

SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

ADMINISTRATION

ADMINISTRATIVE STAFF RECRUITING/HIRING

221

RECRUITMENT AND HIRING OF THE DISTRICT ADMINISTRATOR

~~The School District of Pittsville Board of Education is committed to securing the best personnel available for all administrative positions. When an opening in the district administration occurs, the Board of Education shall aggressively recruit in an effort to fill the position. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully perform the essential duties of the District Administrator with or without reasonable accommodation.~~

~~The Board shall inform various placement agencies of the vacancy in administration. The Board, as a whole, shall select and appoint the District Administrator at a legally held regular or special meeting of the Board. A majority vote of the Board shall be required.~~

~~The District Administrator shall confer with the Board on the selection process to be used in filling administrative staff vacancies. Administrative staff members shall be appointed by the Board, upon recommendation of the District Administrator. Persons recommended for employment shall meet the qualifications established by law for the type of positions for which the recommendation is made and be able to perform the essential functions of the job. Candidate's competencies, credentials, and references shall be verified prior to a recommendation to the Board. It is the policy of the Board that the best qualified candidate available shall be offered the position.~~

~~Selection of administrative staff shall be made without regard to the candidate's age, race, sex, sexual orientation, religion, pregnancy, marital status, creed, political affiliation, national origin, ancestry, color, physical, mental, emotional, or learning disability or handicap, arrest or conviction record, membership in the national guard, state defense force or other reserve component of the military forces of Wisconsin or the United States, or any other reasons prohibited by state or federal law.~~

~~Legal Ref.: Sections 111.31-111.395, Wisconsin State Statutes
Section 121.02(1)(a), Wisconsin State Statutes
PI 8.01(2)(a), Wisconsin Administrative Code
American with Disabilities Act of 1990~~

The School Board shall direct the process for recruiting and hiring the District Administrator. A District Administrator may be employed only by a majority vote of the full membership of the Board.

As soon as it is known that the District may need to recruit and select a new District Administrator, the Board will hold a meeting (or multiple meetings, if needed) to identify key process steps and timelines. The Board may wish to consider issues such as the following during such meetings:

1. Verification that the position description remains current and that it accurately reflects the Board's goals and expectations for the position.
2. Whether the Board wishes to provide any information in the specific postings/recruitment announcements that will supplement the position description (e.g., additional preferred qualifications and attributes, compensation information, etc.)
3. Identification and review of general process options (e.g., processes used in the past, processes used in other school districts, etc.), including processes related to seeking candidates, screening applications, conducting interviews, and conducting criminal, professional and personal background checks.

4. Whether the Board will form an ad hoc district administrator recruitment committee, and, if so, what responsibilities it will assign to the committee.
5. Whether it is practical and desirable to involve the outgoing administrator in (a) establishing the recruitment and selection process; (b) actively participating in the process; or (c) planning and executing specific leadership transition activities.
6. If the District has actively implemented a leadership succession plan in connection with an anticipated opening and evaluated how that plan may affect the overall recruitment and hiring process.
7. Whether the Board wishes to engage the services of a third-party consultant.
8. Review of the current district administrator employment contract, involving legal counsel as necessary or desirable.
9. Communications, staff involvement, and community relations aspects of the recruitment and selection process.

To the extent permitted by law, the Board or a Board-assigned committee may conduct candidate interviews, evaluate candidates, identify its preferred candidate(s), and address issues related to contract negotiations in properly-noticed closed session meetings.

The Board may extend a conditional offer of employment to a candidate for the position of District Administrator that contains contingencies that need to be satisfied. Examples of such contingencies include obtaining a release from any other conflicting employment contract, completion of background checks, satisfactory completion of any mandatory medical examination, or reaching final contract terms that are mutually acceptable to both parties. Any conditional offer of employment that includes an unsatisfied contingency (including any of those listed above) is revocable by the Board if the Board determines that the contingency has not been appropriately and timely satisfied. Further, the Board shall not execute any employment contract with any candidate until all outstanding contingencies have been satisfied, unless District legal counsel renders an opinion that the contingency has been adequately incorporated into the individual's contract and that the contract is either voidable or can be terminated at the discretion of the Board if the contingency is not satisfied as required by the contract.

LEGAL REFERENCES:

Wisconsin Statutes

[Section 19.36\(7\)](#) [public disclosure of applicants for local public office]

[Section 66.0502](#) [employee residency requirements prohibited]

[Subch. II of Ch. 111](#) [the state fair employment law]

[Section 118.19](#) [licensure, generally]

[Section 118.24](#) [administrator contracts]

[Section 121.02\(1\)\(a\)](#) [school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

Wisconsin Administrative Code

[PI 8.01\(2\)\(a\)](#) [school district standard; assure proper license/certification is on file]

[PI 34](#) [licensure requirements]

Federal Laws

[Americans with Disabilities Act](#) [nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]

Adopted: _____ March 12, 2001

First Reading of Updates: February 10, 2025

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