

200s Policies (Administration)

**Revised & Reviewed by Attorney & Policy Committee*

- * **Policy 223 – Administration Professional Development**
- * **Policy 224 – Board-Administrator Relations**
- * **Policy 225 – District Administrator Evaluation**
- * **Policy 225.1 – Administrative Staff Evaluation**
- * **Policy 270 – School District Reports**

04.
3/17/25
sh**Fwd: 200 Series Recommendations**

1 message

Gary Albrecht <albregar@wauzeke.k12.wi.us>
To: Kari Bartels <bartekar@wauzeke.k12.wi.us>

Mon, Mar 3, 2025 at 3:10 PM

Please copy these policies along with Scott's cover sheet.

Thank you!

g

----- Forwarded message -----

From: **Scott Mikesch** <smikesh@wasb.org>
Date: Sun, Mar 2, 2025 at 6:48 PM
Subject: 200 Series Recommendations
To: Gary Albrecht <albregar@wauzeke.k12.wi.us>

Gary:

I hope that all is well. Attached are the policy recommendations for the 200 Series Policies. My notes and comments are in the table, below.

Still more to come regarding the questions in your email and the information we discussed during our video call a couple weeks ago.

Thanks and take care,

Scott

223	Administration Professional Development *	Consider adding the following Legal References: Wis. Admin. Code PI 34 - DPI's administrator standards; stages of licensure, including orientation and mentoring requirements See additional optional language to consider in the attached revised policy .
224	Board-Administrator Relations	See additional optional language to consider in the attached revised policy . Language suggestions pulled from the PRG 224 Sample Policy concerning Board-Administrator Relations and is optional language for consideration.
225	District Administrator Evaluation *	Consider adding the following Legal References: Wis. Admin. Code PI 34 - DPI's administrator standards. See additional language recommendations for consideration in the attached revised policy .
225.1	Administrative Staff Evaluation *	Consider adding the following Legal References: Wis. Stat. Secs. 115.415 - educator effectiveness evaluation requirements; 120.12(2m) - school board duty to evaluate principals using DPI-developed educator effectiveness evaluation system or equivalency evaluation process; WI Admin. Code PI 34.003 - DPI's administrator standards; PI 47 - equivalency process for educator effectiveness evaluation; principals and teachers See additional language recommendations for consideration in the attached revised policy .
270	School District Reports	Unsure if the intent of the current policy was to address the District's annual obligations to notify parents regarding the District's academic standards? Included PRG Policy and Sample Exhibit concerning notification to parents of the District's academic standards for review.

New 313

**Scott Mikesch, J.D.**

Legal & Policy Services Staff Counsel

Wisconsin Association of School Boards

☎ 608-512-1709

☎ 608-347-4279

✉ smikesh@wasb.org🌐 www.WASB.org

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Dr. Gary L. Albrecht
Interim District Administrator
Wauzeka-Steuben School District

6 attachments

-  **PRG 313 Sample Exhibit 1.docx**
35K
-  **PRG 313 Sample Policy 2.docx**
32K
-  **Policy 225_1 Administrative Staff Evaluation.docx**
18K
-  **Policy 225 District Administrator Evaluation.docx**
15K
-  **Policy 224 Board-Administrator Relations.docx**
15K
-  **Policy 223 Administrator Professional Development Opportunities.docx**
15K

SCHOOL DISTRICT OF WAUZEKA-STEUBEN**ADMINISTRATOR PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

The Board of Education believes that professional growth of the administrative team is desirable and necessary to maintain competence in school administration. Therefore, the Board encourages the administrative staff to attend appropriate educational meetings, state and national conferences, workshops, and courses to become aware of changes in education that may affect District policies, practices, and programs. In addition, administrators are encouraged to participate in District-sponsored training and growth opportunities.

Expenses directly related to an administrator's qualifying professional development activities will be paid for or reimbursed by the District to the extent and in the manner provided by applicable District procedures, including all procedures that relate to (1) obtaining supervisory approval for specific activities, costs, and any time away from work; and (2) the submission of complete and timely documentation of qualified expenses. The submission of any inappropriate or unreasonable costs or expenses for payment by the District may affect the administrator's evaluation and/or result in discipline.

