

**ADMINISTRATION
SERIES 200**

POLICY #

221	RECRUITMENT/APPOINTMENT OF ADMINISTRATORS
222.1	ADMINISTRATION COMPENSATION PLANS (SUPERINTENDENTS, PRINCIPALS)
222.2	ADMINISTRATOR TERMINATION OF EMPLOYMENT
223	ADMINISTRATORS PROFESSIONAL DEVELOPMENT OPPORTUNITIES
223 RULE	ADMINISTRATORS ALLOWABLE EXPENSES
225	DISTRICT ADMINISTRATOR EVALUATION
225 RULE	DISTRICT ADMINISTRATOR EVALUATION PROCEDURES
225.1	EVALUATION OF ADMINISTRATIVE STAFF
231	QUALIFICATIONS AND DUTIES OF DISTRICT ADMINISTRATOR
232	QUALIFICATIONS AND DUTIES OF PRINCIPALS
233	QUALIFICATIONS AND DUTIES OF DISTRICT ADMINISTRATOR/7-12 PRINCIPAL
233 RULE	DISTRICT ADMINISTRATOR EVALUATION
233.1	DISTRICT ADMINISTRATOR EVALUATION FORM
241	EVALUATION OF SUPERVISORY PERSONNEL
242.1	QUALIFICATIONS AND DUTIES OF FINANCE AND ACCOUNTING MANAGER
251	ALGOMA SCHOOL DISTRICT RESIDENCE
253.2	DEVELOPMENT AND/OR APPROVAL OF HANDBOOKS

221 - RECRUITMENT/APPOINTMENT OF ADMINISTRATORS

The Board of Education shall appoint the district administrator by a majority vote of the entire membership. The administrator's term shall begin July 1 or, in case of a vacancy, as determined by the board of education.

The length of administrative contracts, including that of the district administrator, and elementary and secondary principal, shall be for a period of time and consistent with state law.

First Reading: December 18, 2000

LEGAL REFERENCE: Sections 118.24 Wis. Statutes

CROSS REFERENCE: 533 Professional Staff Recruiting/Hiring

**222.1 ADMINISTRATION COMPENSATION PLANS
(Superintendent, Principals)**

All monetary aspects of the superintendent's employment shall be completed no later than the end of the calendar year.

All monetary aspects of the building principal's employment shall be completed no later than the end of the calendar year.

LEGAL REF.: Section 118.24 Wisconsin Statutes

222.2 - ADMINISTRATOR TERMINATION OF EMPLOYMENT

If at any time, in the opinion of the majority of the board, the administration services are unsatisfactory, he/she shall be notified in writing in accordance with state law.

First Reading: December 18, 2000

LEGAL REFERENCE: Sections 118.24 Wis. Statutes

**223 – ADMINISTRATORS PROFESSIONAL DEVELOPMENT
OPPORTUNITIES**

All non-union administrative staff responsible for school administration/supervision may travel to conferences, workshops, etc., and be allowed expenses up to their allowable limits. Travel must be pre-approved by the district administrator.

First Reading: August 28, 2000

Adopted: September 25, 2000

LEGAL REFERENCE: Sections 118.24 (5) Wisconsin Statutes
121.01 (1) (6)

223 – RULE ADMINISTRATORS ALLOWABLE EXPENSES

Administrators guidelines for allowable expenses shall be as follows:

Airfare – Actual Fare

Lodging – Actual Cost- Ask for the State Rate

Actual cost for cab fares, shuttle bus, vehicle rental

Mileage - IRS Rate

Meals: Breakfast \$8.00, Lunch \$10.00, and Dinner \$16.00 (including tip)

Over night per diem in state \$50.00

Over night per diem out of state \$65.00

First Reading: August 28, 2000

Adopted: September 25, 2000

225.1 – EVALUATION OF ADMINISTRATIVE STAFF

Building Principals

The district administrator of the School District of Algoma shall provide to the Board of Education an evaluation of the building principals. This evaluation should be given to the board at the regular January Board of Education meeting. Evaluations shall be conducted in accordance with state law.

Special Education Director

The district administrators of the Algoma School District shall provide to the School District of Algoma Board of Education evaluation of the Special Education Director. This evaluation conducted in accordance with state law and shall be presented to the board at its regular January Board of Education meeting.

Adopted: December 17, 1992

Revised: December 20, 2004

Revised: November 23, 2015

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

CROSS REF.: 232 Building Principal (Job Description)

225 – DISTRICT ADMINISTRATOR EVALUATION

It shall be the policy of the School District of Algoma Board of Education to provide the district administrator with an annual evaluation of his/her performance. The evaluation shall be conducted in accordance with state law.

