

# Article 4: Superintendent Succession Planning

## Acknowledgement

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## Emergency / Short-Term Absence

1. When the Superintendent is not available for a short period of time (generally for fewer than 15 consecutive working days), administrators complete the following work:

RWHS Principal	<p>Responsibility for oversight of all district programming and personnel, including supervision responsibilities for employees supervised by the Superintendent, as long as a superintendent's license is not required.</p> <p>Oversight of special education and Section 504 services. Serves as link with GCED. Official contact with legal counsel. School closure decisions. All other responsibilities not overseen by the Business Manager and/or Director of Teaching and Learning.</p>
Business Manager	Supervisor of Director of Buildings and Grounds, Director of Technology, Nutrition Services Director, and transportation services.

2. The School Board will consider assigning or hiring someone to serve as an Acting Superintendent if the Superintendent is not able to fulfill his/her duties (generally for at least 15 consecutive working days).
  - The Acting Superintendent must possess a license to serve as a superintendent in Minnesota.
  - The appointment may be through designation in this handbook or made during a public meeting.
  - The Acting Superintendent will complete all work that requires a superintendent's license or signature.
  - Possible 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.
  - The Superintendent and Acting Superintendent review roles, duties, major decisions, and annual goals of the Superintendent and School District.
  - The School Board Chair communicates with parents, staff members, media representatives, and others when an Acting Superintendent is utilized. He/she serves as the official spokesperson for the School District and handles all media contacts and external inquiries.
  - The RWHS Principal and Business Manager may be assigned to complete tasks in the aforementioned section.
  - The District Administrative Assistant will maintain a list of potential candidates and/or consultants that provide acting or interim superintendents.
3. 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 sets timelines and schedule for recruitment and follows district hiring practices.
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/employment.

## **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.