

**FILE: CB**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b>	<b>October 16, 1979</b>	<b>FILE SECTOR:</b>	<b>GENERAL SCHOOL</b>
<b>DATE REVISED:</b>	<b>October 22, 1997</b>		<b>ADMINISTRATION</b>
<b>DATE REVISED:</b>	<b>July 17, 2003</b>	<b>POLICY TITLE:</b>	<b>SCHOOL DISTRICT</b>
<b>DATE REVISED:</b>	<b>September 15, 2016</b>		<b>ADMINISTRATOR</b>
<b>DATE REVISED:</b>	<b>September 26, 2022</b>		

The district administrator is employed by the Medford Area Public School District Board of Education (BOE) and acts as its executive officer in administering the BOE's policies for the operation of the schools. They shall have general supervision and management of the professional works of the schools and the promotion of students.

At January's meeting, or not later than April's meeting, the BOE shall employ a district administrator under a contract for a term not to exceed two years. At the BOE's discretion, the district administrator's contract may provide for one or more extensions of one year each. No later than five months prior to the expiration of the district administrator's contract (i.e., before the end of January for a contract that expires the upcoming June 30), the BOE shall begin the renewal/non-renewal process, adhering to all deadlines and procedures specified in state law. The BOE shall determine the annual salary of the district administrator.

In the event the district administrator's contract includes a provision concerning one-year contract extension(s), the BOE shall consider granting or denying such extension(s) according to the deadlines established in the employment contract.

**CROSS REFERENCE: CBG & Employment Contract of the District Administrator**  
**LEGAL REFERENCE: Section 118.24(1) Wis. Stats.**