

PRESS PLUS ISSUE #122 (JUNE 2026)
8/21/26 POLICY COMMITTEE MEETING

1. ACTION TO BE TAKEN:

_____ **CONSENT**

_____ **1st READING**

_____ **KEEP IN COMMITTEE**

_____ **DELETE POLICY**

2. POLICY COMMITTEE TO DETERMINE:

_____ **Adopt as Presented**
(change “revised” & “reviewed” date)

_____ **Adopt with Additional District Edits**
(change “revised” & “reviewed” date)

_____ **Edits Not Adopted**
(change “reviewed” date)

Document Status: Review and Monitoring

SECTION 3 - General School Administration

3:70 Succession Plan

In order to insure consistent leadership in the District, the following succession plan shall be in effect: ^{C1}

- a. When the Superintendent is out of the District for an extended amount of time, the Assistant Superintendent for Curriculum and Instruction shall assume the role of the Superintendent.
- b. When the Superintendent and the Assistant Superintendent for Curriculum and Instruction are out of the District for an extended period of time, the Business Manager shall assume the role of the Superintendent, if properly certified.
- c. When all three of the above-mentioned administrators are out of the District for an extended period of time, the most senior Principal with the proper Superintendent endorsement to his/her administrative certificate shall assume the role of the Superintendent.
- d. When the middle school Principal is out of the District for an extended period of time, the Assistant Principal shall assume the role of the middle school Principal.
- e. When any Principal is out of the District for an extended period of time, a volunteer, lead teacher (named in advance) will assist the front office in routine decision-making. This volunteer lead teacher shall be from teachers who have an interest in administration. All other District administrators will develop a "coverage plan" to support the school and lead teacher for the duration of the Principal's absence.

The Board of Education supports staff members who are interested in pursuing advancement to school district administration. In order to support that interest, all administrators shall be available, as much as practicable, to meet with and counsel staff members pursuing administrative certification.

LEGAL REF.:

[105 ILCS 5/10-21.4.](#)

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 3:30 (Chain of Command)

ADOPTED: March 7, 2013

REVISED:

Lincolnwood School District 74

PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
 - Update the policy language due to changes in local conditions
 - Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 122, June 2026