

## Chapter PI 15

### COOPERATIVE EDUCATIONAL SERVICE AGENCIES (CESA)

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**Note:** Chapter PI 15 was created by emergency rule effective November 16, 1983.

**PI 15.01 Applicability.** This chapter establishes qualifications and selection procedures for cooperative educational service agency (CESA) administrators pursuant to s. 116.04 (1) (b), Stats.

**History:** Cr. Register, July, 1984, No. 343, eff. 8-1-84.

**PI 15.02 Definitions.** In this chapter:

(1) "Cooperative educational service agency administrator" or "CESA administrator" means the administrative head of a cooperative educational service agency.

(2) "Cooperative educational service agency board of control" or "CESA board of control" means the governing body of the agency.

**History:** Cr. Register, July, 1984, No. 343, eff. 8-1-84.

**PI 15.03 CESA administrator candidate qualifications.** A candidate for appointment as a CESA administrator shall have:

(1) A minimum of 3 years of local school district administrative experience. Experience as a school district administrator, principal, business manager, or equivalent shall be deemed qualifying experience.

(2) Demonstrated comprehensive knowledge and skills in the following areas:

- (a) School district administration;
- (b) School district management practices;
- (c) Long-range and short-range educational planning;
- (d) Supervision of staff and instructional programs; and
- (e) Oral and written communication.

(3) Demonstrated comprehensive knowledge and skills in additional administrative criteria submitted by the CESA board of control and approved by the state superintendent consistent with accepted state personnel practices and equal employment opportunity principles.

**History:** Cr. Register, July, 1984, No. 343, eff. 8-1-84.

**PI 15.04 Recruitment and selection procedures.** (1) Upon receiving notice of an actual or an impending CESA administrator vacancy, the state superintendent shall:

(a) Advertise the availability of the position including information about the position, location, duties, qualifications,

salary range and solicit applications and supporting information. Notice shall follow accepted state personnel practices and equal employment opportunity principles.

(b) Determine a date for return of applications and supporting information.

(c) Appoint a screening review committee using accepted equal employment opportunity principles. The committee shall consist of at least one school board member, one school district administrator, one board of control member and one higher education representative.

(d) Within 30 days of the date for return of applications and supporting information, convene a meeting of the screening review committee. The state superintendent shall inform the committee of accepted equal employment opportunity principles to be used when screening candidates. The committee shall:

1. Recommend to the state superintendent a list of qualified candidates for the CESA administrator vacancy.

2. Maintain confidentiality of materials and discussions during and following the review process.

(e) Provide a list of at least 3 qualified candidates to the CESA board of control for possible appointment as agency administrator.

(f) Provide, upon request of a CESA board of control, names of 3 additional qualified candidates for possible appointment as agency administrator.

(g) Maintain a file of applications of qualified candidates which shall expire 1 year from the date of advertisement of a vacancy. Persons who have submitted applications previously may notify the state superintendent of their interest in later vacancies and may update their application materials as necessary.

(2) Each CESA board of control having or anticipating an administrator vacancy shall:

(a) Notify the state superintendent in writing of the vacancy. The notification shall include information about the position, location, duties, qualifications, and salary range.

(b) Review the applications of the qualified candidates provided by the state superintendent. The board may request the names of 3 additional qualified candidates.

(c) Contract with the candidate selected.

(d) Notify the state superintendent of the appointment.

**History:** Cr. Register, July, 1984, No. 343, eff. 8-1-84.