

## ADMINISTRATIVE CONTRACTS

The Board may employ a superintendent and administrative staff. Such persons employed by the Board shall be issued administrative contracts in accordance with state law.

The Superintendent shall make recommendations to the Board regarding each administrative contract. Copies of all administrative contracts and administrator certification shall be filed at the central office.

The Superintendent shall be responsible for informing the Board of renewal and non-renewal procedures outlined in state law and administrative contracts and shall make recommendations regarding the renewal and non-renewal of administrative personnel.

The School District of Jefferson is an equal opportunity employer.

ADOPTED: September 22, 1980

REVISED: March 23, 1987  
December 17, 1990  
July 25, 1994  
May 20, 1996  
January 25, 1999  
January 24, 2000

LEGAL REF.: Wisconsin Statutes: 118.24

CROSS REF.: CBC-R, Timeline for Goal Setting and Communication to the Board and for Administrative Evaluations/Compensation  
CB, Superintendent  
CBA, Qualifications and Duties of the Superintendent (Job Description)  
CBG, Evaluation of the Superintendent  
GBA, Equal Opportunity Employment  
GCN, Certified Staff Evaluation

REVIEW DATE: January 23, 2012

## TIMELINE FOR GOAL SETTING AND COMMUNICATION TO THE BOARD AND FOR ADMINISTRATIVE EVALUATIONS/COMPENSATION

### ANNUALLY:

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	District / Board / Superintendent Goals Review (May)
	Final Administrative evaluations completed
MAY/JUNE:	Administrative compensation recommendations (effective July 1) presented to Board by the Superintendent
JULY/AUGUST:	Goal setting for next year (includes potential special Board meeting for comprehensive input)
AUGUST:	Determination of goals for coming year
	District / Board Goals Review (November)
	Superintendent Goals Review (December)
NOVEMBER/DECEMBER:	Completion of mid-year evaluations by Superintendent for those administrators with contracts expiring June 30
	Determine administrative contract extensions based on previous year administrative evaluations and current year mid-year evaluations
FEBRUARY:	District / Board Goals Review

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2/11/08