Administrators are expected to use the District's performance evaluation process as an opportunity for direct discussion between the administrator and his/her supervisor/evaluator concerning the standards, content areas, and/or specific activities that would be most beneficial for the administrator to consider as a focus for his/her upcoming professional development activities.

Legal References: Wis. Stats. §§ Sections 118.24, 121.02 (1) (b); PI 8.01 (2) (b) Wisconsin Administrative Code, **PI 34**

Cross References: Administrative Contracts

Adoption Date: 6/16/2014

Date Revised:

Date Reviewed:

SCHOOL DISTRICT OF WAUZKA-STEUBEN**BOARD-ADMINISTRATOR RELATIONS**

The School Board and the District Administrator share responsibility for working together to provide effective leadership for the School District. Accordingly, the Board and District Administrator likewise share responsibility for the goal of developing and maintaining a productive, mutually-respectful working relationship.

As the elected representatives of the community and as the highest-level governing authority in the District, the Board's primary leadership role involves establishing the District's mission, goals, strategic priorities, governance policies, and annual budgets, and then providing the necessary support, oversight, and advocacy to foster and monitor their proper implementation. The Board of the School District of Wauzeka-Steuben believes that policy making is one of its most important functions, and that the implementation of policy is a function of the District Administrator.

The Board delegates executive powers to the District Administrator in order that s/he may manage the District within the Board's policies, thus permitting the Board to devote its time to policymaking and appraisal functions.

The Board shall hold the District Administrator responsible for carrying out policies within established guidelines and for keeping the Board informed about school operations. The District Administrator will be responsible for all aspects of school operation and for other duties as requested by the Board.

Members of the Board cannot act for the Board on any matter unless officially delegated by the Board with the authority to do so. Members shall refrain from involving themselves in administrative matters. Board members shall refer all non-action matters and criticisms to the District Administrator.

The District Administrator may delegate responsibility and the authority necessary for the operation of the District to other designated officials who are serving in an administrative capacity.

The District Administrator and Board will work to develop, and refine as needed, their shared understanding regarding (1) their respective roles; (2) the extent, methods, and timing of communication between the Board and the administration; and, (3) especially where not otherwise definitively addressed by applicable law or by existing policies and procedures, their respective spheres of decision-making authority. When either the Board or the District Administrator has concerns regarding the effective functioning of the leadership team, each is expected to identify those concerns to the other members of the leadership team and to attempt to identify appropriate means by which the leadership team can address those concerns. An important primary, but not exclusive, means for the Board to bring such issues to the attention of the District Administrator is through the performance evaluation process.

Legal References: Wis. Stats. §§ Sections 118.24, 120.12, 120.13

Cross References: Policy 150 School Board Governance; District Administrator Job Description

Adoption Date: 6/14/2014

Date Revised:

Date Reviewed:

SCHOOL DISTRICT OF WAUZKA-STEUBEN**DISTRICT ADMINISTRATOR EVALUATION**

The Board of Education of the School District of Wauzeka-Steuben shall be responsible for annually evaluating the job performance of the District Administrator of Schools. The evaluation shall be in closed session and will be treated as confidential in accordance with State Stat. 19.85 (1). The evaluation may be informal and ongoing but annually in January the Board shall provide a written evaluation summary to the District Administrator. There will be complete and frank discussion of all items on the evaluation summary to enable the District Administrator to have a thorough understanding of the evaluation's conclusions. The purpose of the evaluation shall be to review all aspects of responsibilities as enumerated in the employee's job description.

The evaluation will be based on observations, as well as the Board-adopted written job description. The evaluation will focus on the strengths and weaknesses identified by Board members in fulfilling responsibilities outlined in the District Administrator's job description, progress toward Board approved goals for the school year, **administrator standards identified by the Department of Public Instruction**, and other goals or concerns agreed on by the Board and Superintendent for the following school year.

Annually, in December, the Board and District Administrator will jointly review the District Administrator's job description to ensure that it accurately reflects both board expectations and the realities of the District Administrator's day-to-day responsibilities. When appropriate, the job description will be modified through official Board action.

The Board shall use data and other available objective and subjective evidence to inform its evaluation of the District Administrator. The District Administrator shall be responsible for preparing such data and other evidence as he/she believes may be relevant to the evaluation process, except as otherwise directed by the Board. As part of the evaluation process, the Board may also require the District Administrator to complete a self-evaluation that assesses the present working relationship between the Board and the District Administrator, and that summarizes progress to date on District goals and on any other goals or expectations that had been established specifically for the District Administrator.

