

SCHOOL DISTRICT OF MAYVILLE

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

If, by reasons of health or otherwise, the District Administrator is not able to regularly and systematically provide personal attention to his/her assigned duties, the general administration of the schools shall be assumed by the following persons until such time as the Board of Education provides otherwise: the High School Principal, the Middle School Principal and the Elementary School Principal. The temporary administrator shall immediately call the President of the Board to arrange for an emergency meeting of the Board. At that time an interim administrator shall be appointed by the Board of Education. Once appointed, the interim administrator shall assume the duties of the District Administrator. The temporary administrator shall work with the School Board Secretary and shall jointly prepare for the Board meeting, including the preparation of the Board packet and the development of a meeting agenda. The temporary administrator shall also jointly meet with the Board during that emergency meeting.

LEGAL REF.: Section 118.24 Wisconsin Statutes

CROSS REF.: 231, District Administrator (Job Description)

APPROVED: April 21, 1997

ADOPTED: May 19, 1997

REVIEWED:

REVISED:

Signatures of School Board Members: _____
