

ADMINISTRATOR'S TERMINATION OF EMPLOYMENT

If, at any time, in the opinion of a majority of the Board, an administrator's services are unsatisfactory, he/she shall be notified in writing. All requirements as established in Wisconsin Statute 118.24 shall be met and followed in terminating the administrator's employment.

The following stipulations, among others, are outlined from 118.24:

1. Persons employed as School Superintendent, Business Manager, School Principals, Personnel Administrator and Supervisors, Curriculum Administrators, Director of Special Education or Pupil Services, others who perform primarily administrative duties and assistants to such administrative personnel, may be employed for a term that expires on June 30 that does not exceed two-years. A contract of two-years may provide for one or more extensions of one-year each.
 2. The employment contract of any person described above shall be in writing and filed with the School District Clerk. Prior to giving notice of refusal to renew the contract of any person described above, the Board shall give that person preliminary notice in writing by registered mail. This preliminary notice will be sent at least five (5) months prior to the expiration of such contract that the Board is considering non-renewal, unless an earlier deadline is specified in individual contracts.
 3. If the person receiving preliminary notice of non-renewal, files a written request for a hearing within seven (7) days after receiving such notice, the person has the right to a hearing before the Board, prior to being given written notice of refusal to non-renew the contract. The written request for a hearing shall include a statement requesting either a private hearing or a public hearing before the Board. If such a hearing is requested, the reasons upon which the Board is considering non-renewal may be requested and the Board shall furnish such reasons before the hearing in writing, unless an earlier deadline is specified in individual contracts.
 4. Written notice of refusal to renew a contract will be by registered mail at least four (4) months prior to the expiration of such contract.
 5. No such person may be employed or dismissed except by a majority vote of the full membership of the School Board. Modification or termination of an employment contract may also be by mutual agreement of the parties.
-

6. The Board of Education may consult with the Wisconsin Association of School Boards, and shall consult the District's attorney prior to termination of any administrator.

It should be remembered that the above statements provide but a brief summary of requirements set forth in statute 118.24. Nothing in this policy may be deemed to supercede statute, and the District will comply with all requirements set forth by law and individual administrator contracts.

LEGAL REF: WI. ST. 118.24

Adopted: _____
Last Revision: September 14, 2016
Last Review: September 14, 2016
