

Washougal School District 112-06

Policy Type: Executive Responsibility 2 (Emergency Superintendent Succession)

Board Review Date: September 12, 2023

In order to ensure 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: Aaron Hansen is prepared to assume the responsibilities of the superintendent on a short-term basis to ensure that district activities and support for public board meetings continue. Depending on the specific issues or requirements that might occur during the superintendent’s temporary absence, Tracey MacLachlan, Les Brown, Connor McCroskey, Kris Grindy and Margaret Rice each hold knowledge and expertise needed to facilitate the required leadership and support the acting superintendent. Aaron, Tracey, Les, Connor, Kris, and Margaret constitute the District Executive Team. The Executive Team meets 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 forward and provide leadership to support both the board and the district.</p>		<p>X</p>		

Proposed interim:

Aaron Hansen, Assistant Superintendent

Action Plan:

If the superintendent is to be absent from the district for a short period of time, an acting superintendent will be appointed for the duration of her absence. The superintendent will notify the Leadership Team and the board president of an absence and who has been given the authority of the superintendent during the time away.

If the superintendent is incapacitated, the assistant superintendent will contact the board president to develop a plan, including the district Executive Team and Executive Assistant Kori Kelly. The full board will be notified immediately after the board president has been contacted. A qualified interim superintendent will be appointed by the board as soon as is practical.

A communication plan will be developed by the board chair and the Assistant Superintendent with the guidance of Les Brown and Justine Hanrahan, ESD 112. The communication plan will include immediate notification of the central office staff, district Leadership Team, and district staff prior to contact of the media.

Executive Team members will adjust their work calendars as needed 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.

