

**Administrative Chain of Command
Board of Education
Wrightstown Community School District**

The Board of Education of the Wrightstown Community School District exists and functions under the laws and statutes of the State of Wisconsin. It must employ a District Administrator who is responsible for the day-to-day operations of the District.

In its employment of a District Administrator, the Board has a legitimate interest in maintaining order and facilitating the efficient resolution of concerns by directing that communication to the Board move initially through the chain of command to the District Administrator. Board members and employees are expected to follow the established chain of command as directed in this policy.

The chain of command is defined as the organizational structure that clarifies how communication, responsibility, coordination, and accountability moves through the school district. To assure clear direction and understanding of a situation, communication and decision-making begins with those closest to the situation. Students and parents communicate first with the teacher; then the Building Principal or department leader; then the District Administrator; and finally to the Board of Education. All staff communications will follow the same chain of command.

Both 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 gatherings and other functions, they may informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board, discussions between staff and Board members related to the performance of job duties or responsibilities may be inappropriate violations of the chain of command and jeopardize Board legal responsibilities.

When the District Administrator is out of the district for an extended period, the goal would be to conduct business as usual when possible. The Director of Pupil Services, along with the team of Building Principals, will proceed with business in absence of the District Administrator. In the event that it is necessary to call a special meeting of the Board, the High School Principal, will contact the President of the Board and appraise him/her of the issue(s). The Board President will then schedule the meeting.

In the event a building principal is out of the District s/he should arrange with the Director of Pupil Services or the other Building Principals to fill in during his/her absence.

In the event the District Administrator or Building Principal is temporarily out of the district, and a critical issue should arise, the individual administrator's administrative assistant will try to make personal contact with the administrator and discuss strategies to be employed. If contact is not possible, then the procedure that guides when an administrator is out of the district for an extended period will be followed.

It is anticipated that no matter who is serving in facilitating a concern or challenge that s/he will seek first-hand input from all stakeholders involved.

Adopted: April 17, 2017
Reviewed:
Revised: March 16, 2022

Reference: Line of Responsibility #2420

Legal References: Samuelson v. LaPorte Comm. School District, 526 F.3d 1046 (7th Cir. 2008); Garcetti v. Ceballos, 547 U.S. 410 (2006)