

Administration

Appointment of Designee for Superintendent of Schools

In order to provide for unforeseen circumstances, particularly in the event of an extended absence of Superintendent of Lyme/Old Lyme Public Schools, the Superintendent shall:

1. annually appoint a designee to serve from July 1 to June 30;
2. choose the designee from among the certified administrators of Regional School District 18;
3. report the appointment to the Lyme/Old Lyme Board of Education for approval at a regular meeting of the Board during the month of June; and
4. notify the Chairman of the Lyme/Old Lyme Board of Education, who shall in turn notify the full Board, when the designee has temporarily assumed the duties of Superintendent.

The duties of the Superintendent's designee in Regional School District 18 shall be as follows:

1. The designee shall maintain the daily operation of the Lyme/Old Lyme Public Schools and shall function only when notified by the Superintendent or by the Chairman of the Board of Education or in an emergency situation.
2. The designee shall keep the Chairman of the Lyme/Old Lyme Board of Education advised on the status of the school district promptly and on a regular basis.
3. The designee shall report to the Superintendent of Schools on any action taken upon the Superintendent's return to the district.

In the event of an extended disability of the Superintendent of Lyme/Old Lyme Public Schools as shown by competent medical evidence, in consultation with the Lyme/Old Lyme Board of Education, a report shall be presented to the full Board for further consideration and action.

(cf. [2131](#) Duties of Superintendent of Schools)

Policy Adopted: November 1997.