



WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

Robert F. Gilbert – Superintendent
Cheryl Mammen – Special Services Director | Alfred Pullo, Jr. – Director of Business Services/Operations

MEMORANDUM

TO: Board Members
FROM: Robert F. Gilbert 
DATE: May 21, 2020
RE: **LEADERSHIP CONTINGENCY PLAN**

As you are aware, the safety and well-being of Beecher Road School students and staff is of paramount concern to all of us. Our long-standing practice has been to provide administrative coverage at all times, especially when school is in session. Over the past 4 years as well as during the past administration, the model of coverage for occasional or short term absences has always involved current administrative team members. This is also the model that is widely used throughout the state for K-6 and K-12 districts including BOWA. (Given our small district size, Bethany and Woodbridge provide mutual support in providing a 2nd level of administrative support should the first level be unavailable). Administrative teams like ours work closely together. The benefit of this model is immediate, informed and consistent leadership for occasional or short-term needs. This far outweighs the additional responsibilities taken on for a short-time by the individual. In situations of extended duration, the Superintendent would bring a recommendation for administrative coverage to the Board.

Leadership Contingency Plan

Superintendent

1. Director of Special Services
2. Bethany Superintendent

Principal

1. Assistant Principal
2. Director of Special Services

Director of Special Services

1. Assistant Principal
2. Bethany Director of Special Services

Assistant Principal

1. Principal
2. Director of Special Services

Alternate Models

1. BOWA Administrators

Impact: The understanding and practice in BOWA is that coverage is first provided by internal administration.

2. Use of Retired School Administrators

Impact: Time delay to fill. Significant orientation time would be required by current administrative team members

3. Recommendations from CABE/CAPSS

Impact: Time delay to fill. Likely candidates would be retired administrators. Significant orientation time would be required by current administrative team members.