Legal References: Wis. Stats. §§ Sections 118.24 & 121.02(l)(q); PI 8.01(2)(q) Wisconsin Administrative Code, **PI 34**

Cross References: District Administrator Job Description

Adoption Date: 6/20/1988

Date Revised: 1/20/2014

SCHOOL DISTRICT OF WAUZEKA-STEUBEN**ADMINISTRATIVE STAFF EVALUATION**

The District Administrator shall be responsible for developing and implementing a plan for the annual evaluation of the District's administrative staff. A summary of these evaluations shall be reported to the Board annually.

The reporting of the administrative evaluations will occur in closed session and will follow the regular Board of Education meeting for that month, unless it is determined that a special meeting shall be called for that purpose.

Performance Standards assessed will be based on the Wisconsin Framework for Principal Leadership and will include:

- Leadership for Student Learning
 - School Climate
 - Human Resources Leadership
 - Organizational Management
 - Communication and Community Relations
 - Professionalism
-
- Human Resource Leadership
 - Instructional Leadership
 - Personal Behavior
 - Intentional and Collaborative School Culture
 - School Management

If any administrator is not meeting the District's expectations or is rated as unsatisfactory or developing/basic with regard to any of the above-listed Performance Standards, and if the administrator remains employed by the District, then the District Administrator shall consider placing the administrator on a formal improvement plan related to personnel evaluations. The District Administrator may determine that other means of monitoring the issue and obtaining improved performance by the administrator would be more appropriate.

Legal References: Wis. Stats. §§ Sections 118.24, 121.02 (1) (q), ~~19.95~~ 19.85; PI8.01 (2) (q)
Wisconsin Administrative Code

Cross References: District Administrator Job Description, Administrative Contracts

Adoption Date: 6/16/2014

Date Revised:

Date Reviewed:

~~SCHOOL DISTRICT OF WAUZEKA-STEUBEN~~

~~SCHOOL DISTRICT REPORTS~~

~~The Board of Education of the School District of Wauzeka-Steuben, recognizing its responsibility to share information about the performance of its schools (elementary, middle school, high school) and students, shall annually, at the regular August Board meeting, adopt and publish a report to the residents of the District. That report shall be written in plain language and shall include the following: a statement of the educational goals and objectives for each level including performance objectives relating to learning, the progress made in meeting the objectives, a statement of the educational goals and objectives for each school in the District including performance objectives made in meeting the objective, and results of the achievement tests administered under paragraph (s) or under s.s.118.30 for the District and each school in the District.~~

~~Legal References:~~

~~Cross References:~~

~~Adoption Date: 5/16/1988~~

~~Date Revised: 9/19/2011; 4/18/2016~~

~~Date Reviewed:~~

SCHOOL DISTRICT OF WAUZKA-STEUBEN
STUDENT ACADEMIC STANDARDS

Assignment of Responsibilities

The School Board directs the administration, under the ultimate supervision and management of the District Administrator, to (1) identify and recommend for Board approval, (2) monitor and review, and (3) make any recommendations to the Board for the adoption of changes to student academic standards in:

1. Each content/subject area where applicable law mandates the adoption of local academic standards; and
2. Such other content/subject areas as may be directed by the Board or as the administration otherwise deems advisable.

In making such recommendations and in monitoring and reviewing the appropriateness of the District's current student academic standards, the administration shall evaluate and consider at least the District's current student performance data, current District goals, the statutory educational goals for school districts, the state's general school district standards, and any model student academic standards that may be adopted or published by the Wisconsin Department of Public Instruction.

State law expressly requires all school districts to adopt student academic standards in mathematics, science, reading and writing (i.e., English/language arts), and geography and history (i.e., social studies). With respect to these specific subjects:

1. The District Administrator and Board President shall ensure, as also required by state law, that the identification of the academic standards in these subjects that will be in effect in the District for the upcoming school year is a topic on the agenda and meeting notice of the first Board meeting of each school year (i.e., in July).
2. In addition, the District Administrator shall ensure that a notice that provides electronic links to or that otherwise identifies the student academic standards in these subjects that will be in effect in the District for the upcoming school year is posted on the District's website prior to the beginning of each fall school term.

