

NORTH CAPE SCHOOL DISTRICT

RECRUITMENT AND HIRING OF THE DISTRICT ADMINISTRATOR

The School Board shall direct the process for recruiting and hiring the District Administrator. A District Administrator may be employed only by a majority vote of the full membership of the Board.

As soon as it is known that the District may need to recruit and select a new District Administrator, the Board will hold a meeting (or multiple meetings, if needed) to identify key process steps and timelines. The Board may wish to consider issues such as the following during such meetings:

1. Verification that the position description remains current and that it accurately reflects the Board's goals and expectations for the position.
2. Whether the Board wishes to provide any information in the specific postings/recruitment announcements that will supplement the position description (e.g., additional preferred qualifications and attributes, compensation information, etc.)
3. Identification and review of general process options (e.g., processes used in the past, processes used in other school districts, etc.), including processes related to seeking candidates, screening applications, conducting interviews, and conducting criminal, professional and personal background checks.
4. Whether it is practical and desirable to involve the outgoing administrator in (a) establishing the recruitment and selection process; (b) actively participating in the process; or (c) planning and executing specific leadership transition activities.
5. If the District has actively implemented a leadership succession plan in connection with an anticipated opening and evaluated how that plan may affect the overall recruitment and hiring process.
6. Whether the Board wishes to engage the services of a third-party consultant.
7. Review of the current district administrator employment contract, involving legal counsel as necessary or desirable.
8. Communications, staff involvement, and community relations aspects of the recruitment and selection process.

To the extent permitted by law, a Board-designated committee shall act as a screening committee for administrator selection. Those candidates who appear to be the most promising shall be interviewed by the Board. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully carry out the essential functions of the District Administrator.

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The Board may extend a conditional offer of employment to a candidate for the position of District Administrator that contains contingencies that need to be satisfied. Examples of such contingencies include obtaining a release from any other conflicting employment contract, completion of background checks, satisfactory completion of any mandatory medical examination, or reaching final contract terms that are mutually acceptable to both parties. Any conditional offer of employment that includes an unsatisfied contingency (including any of those listed above) is revocable by the Board if the Board determines that the contingency has not been appropriately and timely satisfied. Further, the Board shall not execute any employment contract with any candidate until all outstanding contingencies have been satisfied, unless District legal counsel renders an opinion that the contingency has been adequately incorporated into the individual's contract and that the contract is either voidable or can be terminated at the discretion of the Board if the contingency is not satisfied as required by the contract.

LEGAL REF.: Wisconsin Statutes
Section 19.36(7) [public disclosure of applicants for local public office]
Section 66.0502 [employee residency requirements prohibited]
Subch. II of Ch. 111 [the state fair employment law]
Section 118.24 [administrator contracts]
Section 121.02(1)(a) [school district standard; employ administrators with appropriate license/certification]
Wisconsin Administrative Code
PI 8.01 (2)(a) [school district standard; assure proper license/certification is on file]
PI 34 [licensure requirements]
Americans with Disabilities Act [nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]

CROSS REF.: Policy 222, District Administrator Contract and Compensation
Policy 231, District Administrator Job Description
Policy 511, Equal Opportunity Employment
Policy 523.1, Staff Physical Examinations

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NORTH CAPE SCHOOL DISTRICT

DISTRICT ADMINISTRATOR CONTRACT AND COMPENSATION

The School Board and the District Administrator employed by the Board will mutually execute a written employment contract. The Board shall determine the salary and other compensation of the District Administrator consistent with any applicable contract provisions and legal requirements.

The maximum term, renewal, nonrenewal, and possible extension of the District Administrator's contract shall be governed by applicable state law, by the discretionary decisions of the Board permitted by state law, and by the rights and obligations that are established within the contract itself. The Board shall formally approve (or reject) any proposed modification to, or the termination of, the District Administrator's contract.

The Board President and Clerk, or such other Board officers as may be alternatively designated by the Board shall execute the District Administrator's contract on behalf of the Board.

