



# Craig City School District

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## Memorandum Item 12j

FOR: School Board Members  
FROM: Chris Reitan  
DATE: May 22, 2024  
SUBJECT: CCSD Superintendent Transition Plan

The CCSD Board and outgoing superintendent have been engaged through email on the development of a transition plan for the incoming superintendent, Jackie Hanson. Included with this memo is a draft transition plan that has been developed by the outgoing superintendent with input from Board members. The draft CCSD Superintendent Transition Plan outlines steps that the outgoing superintendent can take during June 2024 to support the incoming superintendent's transition to CCSD and orientate the incoming superintendent on projects/initiatives the district is currently engaged in. The Board will want to determine what actions might be important for CCSD to take from July 1 through the first year to ensure strong communication protocols and processes between the superintendent and Board members, specify exactly what the evaluation process will look like, determine district goals/objectives the Board would like the superintendent to address, etc.

Suggested Motion: Move to approve the CCSD Superintendent Transition Plan as presented.