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The administration of the School District of Fall Creek is responsible for the direction, coordination and control of students and staff in their efforts to reach educational goals adopted by the Board within the guidelines established by Board policy, law and employee agreements.

To demonstrate leadership and to resolve the inevitable problems and obstacles which will arise both inside the school system and in its relations with the community, the Board expects the administration to specialize in:

1. the processes of decision-making and communication.
2. how to plan, organize, implement and evaluate.
3. how to coordinate and guide the various centers of power within the school system and to 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: January 7, 1991

**SCHOOL DISTRICT OF FALL CREEK BOARD POLICY
POLICY CODE: 221**

QUALIFICATIONS AND DUTIES OF THE DISTRICT ADMINISTRATOR

- Title: District Administrator
- Reports to: Board of Education
- Number of Workdays: 12 Month Contract
- Qualifications: Required licensure from the Wisconsin Department of Public Instruction for the position of District Administrator (WI #05). Qualifications include but are not limited to these listed examples of responsibilities.
- Job Goals: It is the goal of the District Administrator of schools to operate and manage the educational program and environment that will provide the best learning opportunities for students within the guidelines established by the Board of Education on behalf of the district electorate. The District Administrator is the administrative head of the school district and executive officer of the Board of Education, to which he/she is solely responsible. The District Administrator shall have general supervision and management of all aspects of school district operations. He/she may delegate responsibility for administering various segments of school district operations but shall be responsible to the Board for the results produced. The District Administrator's major areas of responsibility are:

BOARD:

1. The District Administrator shall serve as the executive officer of the Board of Education, and shall be charged with responsibility for executing the policies of the Board and the rules and regulations of the State Department of Public Instruction in accordance with the laws of the State of Wisconsin and the Constitution of the United States.
2. He/she shall develop administrative principles and procedures for implementing Board policies.
3. He/she shall prepare the agenda for each Board meeting, shall attend all such meetings, except when his contract is being considered, and shall participate in all deliberations of the Board.

4. He/she shall keep Board members informed about meetings which may be of interest or informative for them to attend.
5. He/she, along with the principal involved, shall report to the Board concerning the instructional staff, with recommendations concerning their continued employment or dismissal.
6. He/she shall supervise the preparation of all annual reports and any other reports or studies as may be required of him by the Board of Education and the Department of Public Instruction.
7. He/she shall serve as a resource person and assist the Board's negotiating committees.

FINANCE:

1. He/she shall be in a position to report on the financial status for the school district upon request.
2. He/she shall audit, check and approve all bills, payrolls and claims against the district before presenting them to the officers of the Board of Education for final approval.
3. He/she shall prepare and recommend to the Board the annual school district budget. It will be prepared and administered in compliance with Board policy and State law.
4. Recommends to the Board the transfer of money from one budget item to another as conditions may require in the carrying out of the budget.
5. Obtain the best values for purchases and services by using, when practical competitive bidding.
6. He/she shall assure that a proper inventory of district property is maintained.

PERSONNEL:

1. He/she shall be responsible for keeping employees informed of all changes in school Board policies and shall be responsible in seeing that all policies of the Board are enforced.
2. He/she shall recommend to the Board personnel for employment, demotion, transfer or dismissal.

3. He/she shall suspend any teacher for neglect of duty or immorality, and immediately consult with the Board as to future action in the case.
4. He/she shall establish and maintain accurate records of vacation time, sick leave, personal leave, emergency leave, and compensation records.
5. He/she shall provide evaluations of the administrative staff and support staff supervisors.

CURRICULUM:

1. It is recognized that the curriculum of the school district is the most important part of the program. The District Administrator and his/her staff will make sure that the District maintains the highest academic level possible for the students.
2. He/she shall prepare, or have prepared for his/her approval, the content of each course of study in the district curriculum, and shall keep the Board apprized of changes in the curriculum and seek its approval for major changes.

SCHOOL COMMUNITY RELATIONS:

1. The District Administrator will ensure that the District maintains positive school-community relations. This will be a cooperative effort between the Board, administrators, teachers, and support staff.
2. The District Administrator will serve as an advocate for students and their educational programs.
3. The District Administrator and the staff will provide information of the school district programs to the District residents by using the local press, social media and the school newsletter.
4. The District Administrator will promote and foster a student centered climate in the District.

GENERAL:

1. He/she shall develop and maintain effective and satisfactory interpersonal relationships and communications with board, teachers, support staff, and community.