The District Administrator is expected to provide the District Office with a copy of his/her current license and remain licensed in good standing. If the District Administrator does not continuously hold the appropriate license(s) required by his/her employment contract, or if he/she is otherwise not legally eligible to hold the position identified in his/her contract, then (1) he/she shall be considered to be in material breach of the contract which may lead to termination; and/or (2) the contract may be deemed void by operation of law.

LEGAL REF.: Wisconsin Statutes
Section 66.0502 [employee residency requirements prohibited]
Section 111.31 [declaration of fair employment policy]
Section 118.24 [administrator contracts]
Section 121.02(1)(a) [school district standard; employ administrators with appropriate license/certification]
Wisconsin Administrative Code
PI 8.01(2)(a) [school district standard; assure proper license/certification is on file]
PI 34 [licensure requirements]
Americans with Disabilities Act [nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]

CROSS REF.: Policy 221, District Administrator Recruitment and Hiring
Policy 225, District Administrator Evaluation

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Policy 223

NORTH CAPE SCHOOL DISTRICT

ADMINISTRATOR PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The School Board expects the District Administrator to maintain high standards of knowledge, skills, and professional competency and practice. Accordingly, subject to applicable budgetary constraints and appropriate Board approval, the District Administrator is encouraged to attend and participate in workshops, conventions, conferences, professional meetings and other professional learning activities that are important to remaining current with job responsibilities.

Expenses directly related to the District Administrator's professional development activities will be paid for or reimbursed by the District in accordance with applicable District procedures.

LEGAL REF.: Wisconsin Statutes
Section 118.24(5) [attendance at conventions by selected administrators]
Section 121.02(1)(b) [professional staff development plan]

CROSS REF.: Policy 225, District Administrator Evaluation
Policy 671.2, Expense Reimbursements

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NORTH CAPE SCHOOL DISTRICT

BOARD-ADMINISTRATOR RELATIONS

The School Board and the District Administrator shall strive to develop and maintain a harmonious and productive relationship that will provide for effective school district leadership and improved student achievement.

While Board and District Administrator roles are different, they should complement each other and both parties should keep the District's shared vision, mission and goals in the forefront of all decision making.

The Board's primary role is to adopt policies to govern school district operations and decision making and provide the necessary oversight and support to ensure their proper implementation. The District Administrator's role is to manage the school on a day-to-day basis within established policies and to be accountable to the Board.

In working with the Board, the District Administrator shall:

1. Work in conjunction with the Board. Once a vote is cast by the Board on any matter, it will become the decision of the Board and the District Administrator. It is hoped that there will be a healthy exchange of opinion, but when a decision is made the District Administrator will support and carry out the decision as the District Administrator's own, to the best of his/her ability, unless it violates an externally imposed professional or legal standard of conduct.
2. Make specific recommendations to the Board on all issues. Whether or not these recommendations are accepted is left entirely to the discretion of the Board.
3. Deal equally with all Board members. In discussing agendas and planning for various Board and Board committee meetings, the District Administrator will deal directly with the Board President or committee chairperson(s) regarding such meetings. Prior to each Board or Board committee meeting, the District Administrator shall confer with the Board President or committee chairperson(s) to brief them on certain aspects of the meeting for the purpose of providing leadership and avoiding confusion that may arise because of lack of information.
4. Keep all Board members updated on all phases of the school operation so that each will have sufficient background information to make intelligent decisions.
5. Recognize that the Board is responsible for establishing District policy.

In return, the Board, in working with the District Administrator shall:

1. Recognize the District Administrator is responsible for administering the affairs of the District within the framework of established District policy. In doing so, the Board acknowledges and utilizes the formal reporting structure of the District and will work within that structure to conduct District business.
2. Seek a recommendation from the District Administrator before taking action on issues.