The District's adopted academic standards in additional content/subject areas may be, but are not required to be, identified in the above-referenced website notice. For example, the notice may identify the District's standards for financial literacy, which is another content area in which school districts are required to adopt academic standards.

The Purposes of Student Academic Standards

The District's student academic standards identify, at a general level, what students should know and be able to do within a given content area or subject. Standards are often, but not always, identified for a particular grade/developmental level or for a particular grade range. Standards serve as goals and guideposts for both classroom instruction and student learning. The standards also help students and parents and guardians gain a better understanding of the District's expectations for student learning.

Academic standards provide a critical foundation and framework for the District's sequential curriculum plans and for the District's student assessments in each content area. However, the standards are not an actual, complete classroom curriculum. The curriculum that the District's schools implement in the various content areas remains flexible and adaptable, and there are normally many different instructional techniques and activities that could all be consistent with the applicable academic standards. Similarly, while the District implements various state and federal testing mandates and various locally-selected student assessments, academic standards normally do not mandate the use of any specific standardized test or any other specific assessment of students' knowledge, skills, or progress.

Stated another way, academic standards attempt to identify the most essential and fundamental aspects of student learning, but they do not attempt to describe all that can or should be taught or precisely how instruction should be delivered. In addition, the adoption of general academic standards in no way prevents adjustments in programs, curriculum, or individual learning goals or activities for students who have exceptional educational needs and interests, such as students with disabilities, English learners, and gifted students.

Legal References:

Wisconsin Statutes Sections 118.01, 118.30(1g)(a)1, 120.12(13), Section 121.02, 121.02(1)(L)7

Wisconsin Administrative Code Chapter PI 8

Cross References:

Adoption Date:

SCHOOL DISTRICT OF WAUZEKA-STEUBEN**NOTICE OF THE ACADEMIC STANDARDS THAT ARE IN EFFECT
FOR THE 2024-2025 SCHOOL YEAR**

State law requires the District to provide the parents and guardians of all enrolled students with notice of the academic standards in mathematics, science, reading and writing, geography, and history that have been adopted by the School Board and that will be in effect during each school year. Accordingly, the District academic standards that will be in effect in these specific content areas for this school year are listed below. Electronic links to the detailed version of the applicable standards are provided when available. To the extent a parent or guardian would like to review a copy of any of the standards in an alternative format, please contact the District Principal.

Content Area / Subject	The District's <u>2024-2025</u> Student Academic Standards
English Language Arts (includes reading and writing)	<p>The District has adopted the Common Core State Standards for English Language Arts, as formerly adapted to Wisconsin by the Wisconsin Department of Public Instruction (through the 2014-15 school year). These District standards include:</p> <ul style="list-style-type: none">• Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects in grades K–5;• Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects in grades 6–12;• Standards for Literacy in All Subjects for grades K-5; and• Standards for Literacy in All Subjects for grades 6-12 <p>A complete copy of these standards can be located and reviewed at this Internet address:</p> <p>http://dpi.wi.gov/sites/default/files/imce/standards/pdf/ela-stds-app-a-revision.pdf</p>
Mathematics	<p>The District has adopted the Common Core State Standards for Mathematics, as formerly adapted to Wisconsin by the Wisconsin Department of Public Instruction (through the 2014-15 school year). These District standards include:</p> <ul style="list-style-type: none">• Standards for mathematical content• Standards for mathematical practice <p>A complete copy of these standards can be located and reviewed at this Internet address:</p>

	http://dpi.wi.gov/sites/default/files/imce/standards/pdf/common-core-math-standards.pdf
Science	<p>The District has adopted the Wisconsin Model Academic Standards for Science. The standards are grouped into eight areas (A through H) and include both content standards and performance standards.</p> <p>A complete copy of these standards can be located and reviewed at this Internet address:</p> <p>http://dpi.wi.gov/science/standards</p>
Social Studies (includes geography and history)	<p>The District has adopted the Wisconsin Model Academic Standards for Social Studies. The five strands of the social studies standards encompass history, geography, behavioral science, economics, and political science. The model standards include both content standards and performance standards.</p> <p>A complete copy of these standards can be located and reviewed at this Internet address:</p> <p>http://dpi.wi.gov/social-studies/standards</p>

If you have any questions about this notice, please contact the District Principal.

Adoption Date:

Wisconsin Statutes Section 120.12(13)

