



**COUNCIL POLICY  
COMPLIANCE MONITORING FORM  
~ EXECUTIVE REPORT ~**

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**Policy Type:** Executive Limitations – 3.1

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**Policy Title:** Emergency Superintendent Succession

**Date: February 3, 2021**

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I hereby present my monitoring report on your Executive Limitations policy Emergency Superintendent Succession according to the schedule established. I certify that the information contained in this report is true, and represents compliance with all aspects of the policy unless specifically stated otherwise, since the policy was adopted on December 12, 2018.

Superintendent  
February 3, 2021

**I. Interpretation:**

This policy means that at least one person on the management team can act as Superintendent in the event of sudden and unexpected loss of Superintendent services. This member of the management team would need to be well versed in District and District Education Council issues and processes.

**II. Evidence:**

Our management team works very closely and the ten of us meet formally every two weeks for a full day (virtually during orange/red phases) and meet on an ad-hoc basis between as issues and business arises. The Superintendent feels confident that all members continue to be familiar with District issues and processes. Several Directors attend DEC meetings as well and are well versed in DEC issues. In the event of an emergency, the Director of Education Support Services and Director of Curriculum and Instruction are experienced educators and could fill in. This may have to be examined in September 2021 as the Director of Curriculum and Instruction will be retiring and a new person in the role. The Saint John Education Centre is the largest centre with student population, number of schools and number of staff. The Executive Assistant to the DEC and the Superintendent are located in Saint John as well. If the Superintendent is on vacation, office staff and Principals are aware who is acting.

There are two components to the Council's assessment of a monitoring report:

- i. Assessment of whether the Superintendent has made a **reasonable interpretation** of the Council's policy; and
- ii. Assessment of whether the Superintendent actually has **demonstrated achievement** of a reasonable interpretation of the policy.