3. Engage in direct and respectful dialogue with the District Administrator in the event of disagreement with an administrative recommendation, or the need for clarification of such a recommendation.
4. Work in partnership with the District Administrator to achieve resolution to issues or controversies. Individual Board members, when contacted by any member(s) of the school community, should listen to the issue, concern, or complaint being raised and refer the matter to the District Administrator so that it can be routed through established channels for appropriate consideration and response.

LEGAL REF.: Wisconsin Statutes
Section 118.24 [district administrator duties]
Section 120.12 [school board duties]
Section 120.13 [school board powers]

CROSS REF.: Policy 150, School Board Governance
Policy 151, Policy Development and Adoption
Policy 161, Board Member Authority and Responsibilities
Policy 185, Board Committees
Policy 231, District Administrator Job Description
Policy 253.1, Development of Administrative Rules
Policy 521.1, Board-Staff Communications

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NORTH CAPE SCHOOL DISTRICT

DISTRICT ADMINISTRATOR EVALUATION

The School Board shall annually evaluate the performance of the District Administrator in order to: fulfill an important aspect of the Board's oversight responsibilities; encourage effective educational leadership and management within the District; engage the District's chief administrative employee in an ongoing exchange of evaluative information and insight; and make necessary judgments about the employment and compensation of the District Administrator. The evaluation shall be conducted in accordance with state law and established procedures. The goal of the evaluation process is to provide strong, effective leadership which will support the Board's commitment to excellence in education.

Along with the duties and responsibilities identified in the District Administrator's written job description or employment contract, any of the following may also serve as part of the foundation of the Board's evaluation of the District Administrator:

1. The District's mission and beliefs statement and the District's strategic plan;
2. Specific annual or other goals the Board has established and identified in consultation with the District Administrator;
3. The administrator standards identified by the Department of Public Instruction; and
4. Other leadership standards expressly identified by the Board in consultation with the District Administrator.

The Board shall use data and other available objective and subjective evidence to inform its evaluation of the District Administrator. The District Administrator shall be responsible for preparing such data and other evidence as he/she believes may be relevant to the evaluation process, except as otherwise directed by the Board. As part of the evaluation process, the Board may also require the District Administrator to complete a self-evaluation that assesses the present working relationship between the Board and the District Administrator, and that summarizes progress to date on District goals and on any other goals or expectations that had been established specifically for the District Administrator.

Evaluations shall help to identify and document particular individual performance goals for the District Administrator that correlate to (1) areas identified for professional improvement or growth; and/or (2) key District goals. Each time such a goal is established, the Board will work with the District Administrator to identify measurement mechanisms and performance indicators related to assessing future progress on the goal.

The Board President shall work the District Administrator to ensure that sufficient meetings are scheduled so that the evaluation process can reach its conclusion in a timely fashion.

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LEGAL REF.: Wisconsin Statutes
Section 121.02(1)(b) [school district standard; professional development of employees]
Section 121.02(1)(q) [school district standard; evaluation of licensed staff]
Wisconsin Administrative Code
PI 8.01(2)(a) [annual certification to DPI of administrator's current license]
PI 8.01(2)(q) [board evaluation of district administrator]
PI 34.03 [DPI's administrator standards]

CROSS REF.: 225-Rule, District Administrator Evaluation Procedures
Policy 153, Board Self-Evaluation
Policy 222, District Administrator Contract and Compensation
Policy 223, Administrator Professional Development Opportunities
Policy 231, District Administrator Job Description

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NORTH CAPE SCHOOL DISTRICT

DISTRICT ADMINISTRATOR EVALUATION PROCEDURES

The following procedure shall be used to conduct the annual evaluation of the District Administrator.

1. The District Administrator reviews job description, and the characteristics of effective leadership in a self-appraisal mode.

The District Administrator evaluation instrument is distributed to all School Board members and completed privately. The Board members will meet in a closed session to develop a consensus report utilizing the evaluation instrument, and the Board President will facilitate this meeting.

