Washougal School District 112-06
Policy Type: Executive Responsibility 2 (Emergency Superintendent Succession)
Board Review Date: September 8, 2026

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 qualified 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**
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.	Proposed Plan Details: Les Brown 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, Wendy Morrill, Shelese McConnell, and Jill Zahm each hold knowledge and expertise needed to facilitate the required leadership and support the acting superintendent. Les, Wendy, Shelese, and Jill 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.		**X**		

Proposed interim:
Les Brown, Executive Director of Operations

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 their 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, Les Brown 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 with the guidance of Les Brown. 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.