) upon his/her return.

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Geneva Jt. 4 – Woods Elementary School

Board Policy

220 - BOARD - SUPERINTENDENT RELATIONSHIP

The School Board believes that, in general, it is the primary duty of the Board to establish policies and that of the District Administrator / Superintendent to administer such policies. Policy should not be originated or changed without the recommendation of the District Administrator / Superintendent. The District Administrator / Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The District Administrator / Superintendent, as the chief administrative officer of the School District, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities. His/Her methods should be made known to the staff through the administrative guidelines of the District.

The District Administrator / Superintendent and those administrators directed by the District Administrator / Superintendent shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

The Board is responsible for determining the success of the District Administrator / Superintendent in meeting the goals established by the Board through annual evaluations of the District Administrator / Superintendent's performance. The Board, in formulating its position with regard to the performance of the District Administrator / Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

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Geneva Jt. 4 – Woods Elementary School

Board Policy

221 - EMPLOYMENT OF THE SUPERINTENDENT

The School Board vests the primary responsibility for administration of this District in the District Administrator / Superintendent of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of District Administrator / Superintendent shall be vacant, the Board shall appoint a District Administrator / Superintendent of Schools as chief executive officer and fix his/her salary and term of office which shall be no more than two (2) years. However, a contract for a term of two (2) years may provide for one or more extensions of one (1) year each, consistent with 118.24(1) Wis. Stats.

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent.

It may be aided in this task by:

- A. a committee of Board members;
- B. the services of professional consultants;
- C. the counsel of the out-going Superintendent;
- D. the participation of members of the community.

Recruitment procedures may be prepared in advance of the search and may include:

- A. preparation of a written job specification for the position of Superintendent;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative material describing this District and its educational goals;
- D. where feasible, the opportunity for applicants to visit the schools of this District;
- E. the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- F. solicitation of applications from a wide geographical area;
- G. consideration of all applicants fairly without discrimination on the basis of gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or other condition unrelated to the position of District Administrator / Superintendent;
- H. no person may be employed as District Administrator / Superintendent of this District unless s/he has the proper Wisconsin certification or has applied for certification as a superintendent in Wisconsin and has signed an employment contract with the Board;
If certification has been applied for, receipt is to be timely.

- I. no person may be employed as District Administrator / Superintendent of this District unless s/he has signed an employment contract with the Board;
- J. such contract shall include:
 - 1. the term for which employment is contracted, including beginning and ending dates;
 - 2. the salary which the District Administrator / Superintendent shall be paid and the intervals at which s/he shall be paid;
 - 3. the benefits to which s/he is entitled;
 - 4. such other matters as may be necessary to a full and complete understanding of the employment contract.
- K. the District Administrator / Superintendent so appointed shall devote himself/herself to the duties of his/her office and shall maintain his/her principal residence within the District unless otherwise approved by the Board;
- L. any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary shall be considered by this Board to constitute grounds for his/her dismissal;
- M. the person selected for the position of District Administrator / Superintendent shall be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the District.

118.24 Wis. Stats.

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Geneva Jt. 4 – Woods Elementary School

Board Policy

223 - EVALUATION OF THE SUPERINTENDENT

The School Board believes it is essential that it evaluate the District Administrator / Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The Board shall annually evaluate the performance of the District Administrator / Superintendent.

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Geneva Jt. 4 – Woods Elementary School

Board Policy

224 – INCAPACITY OF THE SUPERINTENDENT

It is the duty of the School Board to appoint a Superintendent 'pro tempore' by a majority vote of the Board upon determination that the Superintendent is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.

The Board shall fix the compensation of the Superintendent 'pro tempore' who shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract or term of office, whichever is sooner. S/He shall perform all of the duties and functions of the Superintendent, and may be removed at any time for cause by a two-thirds (2/3's) majority vote of the members of the Board.

The Board will exercise its authority under law to determine the incapacity of the Superintendent:

- A. at the request of the Superintendent and with medical documentation;
- B. upon certification of a physician selected and compensated by the Board.

Where a physician selected by the Board disagrees with a physician selected by the Superintendent, the two (2) physicians shall agree in good faith upon a third impartial physician who shall examine the Superintendent. His/Her medical opinion shall be binding on the issue of medical capacity to perform assigned duties. The expenses of the third examination shall be borne by the Board.

If the Board determines that the Superintendent is unable to perform the duties of his/her office, s/he may:

- A. at his/her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy;
- B. at the request of the Board be placed on sick leave with such pay to which s/he may be entitled or which may be authorized by Board policy;
- C. at his/her request, be placed on a leave without pay.

The foregoing leave shall not extend beyond the contract or term of office of the Superintendent.

The Superintendent shall, upon request to the President of the Board, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request. The Board may require the Superintendent to establish to its satisfaction that s/he is capable of resuming such duties on a full-time basis.

The Board may demand that the Superintendent return to active service, and upon medical documentation that the Superintendent is able to resume his/her duties, the Superintendent shall return to active service.

The Superintendent may request a hearing before the Board on any action taken under this policy.

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Geneva Jt. 4 – Woods Elementary School

Board Policy

230 -- DEVELOPMENT OF ADMINISTRATIVE GUIDELINES

The School Board delegates to the District Administrator / Superintendent the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the District will operate. These administrative guidelines shall not be inconsistent with the policies adopted by the Board.

The District Administrator / Superintendent may also issue such administrative and student handbooks as s/he may consider necessary for the effective administration of the schools and distribute them to employees and students and/or their parents.

As long as the provisions of these administrative guidelines and handbooks are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees and students.

A copy of the District's administrative guidelines manual and a copy of each handbook shall be made a part of the Board's reference materials maintained in the District office.

The District Administrator / Superintendent shall maintain a current organizational chart to which immediate reference can be made by the Board or any employee of the Board.

118.24 Wis. Stats.

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