Adopted: December 17, 1990

LEGAL REF.: Sections 118.24 Wisconsin Statutes
 121.02 (1)(q2)
 PI 8.02 (2)(q) Wisconsin Administrative Code

CROSS REF.: 231 District Administrator (Job Description)

225 – RULE -DISTRICT ADMINISTRATOR EVALUATION PROCEDURES

- A. Annually at the regular November Board of Education meeting the school board president shall distribute to the school board the district administrator evaluation forms.
- B. School board members shall return the completed evaluation forms to the school board president by the 2nd Tuesday of December.
- C. The school board president will then compile the evaluations and present findings for discussion to the board at the regular Board of Education meeting in December.
- D. Final evaluation will be presented to the District Administrator prior to the January regular Board of Education meeting.
- E. District Administrator will have the opportunity to discuss evaluation with the full board at the January regular Board of Education meeting.

All board members shall participate in the district administrator evaluation.

Adopted: December 17, 1990

Revised: November 23, 2015

231 – QUALIFICATIONS AND DUTIES OF DISTRICT ADMINISTRATOR

JOB TITLE: District Administrator

WORK YEAR: 12 month

REPORTS TO: Board of Education

QUALIFICATIONS: The District Administrator must hold a Master's degree with a major in school administration and must be certified or capable of attaining certification as a district administrator according to Wisconsin Department of Public Instruction certification standards. He/She shall be hired for a term not to exceed two years with a contract dating from July 1 to June 30 of the following year. A contract for a term of two years may provide for one or more extensions of one year each. The contract shall be renewed annually

JOB RESPONSIBILITIES:

- A. He/she shall be the executive officer of the School District and under the direction of the Board, shall administer and supervise the public schools of the School District of Algoma.
- B. He/she shall make and enforce such regulations for the conduct of the schools as he/she deems conducive to the best interest of the schools, subject to the provisions of school board policies.
- C. He/she shall attend all meetings of the Board of Education, but shall not remain when his/her own contract or salary is under consideration. He/she shall have the right to speak on all matters, but not the right to vote.
- D. He/she shall prepare the annual budget. After its adoption, he/she shall execute its provisions.
- E. He/she shall have the power to order or authorize to be ordered such books, supplies, and apparatus as are needed in the conduct of the schools, subject to the limitations of the approved budget.
- F. He/she shall direct and assist the finance and accounting manager in keeping financial records and accounts, and certify to the correctness of invoices and payrolls.
- G. He/she shall keep the Board of Education informed at all times regarding procedures, plans, schedules, and other information that may be of value to them in interpreting the schools to the community.
- H. He/she shall report to the Board periodically the condition of all buildings and equipment and recommend possible improvements.
- I. He/she shall visit each of the schools as often as it is practical and give careful attention to matters of curriculum, organization, instruction, and discipline. He/she shall direct

the principals from time to time to make such changes in school management or of instruction, as he/she shall deem expedient.

- J. He/she shall keep the public informed in matters of general interest regarding the schools.
- K. He/she shall call such meetings of principals or teachers as he/she deems necessary for the purpose of giving instruction or directions in the discharge of duties.
- L. He/she shall recommend to the Board appointments of all District employees.
- M. He/she shall have the power to make temporary appointments to fill all staff vacancies.
- N. He/she shall report to the Board of Education the failure of any employee to comply with the regulations of the Board of Education, to follow his/her directions or in any other way to do satisfactory work, as per master schedule.
- O. He/she shall supervise the preparation of all courses of study and selections of textbooks.
- P. He/she may require an annual written report from any employee of the work done in his or her area of responsibility.
- Q. He/she shall see that all records and registers are kept properly and that the necessary reports are made by principals or teachers with care and promptness.
- R. He/she shall keep himself/herself informed by attending educational meetings, by visiting other schools, participation in seminars, and participation the professional activities of such organizations as the Wisconsin School Board Association, American Association of School Administrators, and Wisconsin Association of School District Administrators. In this manner, he/she shall keep up to date to trends and happenings in education. Usual and normal expenses will be paid by the District.
- S. He/she shall perform other duties as assigned or required by state law.

Revised: October 26, 2015

Revised: January 22, 2001

Adopted: September 26, 1988

LEGAL REF.: Sections 118.24 Wisconsin Statutes
121.02 (1)(a) and (g)
PI 3 Wisconsin Administrative Code
8.01 (2)(a) and (q)

CROSS REF.: 225 District Administrator Evaluation

232 - QUALIFICATIONS AND DUTIES OF PRINCIPALS

JOB TITLE: Principal

WORK YEAR: 12 Month

REPORTS TO: District Administrator

QUALIFICATIONS: Principals shall hold at least a Master's degree from an accredited institution with major emphasis in school administration and staff supervision. DPI certification is required. He/She shall be hired for a term not to exceed two years with a contract dating from July 1 to June 30 of the following year. A contract for a term of two years may provide for one or more extensions of one year each. The contract shall be renewed annually.

JOB RESPONSIBILITIES:

STAFF: Principals shall be hired and charged with the responsibility of day-to-day administration and supervision of their respective buildings.