2. The Board meets to review the final consensus report. The Board President reviews the report with the District Administrator. Finally, the District Administrator meets with the Board to review the contents of the evaluation.
3. A copy of the consensus report will be filed in the District Administrator's personnel file, with a copy provided to the District Administrator and to the Board President.

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NORTH CAPE SCHOOL DISTRICT

DISTRICT ADMINISTRATOR (Job Description)

- Qualifications:**
- (1) State license as a School District Administrator
 - (2) State license as a School Principal
 - (3) Experienced in personnel supervision, curriculum development and financial management.

Reports to: School Board

Supervises: Directly or indirectly, all employees

Primary Objectives of the Position:

The District Administrator is the chief executive officer of the North Cape School District. He/she shall act as the primary advisor to the Board. It is the District Administrator's responsibility to oversee the development of the educational program and all other activities which impact education; to maintain an effective supervisory program for all District employees; to perform those duties as required by law and in accordance with the policies, rules and regulations established by the Board; to actively pursue changes to improve student instructional outcomes by setting goals, promoting a positive image, encouraging staff development activities, and using teachers as agents for change in the District.

The District Administrator has the responsibility for the general operation of the school district and the supervision of all District employees.

Major Areas of Accountability:

1. **Instructional Program** - Assume leadership for the development, implementation and evaluation of the four-year-old kindergarten to grade 8 instructional program.
 - a. Coordinates curriculum planning and provides for related professional growth of staff members.
 - b. Helps keep the Board informed about rules and regulations of the Wisconsin Department of Public Instruction, state and federal laws, and current trends and developments in education.
2. **Fiscal Affairs** – Maintains accurate financial and other records for the District, and reports on budget and other school funds at each regular meeting of the Board.
 - a. Prepares and presents the interpretation of the budget to the Board and the public.
 - b. Supervises the accounting system of the District as required by the Department of Public Instruction.

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- c. Serves as the purchasing agent for the District and ensures that expenditures are within the limits approved by the Board.
 - d. Is responsible for general operation and maintenance of school facilities and equipment, and the purchase, storage, distribution and inventory of all supplies.
- 3. **Personnel** – Assist the Board with the selection, assignment, retention, or dismissal of District employees.
 - a. Deploy staff to maximize utilization of their skills and talents.
 - b. Evaluate performance of all staff members assigned to the District.
 - c. Facilitate communication and cooperation within the staff.
 - d. Develops and regularly updates job descriptions which pertain to professional staff positions.
- 4. **Organization and Operation** – Develops an organizational plan which meets the needs of the District.
 - a. Interprets policies and rules governing all employees, use of District facilities and service operations.
 - b. Implements policies and programs relating to behavior and discipline of students.
 - c. Informs the Board of the need for new or revised policies, or rules of governance.
 - d. Supervises the student transportation system.
 - e. Ensures the operation and maintenance of school property and safety of personnel and property.
 - f. Prepares long-range plans for facility maintenance.
- 5. **School Board/Administrator Relations**
 - a. Coordinates with the Board President the preparation of the Board agenda for each meeting.
 - b. Attends all meetings of the Board, except when his/her contract is being considered.
 - c. Participates in all deliberation of the Board by making recommendations, providing information or initiating consideration of items having value for the sound operation of the District.
 - d. Attends and participates in conferences, conventions and governmental hearings as approved by the Board.
 - e. Organizes materials to be used by Board members to prepare for meetings.
 - f. Assists Board officers and Board members carry out their duties.
 - g. Assumes other specific duties as directed by the Board and/or state law.
- 6. **Records and Information**
 - a. Assumes responsibility for the maintenance of all records to be kept on personnel, students, and District operations.
 - b. Prepares such reports, as required by law, and submits them to the Department of Public Instruction and other applicable agencies and entities.

