

**Red Wing Public Schools**  
2451 Eagle Ridge Drive  
Red Wing, MN 55066



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Phone 651.385.4500

www.rwps.org

### Committee Agenda Item

Topic: Transition Planning for Superintendent  
Contact(s):  
Presenter(s): Karsten Anderson, Superintendent

#### Nature of Action Requested

Recommendation  
Information or Report

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#### Background Information

Over the past few years, the district has implemented effective transition planning for key positions. We have utilized part-time employees to assist with transition planning for new hires in key positions:

- Debbie Lundberg, now a part-time employee, works with the relatively new Ed-Fi and Student Services Coordinator.
- Similarly, Kevin Johnson will work with the Director of Buildings and Grounds and the Network Systems Administrator for a period of 3-5 years.
- Kris Klassen also worked part-time this past year with the Licensed School Nurse.

These transition plans were particularly valuable during COVID when a Director of Buildings and Grounds, Network Systems Administrator, Licensed School Nurse, and Ed-Fi and Student Services (in addition to other positions without transition plans) were hired. Each transition was critical during the first year of COVID.

We have additional needs for transition planning, especially with regard to other district leadership positions. On August 16<sup>th</sup>, the Personnel Committee discussed transition planning for the current Superintendent when he leaves the district. This meeting is a follow-up to that discussion. Transition planning for other positions will be discussed later.

Three options were considered on August 16<sup>th</sup>:

- Full-Time Director of Administrative Services
- Full-Time Director of Finance
- Full-Time Assistant Superintendent

Committee members asked for more information about a full-time Director of Administrative Services and a full-time Assistant Superintendent.

### Director of Administrative Services

One option is to hire a full-time Administrative Services Director to oversee Buildings and Grounds, Technology Infrastructure, Food Services, Business Management, Human Resources, Communications, Transportation and Routing, and other areas that do not require a Superintendent's license. This option maintains the Business Manager who would report to the Director of Administrative Services.

There are two key advantages:

- When the leader in one of these departments leaves the district, this Director would be able to bridge the transition.
- This position could provide support for the next incoming superintendent who could focus on other areas that require an administrative license. The incoming superintendent could then decide whether to maintain this position.

Costs would be approximately \$145,000/year.

### Assistant Superintendent

Another option is to hire an Assistant Superintendent who could eventually become the Superintendent. Until that transition takes place (if the person was chosen), he or she could focus largely on implementing diversity, equity, and inclusion initiative in addition to other assigned responsibilities. This position would likely be for a limited period of time. A variation of this possibility is to hire a Director of Diversity, Equity, and Inclusion who possesses a Superintendent's license.

Costs would be approximately \$170,000/year.

### Recommendation

Due to other needs that more directly impact students, the Superintendent does not recommend any of these positions at this time. However, consideration should be given this spring for possible implementation next year.