



**DISTRICT EDUCATION COUNCIL
Superintendent's Monitoring Report**

Policy Name	Emergency Superintendent Succession		
Policy Number	ASD-W-EL1	Number of Reports per year	1
Date of Report	September 11, 2017		
Date of Previous Report (s) This School Year	N/A		
Date of Future Report (s) This School Year	N/A		
Report Filed by:	Catherine Blaney, Interim Superintendent		
Report Supported by:	N/A		

Current Situation

- **Policy calls for the Superintendent to ensure that operations and overall leadership of the district will continue in the event of a sudden and unexpected loss of Superintendent services.**
- **Within Anglophone West School District (ASD-W), there is a "Senior Administration Team" (SAT) that consists of:**
 - 1. three Directors of Schools**
 - 2. one Director of Curriculum and Instruction**
 - 3. one Director of Education Support Services**
 - 4. one Director of Early Childhood Development**
 - 5. one Director of Finance and Administration**
 - 6. one Director of Human Resources**
 - 7. one Alignment Champion**
 - 8. one Executive Assistant to the Superintendent**
 - 9. one Superintendent**
- **There is also a corporate model for Information Technology (IT) where one Director of Information Technology Support Services oversees the IT affairs of all four Anglophone districts and reports to a board of the four superintendents.**
- **The SAT schedule monthly face to face meetings, eleven months per year. These meetings are pre-scheduled and minutes are kept. Face to face time provides an opportunity for senior leaders to collaborate and focus on continuous improvement by setting the direction for the district and reflecting on our district vision and core values.**
- **The SAT schedule monthly conference calls, ten months per year. The calls are pre-scheduled**

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and minutes are kept. Each call is an hour in duration and allow senior leaders to update colleagues on projects that are occurring in the system as well as reach out for support when seeking a solution to concerns that have come to their attention.

- **The members of the SAT interact with one-another daily. The Superintendent is in regular communication with each team member and works together at problem solving and strategic planning.**

- **Each SAT member understands their portfolio very well and is a strong leader in their role. Each member leads a team that contributes to the goals of the division or center.**

- **Each educational director attends at least one public District Education Council (DEC) meeting per year to support the Superintendent in the administrative process of DEC governance. Each Director of Schools will normally attend the public DEC meeting if held in their Education Center. The Director of Finance and Administration is a regular participant in many DEC meetings. All members of SAT have received a copy of the DEC Planning Cycle.**

- **All five educational directors are familiar with DEC and superintendent issues and processes. Any of the five educational directors has the skill set to step in as “acting superintendent” on an emergency basis in the event of a sudden and unexpected inability of the superintendent to perform his duties. As per the policy, two have been identified as candidates to step into the role, at the request of DEC. The superintendent has spoken to each of these individuals to ensure each is aware of this policy and expectation.**

- **Due to the human resources nature of this report, the names of those two individuals could be shared with DEC while in-camera.**

- **It is recommended that, should the Superintendent be absent for a continuous period of more than three weeks to four months, the DEC name a replacement through this policy. Should an absence beyond four months arise, it is recommended that the DEC host an internal competition to fill the temporary vacancy. These are recommendations only, understanding that the DEC has the responsibility for staffing the position of Superintendent and may choose to hire as the Council sees fit and in compliance with provincial guidelines and the Education Act.**

Appendices

- N/A

Superintendent's Signature: _____

DEC Chair Signature: _____

Date: _____