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RESIGNATION OR RELEASE OF DISTRICT ADMINISTRATOR

The Board of Education (Board) shall conduct a written evaluation of the District Administrator's performance at least annually. Should the Board desire to release the District Administrator, the Board shall be guided by the following procedures for his/her release:

1. Unless the release is for cause, the Board shall base its decision on a written evaluation using the District Administrator's position description as a primary basis.
2. The Board shall have previously submitted to the District Administrator a written evaluation which described with reasonable specificity areas where performance improvements needed to be made.
3. The Board shall have previously provided the District Administrator with a reasonable opportunity to correct those areas found to be in need of improvement, to the satisfaction of the Board.
4. The Board shall submit to the District Administrator in writing the decision of the Board and the details for release from the position.

When the Board chooses to non-renew the District Administrator's contract, proper notification must be given pursuant to state statutes.

The District Administrator may not be hired or released except by a majority vote of the full membership of the Board. Modification or termination of the District Administrator's contract may be made by mutual agreement of the Board and the District Administrator. If the District Administrator unilaterally terminates the contract, other than in accordance with the provisions related to the contract end date, the District Administrator shall be responsible for the District's reasonable costs of securing a replacement District Administrator.

Legal Ref.: Section 118.24 Wisconsin Statutes (School District Administrator)

Local Ref.: Policy #225-Evaluation of the District Administrator
Policy #225.1-Colleague Assessment Questionnaire, District Administrator's
Position