

WASB 7/2012

SCHOOL DISTRICT OF MANAWA

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UPPERCASE AND BOLD TITLES – Policies, rules and exhibits currently included in this series with revision drafts provided.

“Sample Draft”

SCHOOL DISTRICT OF MANAWA

ADMINISTRATOR CONTRACTS

The Board and individual administrators shall enter into written contracts establishing rate of pay and other conditions of employment. An administrator may be granted a contract for a period not to exceed two years as provided by law.

Salaries and other benefits shall be determined by the Board, shall be part of the written administrator contracts, and shall be reviewed annually.

Administrator contracts shall be on file in the District office. Renewal and/or nonrenewal of administrator contracts shall occur in accordance with statutory provisions.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
118.245
121.02(1)(q)
PI 8.01(2)(q) Wisconsin Administrative Code
PI 34.03

CROSS REF.: 222 – Rule, Benefits for Administrators
511, Equal Opportunity Employment
Administrator Job Descriptions
Administrator Contracts

APPROVED:

**NOTE: This policy draft is only an example of the type of “administrator contract” policy adopted by Wisconsin school boards. If the draft does not reflect what is being done in your district regarding such contracts it should be revised accordingly.*

SCHOOL DISTRICT OF MANAWA

BENEFITS FOR ADMINISTRATORS

The following benefits are applicable to all administrators employed by the District, effective July 1, 2012:

A. Benefits

1. Health Insurance: The Board shall pay eighty-six percent (86%) of the premium to participate in the District's group health insurance.
2. Dental Insurance: The Board shall pay one hundred percent (100%) of the premium to participate in the District's group dental insurance program.
3. Life Insurance: The Board shall pay one hundred percent (100%) of the premium to participate in the District's group life insurance program.
4. Disability Insurance: The Board shall pay one hundred percent (100%) of the premium to participate in the District's group disability insurance program.
5. Administrators shall be entitled to reimbursement of all conference/convention related expenses. Reimbursement for travel shall be at the current IRS rate, and for meals, lodging, and materials in accordance with the Employee Handbook guidelines.

B. Additional Benefits

1. Sick Leave: Administrators shall be entitled to fourteen (14) days of sick leave annually, cumulative to a total of ninety days (90) days.
2. Vacation: Administrators shall be entitled to twenty (20) days of vacation annually. Accrued but unused vacation may be carried over until December 31st (to be used between July 1 and December 31). Vacation that is carried over but not used prior to December 31 shall be forfeited without compensation. Scheduling of vacation time shall be with the advance notification of the District Administrator.
3. Administrators, upon proof of completion, shall be entitled to tuition reimbursement for graduate studies if related to Educational Administration. Reimbursement shall be capped at \$2500.00 per year.
4. Administrators shall be entitled to time off on statutory holidays or other days designated by the Board including Independence Day, Labor Day, Thanksgiving

Day, Day after Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday and Memorial Day.

5. Residency. In the event an administrator is residing within the geographical boundaries of the School District of Manawa on or before April 1st, the administrator will receive a one thousand dollar (\$1,000.00) stipend (less appropriate state and federal withholding) to be paid the first pay period of April.

C. Retirement Benefits

WRS Contribution: The Board shall pay only the required employer contribution to the Wisconsin Retirement System (50% of all actuarially required contributions to the Wisconsin Retirement System) as determined by the Employee Trust Fund. The administrator shall contribute the required employee contribution (50% of all actuarially required contributions to the Wisconsin Retirement System) as determined by the Employee Trust Fund.

D. Professional Improvement

1. Professional Development: The Board shall pay the membership dues in one professional organization for both the state and national association appropriate to the professional assignment of the administrator. The Board shall pay for one additional \$100 membership in a professional organization.
2. Administrators shall be allowed to attend one state convention each year and one national convention every third year pending the District Administrator's approval, and as determined by a rotation plan designed by the District Administrator with necessary expenses paid by the District.

Approved: March 19, 2012

**NOTE: This rule is based on information found in your district's current policy manual (Policy 222 – Approved 3/19/12). I converted the policy into a rule since the content was procedural details rather than general policy guidance. I revised the content slightly for stylistic reasons.*

If you want to retain this rule in the policy manual, CREATE A RELATED POLICY 222 (ADMINISTRATOR CONTRACTS). Attached is a "sample draft" for your consideration.

SCHOOL DISTRICT OF MANAWA

DISTRICT ADMINISTRATOR EVALUATION

The Board shall provide the District Administrator with an annual evaluation of his/her work performance. The evaluation shall be conducted in accordance with state law and established District procedures.

{NOTE: I added the reference to "District procedures" since you have such local procedures.}

The basic function of the District Administrator's position is to achieve the highest quality of education possible for all students through the most efficient use of all available resources. The District Administrator serves as the chief executive officer of the District and through direction of the Board assumes general supervision and leadership for all aspects of the educational program including, but not limited to, physical facilities, personnel matters, and community relations. Such duties require extensive decision-making responsibilities. The evaluation shall be used as a tool to help improve the skills and performance of the District Administrator.

The District Administrator's annual written evaluation shall be based, at least in part, on the written Board-adopted position description, including job-related activities, and established performance standards and goals. The evaluation data shall include observation of the administrator's performance.

{NOTE: I added this paragraph to provide further guidance and compliance with legal requirements. State law requires all certified staff evaluations to be based on board-adopted written job descriptions and observation as part of the evaluation data. Your procedures referred to the board meeting with the district administrator to "set goals." If the evaluation is not also based on "established performance standards and goals" delete that statement (end of sentence 2) since this is a common practice but not a legal requirement.}

LEGAL REF.: Sections 118.24 Wisconsin Statutes
121.02(1)(q)
PI 8.01(2)(q) Wisconsin Administrative Code
PI 34.03

CROSS REF.: 225 – Rule, District Administrator Evaluation Procedures
District Administrator Job Description *(not found in policy manual)*
District Administrator Contract

APPROVED: May 21, 2001

REVISED:

**NOTE: This policy is based on information found in your district's current policy manual (Policy 222 – Approved 5/21/01). I revised it for stylistic reasons and as outlined above.*

SEE RULE 225 (DISTRICT ADMINISTRATOR EVALUATION PROCEDURES) for the procedures I deleted from this policy.

DISTRICT ADMINISTRATOR EVALUATION PROCEDURES

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

1. During the September board meeting the District Administrator Evaluation Form shall be distributed to all board members.

{NOTE: Does the board use the same evaluation form, criteria and/or procedures each year? If not, you may want to add a preliminary step for the August board meeting that describes how/when the board determines the specific evaluation process (e.g., form, criteria, etc.) for the year.}

2. By the October board meeting, all evaluation forms shall be completed and returned to the School Board President.
3. The School Board President shall do an item-by-item average of board member checklists. "Not Observed" shall not be used in calculating the average.
4. At the regular November school board meeting the School Board President shall present the averaged sheets and a summary of comments to the entire board. A meeting with the District Administrator shall also be scheduled in November to review the evaluation and set goals.

APPROVED: May 21, 2001

REVISED:

**NOTE: This rule is based on information found in your district's current policy manual (Policy 222 – Approved 5/21/01). I separated general policy guidance from implementing procedures. I revised the content slightly for stylistic reasons.*

SEE POLICY 225 (DISTRICT ADMINISTRATOR EVALUATION) for the related policy guidance.