DUTIES: The principals shall:

1. Be responsible to the District Administrator for all organization, assignments, administration and supervision within their respective building.
2. Keep the District Administrator completely and continuously informed of the condition of the respective schools and activities therein.
3. Be responsible for the assignment of the teaching staff within their jurisdiction, seeing that each staff member has as equitable amount of class work and assignments as possible.
4. Make certain that proper records are maintained. This pertains to student records, schedules, etc.
5. Be responsible to the District Administrator and the Board in recommending teachers for contract renewal, suspension, disciplinary action or dismissal.
6. Follow Board Policy(ies) concerning staff.
7. Be responsible for overseeing the development of the curriculum and for recommending the adoption of an appropriate course of study to the Board of

Education. The principal will assist the staff in facilitating the curriculum as adopted.

8. Be responsible for the organization, operation and supervision of the extra-curricular activities in the respective facilities.
9. The principals will supervise and evaluate staff members according to state laws and regulations. He/She will also make staffing recommendations to the District Administrator and Board annually.
10. Consult with parents regarding student achievement and behavior when appropriate.
11. Make arrangements for substitute teachers when necessary.
12. Coordinate student scheduling and registration along with guidance personnel in each school.
13. Other duties as assigned by administration.
14. Implement discipline system appropriate to student grade level that minimizes any type of disruption or disrespectful behavior.
15. Ensure completion of assigned reports in a timely manner.

Revised: April 23, 2012

Revised: November 25, 2002

Adopted: January 22, 2001

Policy 233.1 District Administrator Evaluation Form

District Administrator Name _____ Date _____

Evaluator: All school board members

Definitions:

- Unsatisfactory The District Administrator does not demonstrate much evidence of doing this
**Requires comment and/or action steps*
- Developing The District Administrator appears to understand the concepts, but is inconsistent and/or unsure in implementation
**Requires comment and/or action steps*
- Proficient The District Administrator understands the concepts and is consistent in implementing this
- Distinguished The District Administrator understands the concepts and there is clear evidence to support that this is done in an outstanding manner
**Comment encouraged*
- N/A Not applicable or does not apply

Evaluation

Standard	Comments and Accomplishments	N/A	Unsat	Devel	Prof	Distin
1. School Board and District Administrator Relationships						
Treats all Board Members equally						
Keeps all Board Members informed of issues						
Acts as liaison between Board & Staff						
Establish and maintain respectful climate on Board						
Presents Board in positive manner internally & externally						
Stays within District Administrator Role & guides Board in staying within Board						
Communicates clearly & honestly with Board						
Advises Board on conducting school business with integrity, ethicality & fairness to all						

Standard	Comments and Accomplishments	N/A	Unsat	Devel	Prof	Distin
2. Vision and Strategic Planning						
Develops a shared vision for the district						
Is a catalyst for meaningful change in the district to attain vision						
Develops short term goals to achieve the vision						
Develops long term goals or a strategic plan to achieve the vision						
Establish & maintain organizational structure to achieve the vision						
Develop admin. team to help achieve & sustain the vision						
Develop opportunities for shared leadership within district to help achieve & sustain the vision						
Vision will emphasize learning for all students						

Standard	Comments and Accomplishments	N/A	Unsat	Devel	Prof	Distin
3. Curriculum Instruction Assessment and Student Learning						
Provide leadership for development of curriculum based on standards & accepted best practice						
Establish procedures to monitor & evaluate curriculum, instruction & assessment on regular basis & make needed adjustments						
Programs that support student success are incorporated in the district						
Ensures that curriculum, instruction & assessment celebrate diversity						
Provides leadership regarding data for recommendations/ decisions						
Data indicates students are learning at high levels						
District provides equitable learning opportunities for all students						
District Administrator communicates with public regarding quality of learning for all students						

Standard	Comments and Accomplishments	N/A	Unsat	Devel	Prof	Distin
4. Human Relations and Professional Development						
Ensures evaluation system for certified staff is based on best practices & that a quality teacher is in every classroom						
Ensures fair, ethical, equitable evaluation of staff and evaluation on approved cycle						
Establishes system for hiring & promotion of staff						
Ensures proper administration of all employee contracts & agreements						
Responds appropriately to all grievances						
Tactfully resolves sensitive personnel issues while enforcing policies/expectations of board						
Provide leadership for quality staff development						
Fairly recommends non-renewal and/or termination of staff						

Standard	Comments and Accomplishments	N/A	Unsat	Devel	Prof	Distin
5. Communication and Collaboration						
Develop communication system to provide free flow of information						
Develop and maintain avenues for staff input & collaboration in decision making						
Maintain effective communication with parents, taxpayers, community						
Promotes collaboration and learning community district-wide						
Promote development of leadership capacity district-wide						
Effective decision making based on best practice & data						
Develop & implement process to provide for input and ownership by others						
Promote the school district						
Utilize marketing opportunities effectively						

Standard	Comments and Accomplishments	N/A	Unsat	Devel	Prof	Distin
6. Organizational Resources and Operations						
Initiates the development of needed policy						
Policy advisor to the Board and develops procedures						
Fair, consistent, and equitable administration of policies						
Establish annual budget goals						
Presents budget mindful of taxpayer & educational needs						
Operates district in accordance with best practices, laws, & school board policy						
Develops & operates district into effective, smooth business						
Develops effective processes for input and ownership to appropriate decisions						
Recommends referendum for timely consideration when necessary						