2. He/she shall keep informed on education changes and progress by attendance at meetings and conventions, so that the school may keep in contact with the best and most recent trends in education thought and practice.
3. He/she shall be the custodian of all legal and other valuable documents for the Board of Education and the Fall Creek School District.
4. He/she shall ascertain and report to the Board on the physical condition of the school plant from time to time as required or asked for by the Board and make recommendations for their improvement or replacement.
5. He/she shall prepare and recommend a calendar for each school year and present it at the January meeting of the Board.
6. He/she shall supervise and be responsible for the school lunch program.
7. He/she shall have general supervision over the transportation of pupils and see that such service is conducted in accordance with the state statutes.
8. He/she shall serve as the supervisor of the school district's buildings and grounds including purchases, duties and recommendations for personnel as well as the general care and maintenance of all district facilities.

ADOPTED: In 1990
 REVISED: August 16, 1999
 REVISED: March 21, 2022

LEGAL: Administrative Rule: 3.58 (1-4): 8.01 (2) (q)
 REFERENCES: Wisconsin Statutes: 118.16 (1) (2)
 118.24

RECRUITMENT AND APPOINTMENT OF ADMINISTRATOR(s) 222

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 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, as a whole, shall select and appoint the district administrator 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. The Board shall inform the district administrator of the procedures to be followed in filling the vacancy.

The district administrator shall have the authority to select and recommend to the Board for approval, administrative staff replacements.

LEGAL REF.: Section 118.24 Wisconsin Statutes

APPROVED: January 7, 1991

REVIEWED: June 10, 2013

REVISED: March 21, 2022

The Board and the district administrator shall enter into a written contract establishing rate of pay and other conditions of employment. Such contract shall be on file in the district office. The district administrator's contract shall cover a period from one to three years as provided by law.

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

All applicable provisions of 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: January 7, 1991

REVIEWED: June 10, 2013

ADMINISTRATOR COMPENSATION AND BENEFITS 223.1

The salary of the district administrator, additional benefits, vacation entitlement 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: January 7, 1991

REVIEWED: June 10, 2013

DISTRICT ADMINISTRATOR DEVELOPMENT OPPORTUNITIES 223.2

The Board feels that professional growth of district administrator is desirable and necessary to maintain competence in school administration. Therefore, the Board encourages the district administrator to attend educational meetings, conferences and workshops in order to become aware of changes in education that may affect school district policies and programs. The Board must approve attendance at such meetings, exceeding \$750.00 in total cost, in advance.

The district administrator shall keep the Board apprised of all out of district travel.

School administrator shall be reimbursed for expenses incurred in the performance of his/her duties in accordance with established procedures and within current budgetary limitations.

The Board strongly encourages its district administrator to also maintain memberships in state and national school administrator organizations.

LEGAL REF.: Section 118.24 Wisconsin Statutes

CROSS REF.: 671.2, Expense Reimbursements

APPROVED: February 4, 1991

REVISED: August 19, 2013

TERMINATION OF ADMINISTRATOR'S CONTRACT 223.3

The Board shall evaluate the district administrator annually as stipulated in Board policy and the administrator's contract. The Board, when desiring to release the administrator, shall be guided by the following procedures 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-year probationary period, when possible, for rectification of those areas deemed deficient.
4. Conduct necessary conferences with the administrator at all times.
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 the administrator's contract, proper notification must be given pursuant to the state statutes.

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

LEGAL REF.: Section 118.24 Wisconsin Statutes

APPROVED: February 4, 1991

REVIEWED: June 10, 2013

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 non-action 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 team should be present when the business of the school district is being conducted. All should feel secure in the performance of their respective duties.

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: February 4, 1991

REVIEWED: June 10, 2013

ADMINISTRATIVE EVALUATIONS 225

The Board shall conduct an evaluation of the district administrator's performance and effectiveness in the school system annually. The evaluation shall be based directly upon the job description and responsibilities of the position. It should be designed to promote individual professional growth and development.

The Board may, at its discretion or as requested by the district administrator, provide a conference with the district administrator to discuss the results of the evaluation.

Other administrative staff members shall be evaluated annually based on their job descriptions in accordance with established procedures.

LEGAL REF.: Section 118.24 Wisconsin Statutes

CROS REF.: 221, District Administrator (Job Description)
231, High School Principal (Job Description)
232, Middle School Principal (Job Description)
233, Elementary School Principal (Job Description)

APPROVED: February 4, 1991

REVIEWED: June 10, 2013

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 organization 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.