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LEGAL REF.: Wisconsin Statutes
Section 121.02(1)(a) [school district standard; employ administrators with
appropriate license/certification]
Wisconsin Administrative Code
PI 8.01(2)(a) [school district standard; assure proper license/certification is on
file]
PI 34 [DPI's administrator standards and licensure requirements]

CROSS REF.: Policy 221, Recruitment and Hiring of District Administrator
Policy 223, Administrator Professional Development Opportunities
Policy 225, District Administrator Evaluation

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Policy 252

NORTH CAPE SCHOOL DISTRICT

ADMINISTRATIVE ADVISORY COMMITTEES

The District Administrator, in understanding that different people hold different ideas and knowledge, shall form administrative advisory committees as may be needed. These committees shall vary in membership, duties, and formation to best serve the task at hand.

All committees created by the District Administrator will function in an advisory capacity only. Such groups may make recommendations for submission to the Board through the District Administrator, however, will exercise no inherent authority.

CROSS REF.: Policy 186, Advisory Committees to the Board
361-Rule, Selection and Reconsideration of Instructional and Library Materials
Procedures

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Policy 253.1

NORTH CAPE SCHOOL DISTRICT

DEVELOPMENT OF ADMINISTRATIVE RULES

The School Board delegates to the District Administrator the function of specifying required actions and designing the detailed arrangements under which the school will be operated on a day-to-day basis. These detailed arrangements shall constitute the administrative rules governing the District. All administrative rules shall be consistent with Board policies and legal requirements.

The Board itself shall formulate and adopt administrative rules when specific state laws require Board adoption and also may do so when the District Administrator recommends Board review and adoption in light of considerations such as strong community attitudes or probable staff or student reaction.

Although this policy expressly establishes that the development and implementation of administrative rules is a delegated responsibility, the Board reserves the right to review, modify and veto administrative rules should the Board conclude that the rules are inconsistent with Board policies or applicable legal requirements, or upon determining that such action is in the best interests of the North Cape School District.

LEGAL REF.: Wisconsin Statutes
Section 120.13 [power to do all things reasonable for the cause of education,
including making rules for the organization, gradation and
government of the schools

CROSS REF.: Policy 151, Policy Development and Adoption
Policy 151.2, Administration in Policy Absence
Policy 253.2, Development and Approval of Handbooks

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Policy 253.2

NORTH CAPE SCHOOL DISTRICT

DEVELOPMENT AND APPROVAL OF HANDBOOKS

The District shall establish and maintain an Employee Handbook outlining District policies and practices relating to employment, promotion, transfer, compensation, benefits, work expectations, and other terms or conditions of employment. The Employee Handbook shall be developed by the District Administrator, in consultation with the School Board, and shall be formally adopted by the Board.

A student handbook shall be developed by the District Administrator and used to help ensure students and their parents and guardians are aware of the District policies and rules used to govern the school. The District Administrator may also formulate other handbooks as necessary pertaining to specific District or educational concerns. Such handbooks shall be reviewed by the Board.

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

Handbooks shall be reviewed on a regular basis to update material contained in the handbooks.

CROSS REF.: Policy 411, Equal Educational Opportunities
Student Handbook
District Employee Handbook

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Policy 260

NORTH CAPE SCHOOL DISTRICT

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 it is necessary for the District Administrator to be absent from the building, he/she shall designate someone to assume his/her responsibilities. The District Administrator shall notify District Office staff of his/her absence and of the name of the person who has been designated as acting District Administrator.

CROSS REF.: Policy 723.3, Emergency School Closings

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Policy 270

NORTH CAPE SCHOOL DISTRICT

SCHOOL DISTRICT REPORTS

The District Administrator shall be responsible for preparing the annual report on school operations for presentation to the community at the Annual School District meeting, and such other reports as requested by the School Board or required by law. The District Administrator shall notify the Board of any late filings or other inability to comply with the law.

LEGAL REF.: Wisconsin Statutes
Section 115.38(2) [parent notification of school performance report]
Section 115.385 [school and school district accountability report]
Section 120.18 [annual school district report]
Section 121.02(1)(o) [school district standards; annual comply with school performance report notification requirement]
Section 121.05 [budget and membership report]

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