Standard	Comments and Accomplishments	N/A	Unsat	Devel	Prof	Distin
7. The Larger Political Context						
Advocates for students & educational programs						
Engages parents & community members in the education of students						
Seeks feedback from parents on quality of education and their satisfaction						
Maintains relationship with legislators & is aware of changes/ proposed changes in state law						
Considers local & state politics in decision making & keeps board apprised						
Considers district politics in decision making & processes to facilitate understanding						

Standard	Comments and Accomplishments	N/A	Unsat	Devel	Prof	Distin
8. Technology						
Ensures Technology Plan is developed & modified annually						
Enforces technology use policies for staff & students						
Provides leadership in using technology as a learning tool						
Provides for efficient technology use						
Provides for integration of technology in instruction & assessment						
Promotes project based learning and community partnerships						

Summary/Action Goals (as needed)

The signature below does not indicate agreement with the evaluation. It indicates only that it has been received. The District Administrator may write a response to the evaluation and it will be attached.

District Administrator _____ Date _____

Board Members:

_____	_____
_____	_____
_____	_____
_____	_____

Adopted: November 23, 2015

233 – QUALIFICATIONS AND DUTIES OF DISTRICT ADMINISTRATOR/7-12 PRINCIPAL

Qualifications: (1) Possess a specialist degree; doctorate preferred
(2) Department of Public Instruction (DPI) Certification
(3) Three (3) years of successful school administration experience
(4) Exhibit strong leadership capabilities in instruction, finance, personnel and public relations

Reports to: Board of Education

Supervises: PK-6 Principal and Central Office Administrators

District Administrator Performance Responsibilities:

1. Provide leadership of the educational program.
2. Provides positive and effective leadership that promotes academic excellence for students and staff.
3. Interprets assessment data for improvement of student achievement.
4. Models professional conduct within and outside the school.
5. Makes himself/herself available to students, parents and staff.
6. Oversees a planned program for the evaluation of curriculum.
7. Monitors the performance evaluation system for all staff members.
8. Supervises preparation and maintenance of staff applications, contracts, and employee personnel records.
9. Establishes systematic procedures for accomplishing goals and objectives.
10. Assesses the condition of the physical facilities and recommends improvements to the Board.
11. Implements a community relations program to interpret schools to the community.
12. Ensures all activities comply with rules, regulations, statutes and laws.
13. Represents the district in its interactions with other school systems and institutions.
14. Supervises the utilization of resources (funds, facilities, equipment, and personnel) in attaining goals.
15. Monitors the execution of the budget.
16. Maintains a system of communication with employees of the district.
17. Promotes professional growth activities of all employees.
18. Participates with the board president in the preparation of Board agendas.
19. Attends and participates in all Board meetings except those relating to his/her own contract.
20. Keeps the Board informed about general operations of the district.
21. Provides guidance to the Board in the development and maintenance of Board policies.
22. Provides leadership to assist the Board in developing long and short range goals.
23. Submits proposed annual school budgets to the Board.
24. Submits an annual report to the Board.
25. Reports to the Board on a continuing basis the state of the educational program and makes proposals for improvement.
26. Implements policies, procedures and directives of the Board.
27. Hires, disciplines, and terminates all support staff and co-curricular employees.
28. Makes recommendations to the school board for all matters of employment relating to teaching and administrative employees.
29. He/she shall keep himself/herself informed by attending educational meetings, by visiting other schools, participation in seminars, and participation in the professional activities of such organizations as the Wisconsin School Board Association, American Association of School Administrators, and Wisconsin Association of School District Administrators. In this manner,

he/she shall keep up to date to trends and happenings in education. Usual and normal expenses will be paid by the District.

30. Has an understanding of and demonstrates competence in the “Ten Teacher Standards” (See Attached Addendum A).
31. Performs all other duties as assigned.

7 – 12 Principal Performance Responsibilities:

1. Be responsible for all organization, assignments, administration and supervision within their respective building.
2. Be responsible for the assignment of the teaching staff within their jurisdiction, seeing that each staff member has as equitable amount of class work and assignments as possible.
3. Make certain that proper records are maintained. This pertains to student records, schedules, etc.
4. Be responsible to the Board in recommending teachers for contract renewal, suspension, disciplinary action or dismissal
5. Follow Board Policy(ies) concerning staff.
6. Be responsible for overseeing the development of the curriculum and for recommending the adoption of an appropriate course of study to the Board of Education. The principal will assist the staff in facilitating the curriculum as adopted.
7. Be responsible for the organization, operation and supervision of the extra-curricular activities in the respective facilities.
8. Supervise and evaluate staff members according to state laws and regulations.
9. Consult with parents regarding student achievement and behavior when appropriate.
10. Make arrangements for substitute teachers when necessary.
11. Coordinate student scheduling and registration along with guidance personnel in each school.
12. Implement discipline system appropriate to student grade level that minimizes any type of disruption or disrespectful behavior.
13. Ensure completion of assigned reports in a timely manner.
14. Other duties as assigned.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of the District Administrator.

