

222 ADMINISTRATIVE CONTRACTS

The district administrator is appointed by the board and acts as its executive officer in administering the board's policies in the operation of the schools. The district administrator also acts as professional advisor of the school staffs.

Employment contracts may be issued at the discretion of the board for a period not to exceed two years to the district administrator, assistant district administrator, principals, and assistants to those positions named. At its January meeting, or not later than the April meeting, the board will appoint a district administrator for a term not to exceed two years, as of July 1 following, and will establish the district administrator's salary. The district administrator shall make recommendations to the board regarding each administrative contract. Copies of all administrative contracts and administrator certification shall be on file in the central office. The term of contracts shall coincide with the district's fiscal year with exceptions being authorized by the board.

The district administrator shall be responsible for updating the board on the performance of each administrative employee.

Six months prior to the expiration of administrative contracts, the district administrator shall inform the board of the renewal and non-renewal procedures outlined in Section 118.24(6) and (7) of the Wisconsin Statutes, and shall make recommendations regarding the renewal or non-renewal of administrative personnel.

Any administrative contract may be terminated by mutual agreement in writing by the board and administrative employee.

Reviewed, revised, and approved by the Board of Education on February 20, 2006