

## TERMINATION OF DISTRICT ADMINISTRATOR'S CONTRACT

The Board, when desiring to release the district administrator, shall be guided by the following procedures whenever possible:

1. Base judgment on a written evaluation using the job description as a primary basis.
2. Submit to the district administrator written judgments where improvements need to be made.
3. Provide a one year probationary period, when possible, for recertification of those areas deemed deficient.
4. Conduct necessary conferences with the district administrator at all times.
5. 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 the state statutes.

The district administrator may not be employed or dismissed except by a majority vote of the full membership of the Board. Modification or termination of the administrator's contract may be made by mutual agreement of both parties.

This policy shall apply to other administrative staff members as well as the district administrator.

If the administrator has engaged in specific criminal or other misconduct as outlined in state law, it shall be reported to DPI and may result in immediate disciplinary action up to and including termination.

LEGAL REF.:           118.24 - Wisconsin Statutes  
                          115.31 – Wisconsin Statutes

**APPROVED:**       March 26, 1985  
                          December 19, 2006  
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