Terms of Employment:

He/She shall be hired for a term not to exceed two years with a contract dating from July 1 to June 30 of the following year. A contract for a term of two years may provide for one or more extensions of one year each. The contract shall be renewed annually.

LEGAL REF.: Wisconsin Statutes 118.24 and 121.02 (1) (q)
Wisconsin Administrative Code P13.56 and 8.01 (2) (q)
PI34.03 (1) thru (7)

Adopted: November 23, 2015

WISCONSIN EDUCATOR STANDARDS

1. **Teachers know the subjects they are teaching.** *The teacher understands the central concepts, tools of inquiry, and structures of the disciplines she or he teaches and create learning experiences that make these aspects of subject matter meaningful.*
2. **Teachers know how children grow.** *The teacher understands how children with broad ranges of ability learn and provides instruction that supports their intellectual, social, and personal development.*
3. **Teachers understand that children learn differently.** *The teacher understands how pupils differ in their approaches to learning and the barriers that impede learning and can adapt instruction to meet the diverse needs of pupils, including those with disabilities.*
4. **Teachers know how to teach.** *The teacher understands and uses a variety of instructional strategies, including the use of technology, to encourage children's development of critical thinking, problem solving, and performance skills.*
5. **Teachers know how to manage a classroom.** *The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.*
6. **Teachers communicate well.** *The teacher uses effective verbal and nonverbal communication techniques as well as instructional media and technology to foster active inquiry, collaboration, and supportive interaction in the classroom.*
7. **Teachers are able to plan different kinds of lessons.** *The teacher organizes and plans systemic instruction based upon knowledge of subject matter, pupils, the community, and curriculum goals.*
8. **Teachers know how to test for student progress.** *The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the pupil.*
9. **Teachers are able to evaluate themselves.** *The teacher is a reflective practitioner who continually evaluates the effects of his or her choices and actions on pupils, parents, professionals in the learning community and others and who actively seeks out opportunities to grow professionally.*
10. **Teachers are connected with other teachers and the community.** *The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support pupil learning and well being and acts with integrity, fairness and in an ethical manner.*

Source: Wisconsin Statute PI 34.02 Teacher Standards (1) thru (10)

Date: December 2014

Wisconsin Educator Standards -- Administrators

Seven Standards for Administrator Development and Licensure

1. The Administrator has an understanding of and demonstrates competence in the Ten Teacher Standards.
2. The administrator leads by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared by the school community.
3. The administrator manages by advocating, nurturing, and sustaining a school culture and instructional program conducive to pupil learning and staff professional growth.
4. The administrator ensures management of the organization, operations, finances, and resources for a safe, efficient, and effective learning environment.
5. The administrator models collaborating with families and community members, responding to diverse community interest and needs, and mobilizing community resources.
6. The administrator acts with integrity, fairness, and in an ethical manner.
7. The administrator understands, responds to, and interacts with the larger political, social, economic, legal, and cultural context that affects schooling.

Source: Wisconsin Statutes – PI 34.03 (1) thru (7)

Date: December 2014

233 – RULE – DISTRICT ADMINISTRATOR EVALUATION

The School District Administrator is the Chief Executive Officer of the public school district. As such, he or she is responsible for the operation of the school district and the achievement of learning goals. The District Administrator provides this leadership in partnership with the Board of Education.

The method of evaluation and the evaluative tool used to assess the performance of the District Administrator needs to match the expectations of the local community, the responsibilities of the position, the standards of excellence established for district administrators, and the experience of best practice accepted for such positions.

The evaluation tool needs to be one easily used and easily understood both by the District Administrator and the elected Board of Education.

Purpose of evaluation:

- Establishes expectations mutually agreed upon by both the District Administrator and Board of Education
- Provides measurement of performance to meet the expectations of the position
- Enables the school board to make objective, fair, and ethical decisions regarding continued employment and compensation
- Is the basis for a professional development plan for the District Administrator

Categories:

For the purpose of this evaluation tool, the following are the categories by which the school district administrator shall be evaluated. The categories are:

- School Board and Superintendent Relationships
- Vision and Strategic Planning
- Curriculum, Instruction, Assessment and Student Learning
- Human Relations and Professional Development
- Communication and Collaboration
- Organizational Resources and Operations
- The Larger Political Context
- Technology

Reliance on Best Practice:

This evaluation tool is based on best practices and what is known about the position of the district administrator. In order to accomplish this, this tool has been aligned with:

- *The Profession of the School Superintendent by ETS, (1999)* and the list of prioritized job responsibilities for the district administrator.
- *The ISLLC Standards by School Leaders (1996)*

Each of the categories is broken into subcategories that further define the expectations. Each subsection is also evaluated in the District Administrator Evaluation tool.