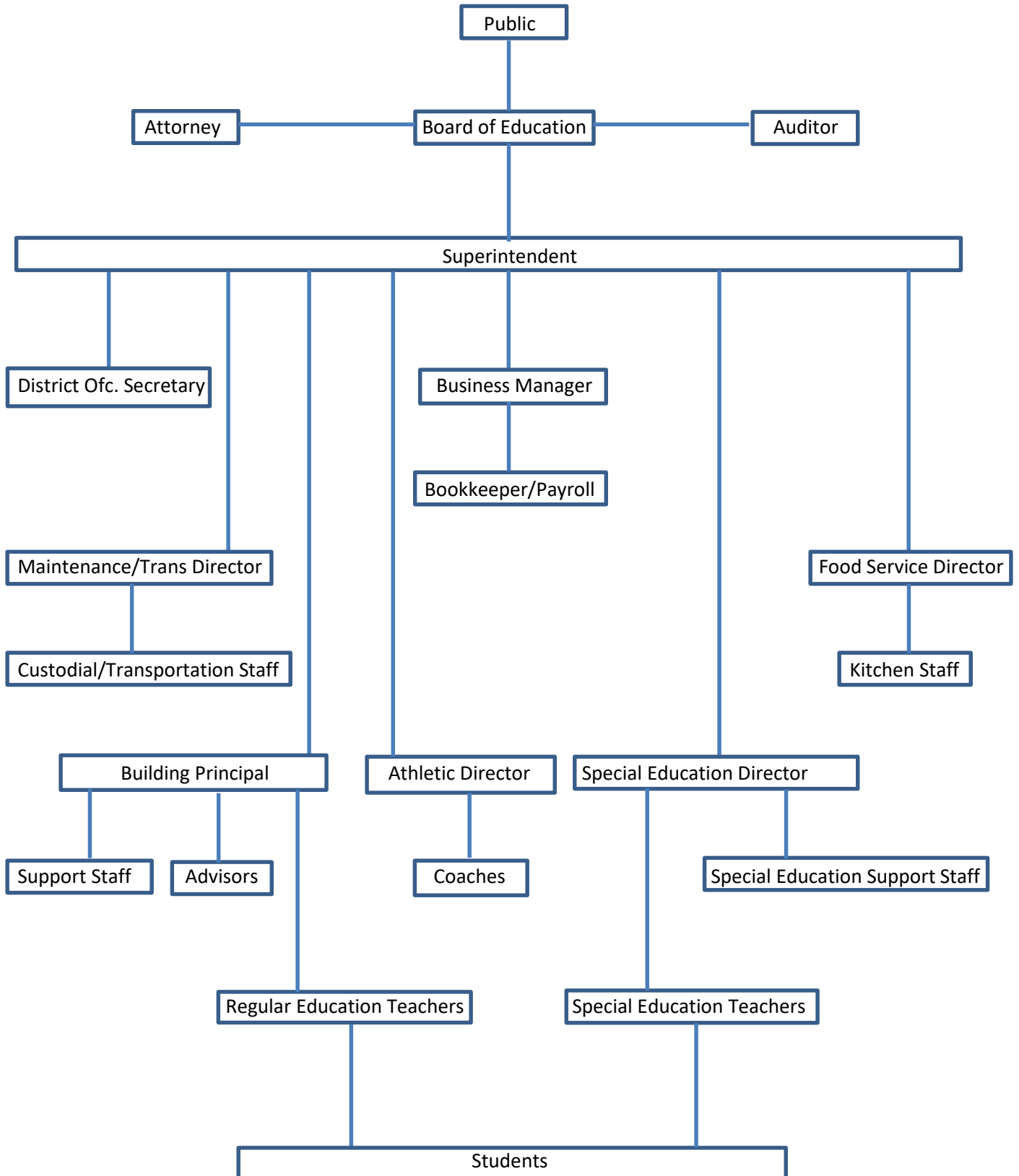
Additionally, the lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility and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

CROSS REF.: 241.1, Organizational Chart

APPROVED: February 4, 1991

Fall Creek School District Organizational Chart

241.1



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

In the development of rules, regulations and procedures, the district administrator shall include at the planning stage, whenever possible, employees who are affected.

APPROVED: February 4, 1991

REVIEWED: June 10, 2013

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 rules and detailed arrangements shall constitute the administrative regulations governing the schools. The administrative regulations must, in every respect, be consistent with the policies of the Board, statutory and case law.

