

**DRAFT**

## **Article 4: Superintendent Succession Planning**

### **Acknowledgement**

This article is largely copied/adapted from New Ulm Public Schools.

### **Emergency / Short-Term Absence**

1. The Administrative Procedures Handbook includes back-up procedures if the Superintendent is not available to serve for fewer than 15 days.
2. If the Superintendent is not available for at least 15 days to serve as a Superintendent, the School Board may appoint an Acting Superintendent through designation in the Administrative Procedures Handbook or selection during a public meeting. Candidates may include current employees, past employees, neighboring superintendents, and individuals recommended by the Minnesota School Board Association and/or Minnesota Association of School Administrators. Acting Superintendents must possess a current, valid Superintendent's license through the State of Minnesota.
3. The Superintendent and Acting Superintendent review roles, duties, major decisions, and annual goals of the Superintendent and School District.
4. If the emergency or short-term absence is determined to be a long-term or permanent, the School Board will follow guidelines outlined in the "Permanent Leadership Change" section.

### **Permanent Leadership Change**

1. A vacancy is determined through a decision not to negotiate a subsequent contract with the Superintendent or approval of a resignation, retirement or termination.
2. The School Board considers hiring an outside consultant such as the Minnesota School Boards Association to conduct a search.
3. The School Board establishes a hiring process and sets timelines and schedule for recruitment.
4. The School Board communicates the process and progress toward filling the position.
5. The School Board Chair serves as the official spokesperson for the School District and handles all media contacts and external inquiries.
6. The School Board screens, interviews, and selects a candidate.
7. The School Board negotiates the new Superintendent's contract.
8. The outgoing Superintendent, incoming Superintendent, and School Board Chair discuss transition options and timelines. Transitions could include an overlap of work, exchanging duty days before and after the contract year, and part-time consulting.

## **Leadership Development**

1. Individuals who possess leadership skills will be mentored and encouraged to enroll in administrative program or pursue licensure as an administrator.
2. Potential candidates will be encouraged to take on special projects or responsibilities as well as participate in school- and district-wide committees.
3. The Human Resources Department maintains a roster of staff who hold administrative licenses and those enrolled in an administrative program.

## **Review**

1. The Personnel Committee annually reviews this article and make recommendations for consideration by the School Board.
2. The Personnel Committee prepares for and helps manage a change in leadership in building and district leadership positions.