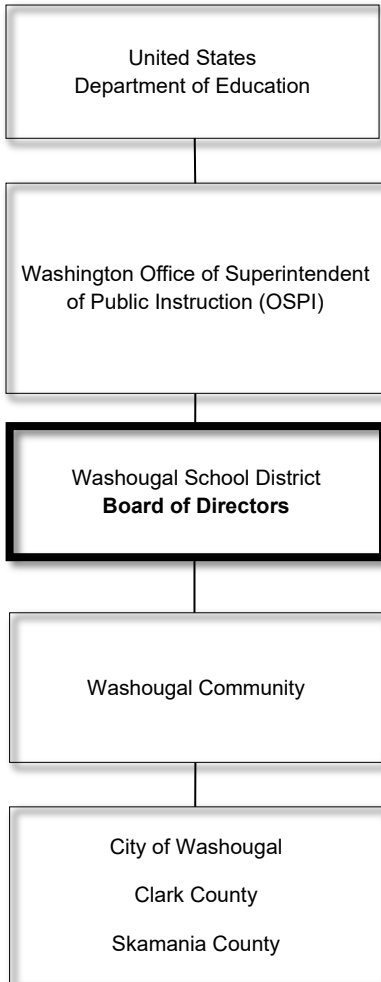
Washougal School District

EXECUTIVE TEAM ORGANIZATIONAL CHART 2023-24

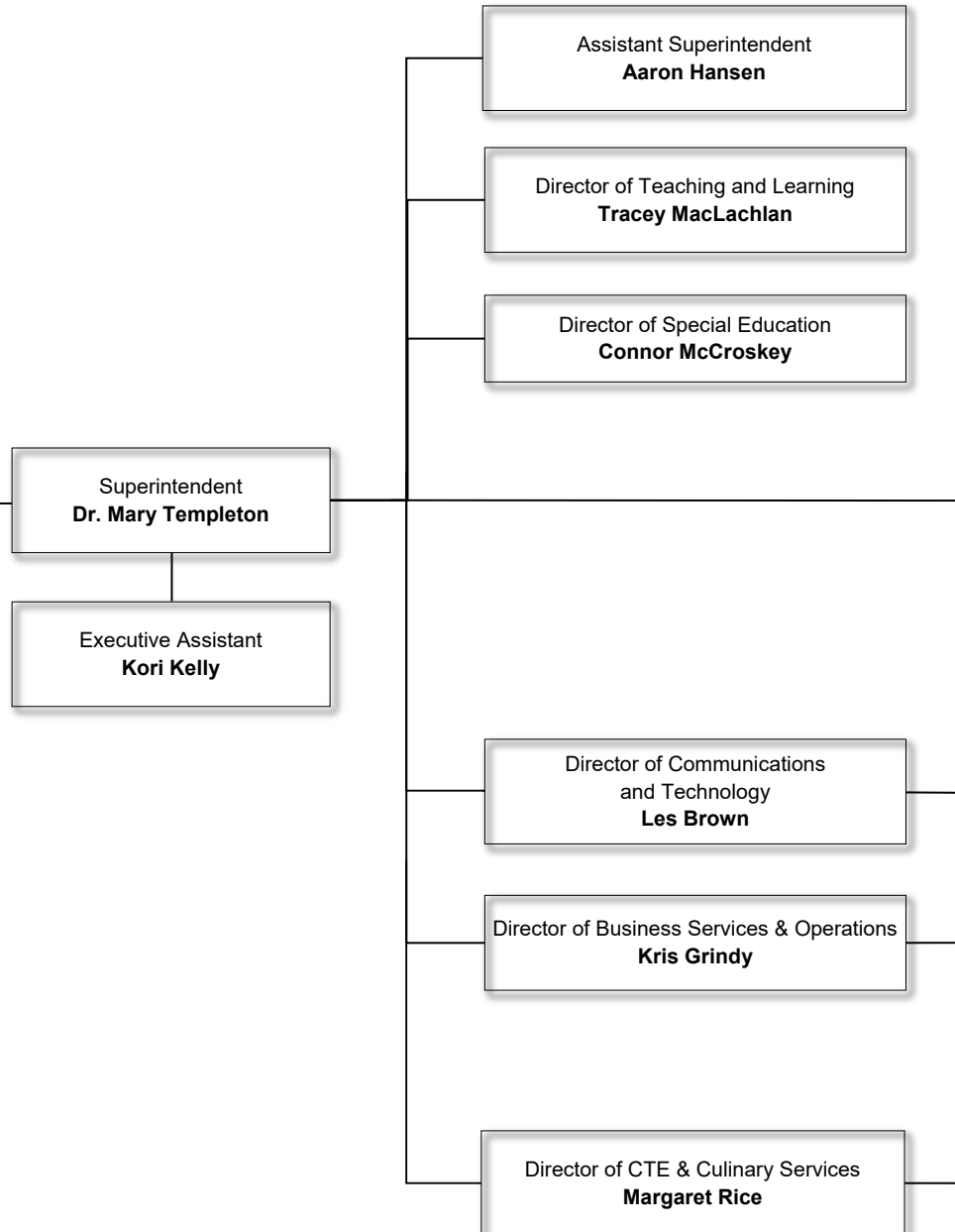


Washougal School District ORGANIZATIONAL CHART 2023-2024

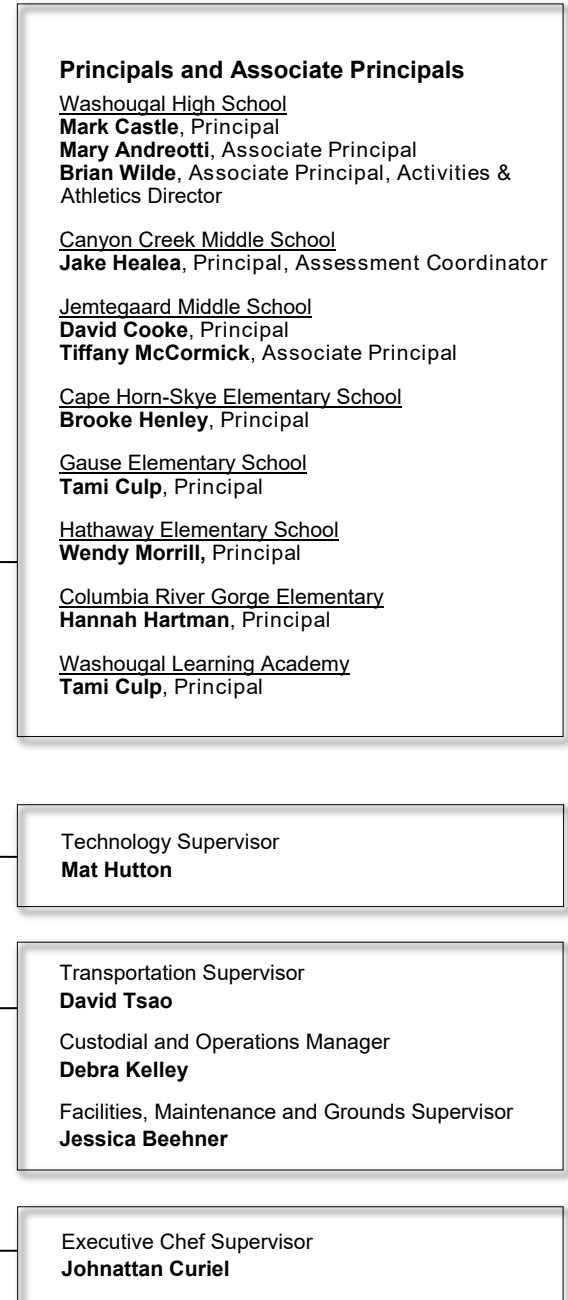
GOVERNANCE



EXECUTIVE TEAM



LEADERSHIP TEAM



Principals and Associate Principals

Washougal High School
Mark Castle, Principal
Mary Andreotti, Associate Principal
Brian Wilde, Associate Principal, Activities & Athletics Director

Canyon Creek Middle School
Jake Healea, Principal, Assessment Coordinator

Jemtegaard Middle School
David Cooke, Principal
Tiffany McCormick, Associate Principal

Cape Horn-Skye Elementary School
Brooke Henley, Principal

Gause Elementary School
Tami Culp, Principal

Hathaway Elementary School
Wendy Morrill, Principal

Columbia River Gorge Elementary
Hannah Hartman, Principal

Washougal Learning Academy
Tami Culp, Principal

Technology Supervisor
Mat Hutton

Transportation Supervisor
David Tsao
 Custodial and Operations Manager
Debra Kelley
 Facilities, Maintenance and Grounds Supervisor
Jessica Beehner

Executive Chef Supervisor
Johnattan Curriel