APPROVED: February 4, 1991

REVIEWED: June 10, 2013

RULES AND POLICY IMPLEMENTATION 243.1

The policies developed by the Board and the administrative rules developed to implement policy are designed to promote an effective and efficient school system. Consequently, it is assumed that Board employees and students will carry out all established policies and rules.

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

APPROVED: February 4, 1991

REVIEWED: June 10, 2013

DEVELOPMENT OF HANDBOOKS 243.3

Student and teacher handbooks shall be reviewed annually to serve as the basis for enforcement of school rules. Handbooks shall be used to ensure that all parents, students and staff are cognizant of the rules used to govern the schools.

The building principals shall develop school district handbooks consistent with Board policies and state laws.

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

APPROVED: February 4, 1991

REVIEWED: June 10, 2013

REVISED: March 21, 2022

SCHOOL DISTRICT OF FALL CREEK
KEY CHECK OUT RECORD

RULES REGARDING KEYS: (Read before signing)

- 1. All individuals that want to have a key for their classrooms, outside doors, and other rooms that they may have need to access during hours that the doors are normally locked, must sign a check out form that designates the key(s) that have been checked out to them and take full responsibility for those keys.
- 2. NO KEYS ARE TO BE DUPLICATED. Unauthorized duplication of keys may result in the responsible person being accountable for the costs incurred by the District to assure the security of the buildings, which could include the costs of re-keying.
- 3. Keys are not to be loaned to students or non-school employees. Any individual that allows unauthorized use of keys or building entry will be responsible for any costs incurred as a result of this action.
- 4. Lost keys may result in a fee to offset replacement or re-keying costs.
- 5. Keys are not issued to board members.

<u>Name</u>	<u>Key #</u>	<u>OUT</u>	<u>IN</u>
_____	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Approval

Employee Signature _____ Date _____

Administrator Signature _____ Date _____

Issuance

Employee Signature _____ Date _____

Office Staff Signature _____ Date _____

Return

Employee Signature _____ Date _____

Office Staff Signature _____ Date _____

TEMPORARY ADMINISTRATIVE ASSIGNMENTS 250

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 most senior principal shall serve as acting administrator. He/she may consult with the other principal(s) or other district staff as needed in arriving at a decision. Any decisions that need to be made before the return of the district administrator will be the responsibility of the most senior principal.

If the district administrator and most senior principal are absent from the district, the next senior principal shall be assigned to serve as acting administrator.

REF.:

APPROVED: February 4, 1991

REVISED: October 20, 1997

REVIEWED: June 10, 2013

SCHOOL DISTRICT REPORTS 260

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 shall have the authority to acquire the necessary facts and statistics to complete such records and reports.

APPROVED: February 4, 1991

REVIEWED: June 10, 2013

**School District of Fall Creek
Time and Effort Reporting
Policy and Procedures**

In compliance to requirements by the U.S. Office of Management and Budgets under OMB Circular A-87, all employees charged to federal grants must maintain time and effort reporting. These federal grants include, but are not limited to, IDEA, Title, Perkins, and AEFL grants. Employees funded with federal grants must document the time they spend working on the grant's objectives to demonstrate that the amount of time budgeted and claimed is accurate.

For federal grants received through the Department of Public Instruction, employees whose costs are claimed as 100/200 objects must maintain time and effort records.

All time and effort records will be maintained in the business office and be available for review during audits or other situations that require evidence of time funded by federal grants.

There are two types of required time and effort records: general semi-annual certifications for single cost objective employees and detailed monthly reports for multiple cost objective employees. Both reports must be signed and dated *after the fact*.

Single cost objective – a position dedicated to a single purpose, such as an employee who works only as a special education teacher. This person must complete the DISTRICT Semi-annual Certification form, which includes

- employer's name
- employee's name
- federal program and CFDA#
- reporting period
- employee's position
- single cost objective
- signature of employee's supervisor

Multiple cost objective – an employee who works with different student populations, such as with students with disabilities for part of the time and with students without disabilities for another portion of the time. Each month, this person must complete the DISTRICT Personnel Activity Report form, which includes

- employer's name
- employee's name
- employee's position
- federal program and CFDA#
- reporting period
- 100% of hours worked
- employee's signature

Time and effort records will be compared to payroll records at least quarterly by the program supervisor to ensure charges accurately reflect time spent for the objective stated. Differences between the time and effort reports and payroll records of 10% or more will be immediately reported to the head bookkeeper or district administrator. Payroll changes must be adjusted immediately to more closely reflect actual activity.

ADOPTED: July 18, 2011
REVIEWED: June 10, 2013