Expectations:

Each of the categories identifies an expectation for the position of district administrator. The following explains these expectations and those of the sub-categories.

1. The School Board and District Administrator shall maintain a mutually respectful relationship defined by the roles they serve within the school district community.
 - a. The school district administrator treats all board members equally well.
 - b. The school district administrator keeps all board members informed about issues of importance.
 - c. The school district administrator is a liaison between the board and school district staff.
 - d. The school district administrator helps to establish and maintain a respectful climate on the board.
 - e. The school district administrator presents the board in a positive manner within the district and to the taxpayers.
 - f. The school district administrator stays within the superintendent role and guides board members in staying within the board role.
 - g. The school district administrator communicates clearly and honestly with board members.
 - h. The school district administrator advises the board of education on conducting school district business with integrity, ethically, and with fairness to all.

2. The School District Administrator collaborates with the stakeholders in the district to develop a vision for the district and does the planning needed to implement the vision effectively.
 - a. The school district administrator develops a shared vision for the district.
 - b. The school district administrator communicates the vision in a manner that weaves the vision into all the operations of the district.
 - c. The school district administrator develops short-term goals within the district to attain the vision.
 - d. The school district administrator develops long-term goals within the district to attain the vision.
 - e. The school district administrator establishes and maintains an organizational structure for the district that will help achieve the vision.
 - f. The school district administrator develops an administrative team for the district to help achieve and sustain the vision.
 - g. The school district administrator develops opportunities for shared leadership within the district to help achieve and sustain the vision.
 - h. The school district administrator ensures the vision of the district emphasizes learning for all students.

3. The District Administrator ensures, either by self or through others that appropriate curriculum, instruction, and assessment are in place for improved learning.
 - a. The school district administrator provides leadership for the development of district curriculum based on standards and accepted best practice.
 - b. The school district administrator establishes procedures to monitor and evaluate curriculum, instruction and assessment on a regular basis and to make needed adjustments.
 - c. The school district administrator ensures that programs that support student success are incorporated into the district.

- d. The school district administrator ensures that curriculum, instruction and assessment celebrate diversity.
 - e. The school district administrator provides leadership for gathering data about learning, analyzing the data, and drawing conclusions in order to make recommendations and decisions.
 - f. The school district administrator ensures that learning is improving and/or is taking place at high levels of expectations.
 - g. The school district administrator provides annual opportunities for parents to reflect on the quality of educations and learning in the schools.
 - h. The school district administrator communicates clearly and effectively with the public and district taxpayers about the quality of learning in the district for all recognized sub-groups.
4. The School District Administrator ensures by self or through delegation, that human resources are of the highest quality, receive fair and equitable treatment, and have opportunities for on-going professional development.
- a. The school district administrator ensures evaluation system for certified staff is based on best practices and that a quality teacher is in every classroom.
 - b. The school district administrator ensures that there is fair, ethical, and equitable evaluation of all staff and that evaluation is done according to an accepted evaluation cycle.
 - c. The school district administrator establishes a system for hiring and promotion of staff and ensures that it is followed.
 - d. The school district administrator ensures that all employee contracts and agreements are fairly and equitably administered.
 - e. The school district administrator responds appropriately to all grievances and resolves as many as possible in a “win-win” manner.
 - f. The school district administrator deals with sensitive personnel issues respectfully considering the feelings of all involved, while enforcing the policies and expectations of the board.
 - g. The school district administrator provides leadership for quality staff development programming within the district.
 - h. The school district administrator recommends the non-renewal or termination of any staff and ensures those recommendations are fair.
5. The School District Administrator develops and maintains effective internal and external communication systems for the district and promotes shared decision-making.
- a. The school district administrator develops communication systems that provide for the free flow of information.
 - b. The school district administrator develops and maintains avenues for staff input and collaboration in decision-making when appropriate.
 - c. The school district administrator maintains effective communication systems with parents, taxpayers, and community members.
 - d. The school district administrator promotes collaboration and a learning community environment throughout the district.
 - e. The school district administrator promotes the development of leadership capacity throughout the district.
 - f. The school district administrator bases decisions on best practice and data and uses effective decision-making strategies.
 - g. The school district administrator develops and implements processes that provide for input and ownership by others.
 - h. The school district administrator takes on an active role in promoting the school district.

