

Washougal School District 112-06

Policy Type: Executive Responsibilities 2 (Emergency Superintendent Succession)

Board Review Date: September 13, 2011

Board Approval Date: October 4, 2011

In order to assure steady district operations in the event of a sudden or unexpected loss of services provided by the Board’s superintendent, the Superintendent will train and orient appropriate licensed staff to execute the duties of superintendent for the district and to support the work of the school board for a limited period of time. The superintendent will develop a plan to be approved by the board that outlines the procedures for the assumption of the role of superintendent on an interim basis.

Therefore, the Superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
<p>maintain an approved plan that provides for ongoing training and orientation for those identified to maintain the executive officer leadership needed to run the district and to support the work of the school board for a given period of time.</p>	<p>Proposed Plan Details: Doug Bright and Allan Fleck both hold administrative certificates and will step in to the role of the superintendent to assure that district activities and support for public board meetings continue. David Tudor will be completing his administrative certification over the course of the 2011 – 2012 school year. Doug, Allan, David, and Rosann are briefed weekly on the key work occurring in the district and on the work of the board and pending agenda for board meetings. They are prepared to step in where needed.</p>		<p>X</p>		

Proposed interims:

Doug Bright, Allan Fleck, David Tudor

Action Plan:

If the superintendent will be absent from the district for a short period of time, the superintendent will appoint her/his acting for the duration of their absence. The superintendent will notify the Leadership Team and the Board Chair of her/his absence and who has been given the authority of the superintendent during the time she/he is away.

If the superintendent is incapacitated an executive director will contact the board president to develop a plan, including the district executive team and Cassi Marshall. The full board will be notified immediately after the board president has been contacted. An interim superintendent will be appointed by the board as soon as practical.

A communication plan will be developed by the board chair and executive directors that includes the guidance of Jodi Thomas, ESD 112, at 750-7500 (work) or 606-9761 (cell). The communication plan will include immediate notification of the central office staff, and district leadership team, and district staff prior district contact of the media.

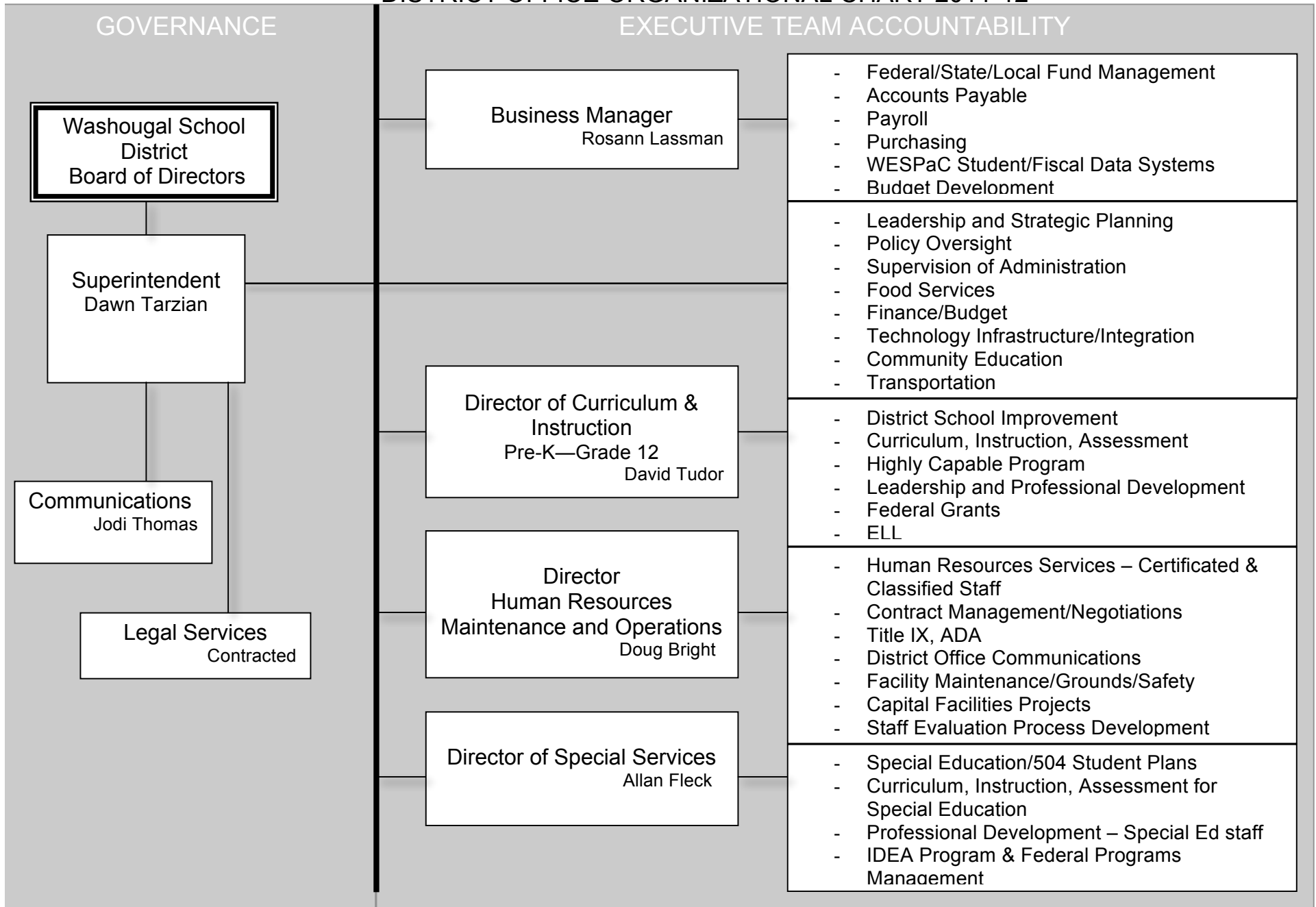
Doug Bright, Allan Fleck and David Tudor will adjust their work calendar to assume the superintendent's duties associated with district operations, leadership supervision, policy management, and board operations.

The executive team will identify what additional assistance or staff is needed by the district during the emergency period of time when the district is without a superintendent, and this will be communicated to the board president.

The board president will contact WSSDA to communicate the need to secure interim superintendent leadership until a regular superintendent can be hired to the position through a process designed by the school board of directors.

WASHOUGAL SCHOOL DISTRICT

DISTRICT OFFICE ORGANIZATIONAL CHART 2011-12



WASHOUGAL SCHOOL DISTRICT
 ORGANIZATIONAL CHART 2011-12

