

TEMPORARY ADMINISTRATIVE ASSIGNMENTS

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The superintendent shall make his/her whereabouts known to the district administration office staff at all times. If the superintendent leaves the District, he/she shall make every effort to communicate his/her itinerary to the district administration office staff who in turn, shall inform others who want or need to know.

- A. Emergencies:
 - 1. In the case of a bona fide emergency during the superintendent's absence, every effort will be made to notify the superintendent of the situation.
 - 2. If he/she is unable to be reached, the responsibility of the authority to act for the District shall fall to the principal of each building for situations involving his/her particular school.
- B. District-wide Affairs: Decisions of a district-wide nature, such as closing school for inclement weather, shall fall to the superintendent designee.
- C. Financial Affairs: When the superintendent is unavailable, the district finance department, in conjunction with the Board of Education treasurer shall have the authority and responsibility for the District financial affairs and other matters for which they are normally responsible.
- D. Long-term illness or death: In the case of a serious long-term illness or death of the superintendent, the Board President shall call a special meeting of the Board to determine what course the District shall take at that time.

When an administrator is temporarily absent from the District, the superintendent is responsible for, and may assign, another administrator to fill the absent administrator's duties.

*Ref: Wisconsin Statutes 118.24
Wisconsin Statutes 120*

Adopted February 21, 2011