- i. The school district administrator utilizes marketing opportunities effectively.
6. The School District Administrator develops and maintains an effective district organization, garners needed resources to carry out the vision, and operates the district effectively as a business.
 - a. The school district administrator initiates and advises the board on needed policy development.
 - b. The school district administrator ensures that needed procedures are developed to carry out the policies of the board.
 - c. The school district administrator is fair and consistent in administering the policies of the board.
 - d. The school district administrator works with the business manager to establish annual budget goals and allocates needed resources to educational programming and other district operations.
 - e. The school district administrator presents a budget reflective of taxpayer and educational needs.
 - f. The school district administrator operates the district according to best practices, the law, and school board policy.
 - g. The school district administrator develops the district into an effective and smooth business operation.
 - h. The school district administrator develops effective processes that provide opportunities for input and ownership to appropriate decisions.
 - i. The school district administrator recommends referendum to board for timely consideration when necessary and advantageous to the financial well-being of the district.
7. The School District Administrator operates the district within the larger political context.
 - a. The school district administrator advocates for students and their educational programs.
 - b. The school district administrator engages parents and community members in the education of students.
 - c. The school district administrator seeks feedback from parents on the quality of education and their satisfaction.
 - d. The school district administrator maintains a relationship with local legislators and stays abreast of changes in state laws that are proposed.
 - e. The school district administrator considers local and state politics in decision-making and keeps the board apprised.
 - f. The school district administrator considers district politics in decision-making and develops processes to facilitate understanding.
8. The School District Administrator ensures that the district operates effectively and efficiently using technology.
 - a. The school district administrator ensures that a Technology Plan is developed and modified annually.
 - b. The school district administrator enforces policies regarding the use of district technology by both staff and students.
 - c. The school district administrator provides for integration of technology in instruction and assessment.
 - d. The school district administrator provides for the efficient use of all district technology.
 - e. The school district administrator promotes project based learning and partnering with local businesses.

241 – EVALUATION OF SUPERVISORY PERSONNEL

Evaluations – Accounting and Finance Manager, Assistant Accounting and Finance Manager and School Board Secretary.

The District Administrator shall provide annually to the school board an evaluation of the accounting and finance manager, the assistant accounting and finance manager and the school board secretary. This evaluation shall be given to the Board of Education at the regular March Board of Education meeting.

Adopted: December 17, 1990

242.1 - QUALIFICATIONS AND DUTIES OF BUSINESS MANAGER

JOB TITLE: Business Manager
WORK YEAR: 12 Month
REPORTS TO: District Administrator

QUALIFICATIONS: It is recommended that the Business Manager hold a Bachelor's Degree from an accredited institution with a major emphasis in finance, business, or accounting. School Finance experience/education is a plus. He/She shall be hired for a term not to exceed two years with a contract dating from July 1 to June 30 of the following year. A contract for a term of two years may provide for one or more extensions of one year each. The contract shall be renewed annually.

GENERAL STATEMENT OF DUTIES: Under general direction, has overall responsibility for the business management activities of a school district to include all accounting and reporting, budget and financial planning and preparation, payroll management, purchasing, debt management, cash management, auditing, human resource management, head of building and grounds, head of food service, van transportation coordinator, and manage insurance coverage.

MAJOR RESPONSIBILITIES AND DUTIES:

