

Red Wing Public Schools
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Red Wing
Public Schools
ISD # 256



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Committee Agenda Item

Topic: Transition Planning
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. This discussion will focus on transition planning when the current Superintendent leaves the district; other positions will be discussed later. Three options are presented for exploration:

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 are difficult to estimate until a full scope of responsibilities is determined. Ideally, the person could maintain his/her current role but increase responsibilities.

Director of Finance (Full-Time)

In past years, there has been discussion about the possibility of hiring a full-time Business Manager instead of contracting with a part-time Business Manager through School Management Services (SMS). This option would convert the Business Manager position into a Director of Finance position who would also oversee Human Resources and other non-instructional areas.

Advantages are similar as hiring a Director of Administrative Services, but there are two significant disadvantages:

- The current Business Manager, would not be eligible for the position.
- One person would be doing the day-to-day work of the Business Manager in addition to taking on additional responsibilities overseeing multiple departments.

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 are once again difficult to estimate because they depend on whether an internal or external person is hired. There could be some cost savings if an internal person is hired and other administrative reductions are made.

Recommendation

This topic is presented for discussion purposes. Based on the discussion, additional information will be shared with the Personnel Committee and/or School Board.