



**Responsible Office:** Office of Human Resources

## **BOARD POLICY 9082**

### **CONTINUITY OF DISTRICT DAILY OPERATIONS AND SUCCESSION PLANNING FOR THE SUPERINTENDENT**

#### **PURPOSE**

The Board of Trustees (Board) understands the importance of succession planning whereby Washoe County School District (District) Leadership will be in place to provide for effective day-to-day operations should the superintendent be absent through an emergency, short-term, or permanent leave. Such forward thinking planning supports organizational stability and sustainability by ensuring there is an established process to replace the superintendent, either permanently or temporarily. Recognizing that changes in staffing are inevitable, the Board has established this superintendent succession planning process to provide continuity in staffing and avoid extended and costly vacancies in the position.

#### **DEFINITIONS**

1. "Acting" refers to a person assigned to fulfill the duties of a position on a temporary emergency or short-term basis, excluding vacation leave.
2. "Interim" refers to a person designated to fulfill the duties of a position on a temporary long-term basis or until the position is permanently filled.
3. "Succession planning" refers to the development of existing employees to fill key business leadership positions in the District.

#### **POLICY**

1. Succession planning for the Superintendent is an organized, proactive process of preparing for the loss of this critical position in order to sustain, protect, and promote the culture and goals of the District into the future. This increases the availability of experienced and capable employees to be prepared to assume critical roles when necessary.
2. The Board is committed to a District-wide program for developing leaders who are dedicated, prepared, and equipped to increase achievement for all students and continue with initiatives in place without disruption to the system. This comprehensive approach to growing, cultivating, and nurturing the talents within

the District is a positive step toward ensuring students' academic success and the evolution of a more equitable educational environment.

3. The Board directs the Superintendent, in cooperation with the District's Leadership Team, to develop a succession plan to simultaneously build a list of qualified leadership candidates while anticipating future District needs.
4. The Superintendent shall ensure the Deputy Superintendent, Chief Academic Officer, and other appropriate employees become familiar with Board and Superintendent issues and processes. Such knowledge, to include Board policies, legal, personnel, and financial issues, shall enable the designee to assume the role of Acting or Interim Superintendent with reasonable proficiency and be fully accountable to the Board for all Superintendent authority.
5. Acting Superintendent
  - a. In order to protect the Board and District and to maintain consistent day-to-day operations of the District, upon the short-term absence of the Superintendent, the Deputy Superintendent shall serve as Acting Superintendent, pending formal action by the Board of Trustees to select an Interim Superintendent.
    - i. In the event the Deputy Superintendent is not able to assume the role of Acting Superintendent, following is the line of succession to become Acting Superintendent, pending formal action by the Board of Trustees to select an Interim Superintendent:
      - 1) Chief Academic Officer
      - 2) Lead Area Superintendent
    - ii. In the event the Acting Superintendent, as applicable, is not a licensed administrator, the Chief Academic Officer shall be designated to supervise the academic programs of the District, in accordance with state law.
  - b. The Acting Superintendent status shall be communicated to employees and community stakeholders as soon as reasonably possible.
  - c. The Acting Superintendent shall consult with the Superintendent, if available, on major decisions and continue to implement the annual goals of the Superintendent and District Strategic Plan; and
  - d. The Acting Superintendent shall receive, in addition to his/her standard salary, an additional 10% of the daily rate of pay, unless otherwise approved by the Board of Trustees.

## 6. Interim Superintendent

- a. If the short-term absence is determined to be long-term or permanent, the Board will take action to formally name an Interim Superintendent.
- b. The Interim Superintendent shall receive compensation as determined by the Board as part of formal action of the Board of Trustees. The Office of Human Resources shall provide to the Board information related to potential salary as part of the action to name the Interim Superintendent.

## 7. Permanent Leadership Change – New Superintendent

- a. Upon announcement of the resignation or vacancy of the Superintendent, the Board shall determine the process for hiring a new Superintendent.
- b. Under the direction of the Board, the Chief Human Resources Officer shall make recommendations to the Board regarding procedures to be followed and the process for filling the vacancy.

## 8. The Superintendent and Leadership Team shall have strategies and processes in place to ensure that transitions occur smoothly, with little disruption to the operations of the District or individual schools.

## 9. Travel Arrangements for the Superintendent, Deputy Superintendent, and Chief Academic Officer

- a. As a public agency and in order to provide for consistent operational management of the District in the event of an emergency situation, the Superintendent, Deputy Superintendent, and Chief Academic Officer shall not book travel/transportation for all three persons together at any one time (e.g. air transportation placing all three on the same plane). This may be extended to other members of the District's Leadership Team by the Superintendent based on the line of succession.

## **LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

1. This Board Policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing document of the District, to include:
  - a. Board Policy 9080, Employment and Duties of Superintendent Performance.
2. This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
  - a. Chapter 391, Personnel.

3. This Board Policy complies with applicable federal laws and regulations.

**REVISION HISTORY**

Date	Revision	Modification
8/28/2018	1.0	Adopted
10/15/2019	2.0	Revised to adjust the line of succession to include the Chief Academic Officer