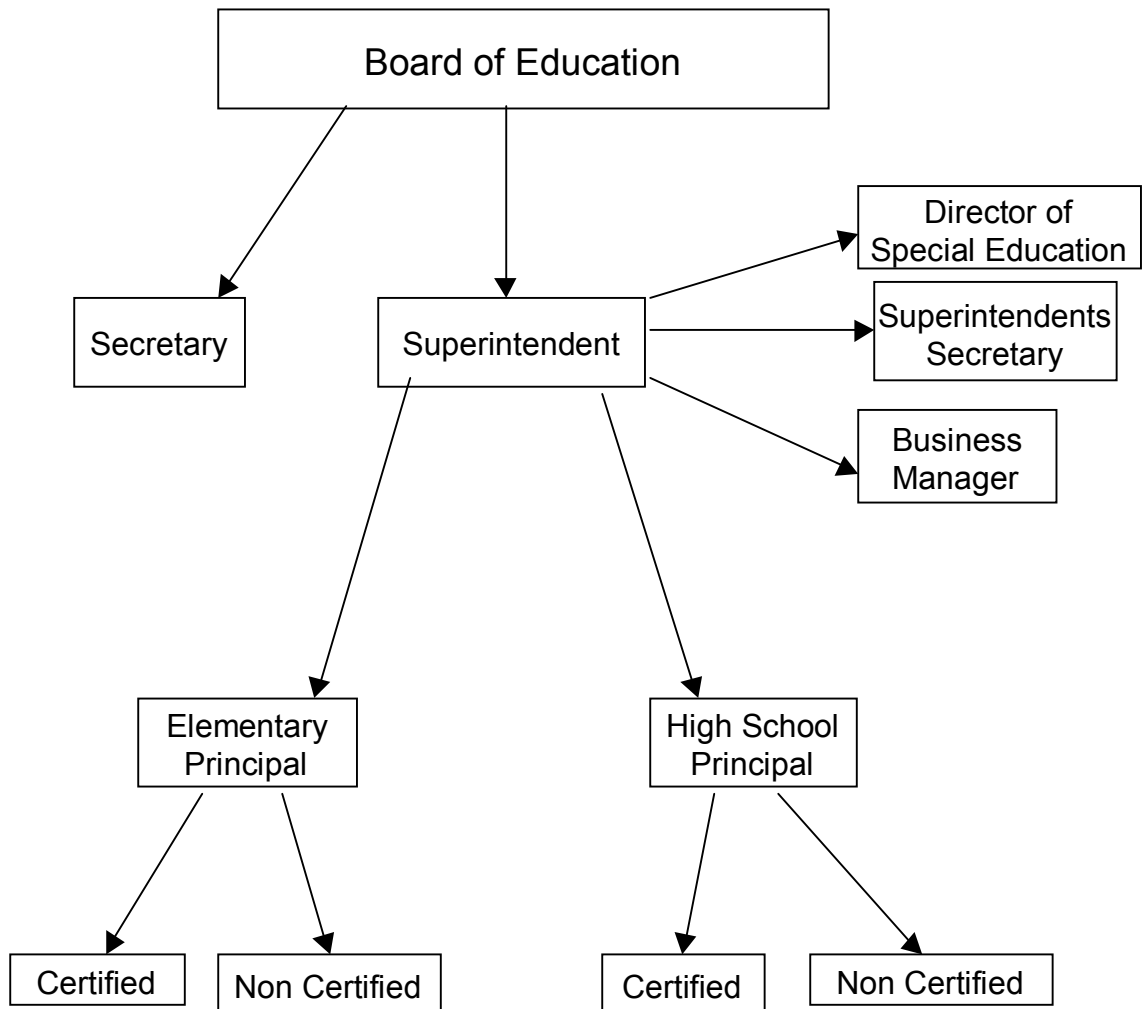
1. Ensure that the accounting procedures within the school system meet all federal and state requirements; including maintaining an effective system of internal controls.
2. Directs and controls the business operation of the District by supervising the accounts receivable and payables.
3. Prepares the annual budget, reviews it with the District Administrator, and presents it for the approval and adoption by the Board of Education.
4. Develops all District financial reporting, including but not limited to monthly invoice/voucher reports for the Board and monthly, quarterly and annual financial reports required by the State of Wisconsin.
5. Invests the funds of the district on a day-to-day basis to ensure effective cash flow and in a manner that provides maximized returns at minimized risk levels to include collateralization of funds.
6. Prepares financial reports as required by state and federal agencies and is responsible for the disbursement of funds in accordance with state laws and budget authority. Keeps complete records of all payments properly charged to the various budgetary areas and in accordance with good accounting practices.
7. Ensure all student activity accounts operate in accordance with policy, proper accounting procedures and state law.
8. Oversee a payroll system meeting all federal, state, and local requirements. Maintain adequate records and complete all required reports for district employees regarding salary, retirement, social security, withholding taxes, investments, garnishments, various insurance coverage and any other payroll items that need to be processed.
9. Human Resource Coordinator (handle all HR duties including FMLA)
10. Adhere to all legal requirements for issuing and servicing long-term general obligation bonds; assist in determining long-term borrowing referendums; identify need for both short-term and long-term capital financing; and identifying cash flow needs when needed. Maintain financial information and timely payments for all current debt.
11. Maintain an insurance program including securing proper levels of coverage for liability, property, crime, vehicle, workmen compensation, student, and all other insurance needs collaborating with District Administrator and Board when needed.
12. Monitor all federal grants/reports; make claims, Medicaid reporting, Maintenance of Effort, Time & Effort and indirect costs.
13. Supervise the internal van transportation needs including, but not limited to, preparing van routes for Special Education students and 4-K routes, implement parent alternate route paperwork, coordinate internal van requests for student transportation and supervision of van drivers.
14. Management of all building and grounds functions, with input from Administrative Team, including purchasing all supplies, coordinating special projects, hiring summer help, and supervision of all maintenance staff.
15. Head of the Food Service Program; administers and monitors food service operations and make adjustments as needed; directs and works closely with the food services head cook in handling the business and financial function of the food service program and is the supervisor of all food service personnel.
16. Assist in the evaluation of acquisition of technology and supervisor of Technology Coordinator. Assist in the filing, process and management of E-rate.
17. Manage a comprehensive purchasing and supply program that fulfills the educational goals, instructional needs, and service requirements of the district.
18. Attend all regular meetings of the Board of Education and such other meetings as may require his/her presence but shall not remain when his/her own contract or salary is under consideration.
19. Supervise and direct the duties of the Assistant Business Manager.
20. Handle after hour substitute calls.
21. Perform other duties as assigned.

Revised: April 23, 2012

Revised: January 22, 2001

Adopted: September 26, 1988

251 - ALGOMA SCHOOL DISTRICT RESIDENCE



Adopted: September 26, 1988
Revised: January 22, 2001

253.2 - DEVELOPMENT AND/OR APPROVAL OF HANDBOOKS

Annually, each teacher will receive a copy of the faculty handbook and each student a copy of the student handbook. These handbooks will be reviewed annually and any recommended changes shall be approved by the Board of Education. By the Board's approval, any policy contained within the handbook, represents official board policy.

Revised: January 22, 2001

Adopted: September 26, 1988