

SCHOOL DISTRICT OF WAUPACA

SERIES 200 ADMINISTRATION

CODE: 251

ORGANIZATION FOR ADMINISTRATIVE PURPOSES

The legal authority of the Board of Education will be transmitted through the District Administrator along specific paths from person to person as shown on the District's Organizational Chart.

The District Organizational Chart will be approved by the Board. The lines on the chart will represent direction of authority, responsibility, and communications.

It will be the duty of the District Administrator to establish and maintain clear understanding on the part of all personnel of the working relationships in the school system.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible and/or administrator responsible for the affected area of operation. That administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Line of authority should not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The lines of authority establish direction of authority and responsibility, but the lines also represent avenues for a two-way flow of ideas and communications to improve school programs and operations.

Staff Communications to the Board

All communications or reports to the Board and any Board Committee from principals, supervisors, teachers, or other staff members will be submitted through the District Administrator. This necessary procedure will not be construed as denying the right of any employee to appeal to the Board on administrative decisions about important matters, provided that the District Administrator will have been notified of the forthcoming appeal and that it is processed in accordance with the Board Policy on complaints and grievances.

Also, Board meetings are public meetings. As such, they provide an excellent opportunity to observe first-hand the Board's deliberations on problems of staff concerns, and staff members may participate in Board meetings in accordance with the policy on public participation at such meetings. Further, at times, with the knowledge of the District Administrator, the Board may invite staff members to speak at Board meetings or to serve on advisory committees to the Board.

Board Communications to Staff

All official communications, policies and directives of the staff interest and concern will be communicated to staff members through the District Administrator and the District Administrator will utilize all such media as are appropriate to keep staff fully informed of the Board's problems, concerns, and actions.

Social Interactions

Staff and Board Members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and the general status of the school district. Concerns voiced by staff or community members should be directed by the Board Member to the administrator or supervisor who has the responsibility for the area in question in accordance with Board Policy 161. Staff members are reminded that individual Board Members have no special authority excepting when they are convened at a legal meeting of the Board or vested with special authority by Board action. Therefore, discussions by either party of personnel or personnel grievances must be avoided to prevent creating impermissible conflicts of interest.

ADOPTED: 120892

REVISED: 111296

REVIEWED:

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE: Organizational Chart

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.