



## Monitoring Report

### Policy Title: 2.6 Emergency Superintendent Succession

This is the annual report on compliance with the School Board's Executive Limitation policy 2.6 Emergency Superintendent Succession. I certify that the information contained in this report is true.

Yaw Obeng, Superintendent

September 11, 2018

#### Policy Statement:

**To protect the Burlington School District from loss of Superintendent services, the Superintendent shall not permit there to be fewer than two other executives sufficiently familiar with the Burlington School Board and Superintendent issues and processes to enable either or both in combination to take over with reasonable proficiency as an interim successor.**

<b>Status:</b>	In Compliance
----------------	---------------

#### Interpretation:

I interpret this policy to mean that planned succession should be intentionally systematic and future-oriented, focused on leadership continuity, ongoing improvement, and sustainability of purpose. In the event that an emergency situation requires the Superintendent to leave their post immediately, a succession plan will be implemented to ensure that the most critical matters related to legal, fiscal, executive leadership, and human resource functions are fulfilled per Executive Limitation and Ends Policies.

Specifically, I interpret the "issues and processes" to be those tasks which are central to the management of the District through Board agendas and meetings, reporting to the Agency of Education, dealing with state or local government, personnel or contractual issues, District fiscal operations, safety requirements, Special Education requirements, and day-to-day operations of the District. I further interpret the policy to expect a Succession Team be created to provide essential leadership for the effective and efficient operation of the District.

#### Evidence:

**Succession Team Members:**

- Bonnie Johnson-Aten, District Lead Principal
- Stephanie Phillips, Executive Director of Curriculum
- Nathan Lavery, Senior Executive of Finance
- Nikki Fuller, Executive Director of Human Resources
- Karsen Woods, Executive Assistant to Superintendent

In the event of Superintendent absence, Bonnie Johnson- Aten is designated as acting Superintendent. She holds a Superintendent License and understands District operations from the school level to the Central Office operations.

Stephanie Phillips is the alternate acting Superintendent. She also holds a Superintendent license and has experience as a school administrator in Burlington.

**Resource Support:**

- Miriam Ehtesham, Director of English Learning Programs
- Laura Nugent, Director of Student Support Services
- Christy Gallese, Director of Expanded Learning
- Russ Elek, Communications Specialist

The following Leadership Teams are in place to support the issues and processes the District encounters. The Succession and Resource Teams will utilize the following groups in the event of Superintendent Succession.

1.) Executive Council (Meets Weekly)

The Executive management team, along with the Superintendent, consists of the Executive Director of Curriculum, District Lead Principal, Executive Director of Finance, Executive Director of Human Resources, Director of Student Support Services, Director of English Learning Programs, and the Executive Assistant to the Superintendent. Additionally, each meeting has Principal representation.

The Executive Council advises, evaluates, and coordinates district-wide initiatives, including:

- Lead district budgeting process.
- Monitor key strategic plan targets.
- Provide feedback and direction to directors on major district initiatives.
- Take corrective actions related to operations.
- Ensure district staffing alignment.

- Plan for School Board focused learning.

## 2.) Systems Leaders (Meets Monthly)

District-wide team of leaders, along with the Superintendent, consists of the Senior Director of Curriculum, District Lead Principal, Senior Director of Finance, Senior Director of Human Resources, Director of Student Support Services, Director of English Language Programs, Executive Assistant to the Superintendent, Assistant to the Director of Curriculum & K-8 Registration Coordinator, Communications Specialist, Grants Director, Director of Equity, Early Education Director, Director of Expanded Learning, Food Services Director, Director of Property Services, Director of ONTOP/Horizons, Director of the Burlington Technical Center, as well as Principals and Assistant Principals at every school.

The responsibilities of Systems Leaders include:

- Operational News & Updates
- Advise, update district-wide operational changes.
- Monitor key strategic plan targets.
- Plans with multi-year approach
- Ensure systems alignment through decision making

The Superintendent Succession Team will meet the Following Expectations:

1. Understand the policies and procedures of the Burlington School District, including each Collective Bargaining Agreement.
2. Work collaboratively to design, implement, and evaluate strategies to meet the Ends Policies of the District based on the BSD Strategic Plan.
3. Have a working knowledge of the Vermont Agency Education structure, processes, and Requirements.
4. Currently, District Lead Principal Bonnie Johnson-Aten and Executive Director of Curriculum Stephanie Phillips hold a Superintendent license.
5. The Executive Assistant to the Superintendent prepares all School Board materials and assumes the point position for Superintendent and Board communications. As well as maintains open communication channels with regional organizations, the AOE, VSBA, VSA, and local government officials.
6. Back Up Support for Superintendent's Office: The Communications Specialist is oriented to the process of preparing Board materials in the event that the Executive Assistant is absent. The Communications Specialist will act as a resource in communications internally and externally.

## Emergency Succession Plan

The Superintendent Succession Team will:

1. Notify the Chairs of the Burlington School Board should the Superintendent need to take an emergency leave and/or has already done so.
2. Immediately and weekly thereafter, the Succession Team will meet to set priorities, clarify roles and responsibilities and monitor organizational outcomes.
3. In consultation with the Chair of the Board, set a time and date for a special Board meeting to review the interim plan and make adjustments where necessary.
4. Notify Jeffrey Francis, Executive Director of the Vermont Superintendents Association (VSA).
5. Coordinate and implement a plan to notify all staff and parents of the Succession Plan.
6. Work directly with the School Board Chair to continue supporting the Board's work. If possible, will communicate with the Superintendent during their absence.
7. One of the licensed team members will initiate ongoing communication with the Chair/Board.
8. With the Board, review and adjust the annual Board calendar as needed. The Board will prioritize their annual work plan and adjust requirements for annual reporting as needed.
9. Assist the Board in the process of employing an interim or permanent Superintendent if needed.
10. Meet weekly to discuss and set priorities for District work based on the Strategic Plan.
11. Bonnie Johnson-Aten will assume primary support/supervision responsibilities for each Principal.
12. Act as point of contact for all matters that typically involve the Superintendent. Delegation of responsibilities will be decided at weekly team meetings based on expertise and availability.
13. In collaboration with other District leaders, monitor policy compliance during the Superintendent's absence.

The following Board monitoring reports will be designated as follows:

**Nathan Lavery, Senior Director of Finance:**

- 2.3 Financial Condition and Activities
- 2.4 Financial Planning and Budgeting
- 2.5 Asset Protection
- 2.7 Compensation and Benefits

**Nikki Fuller, Executive Director of Human Resources**

**Bonnie Johnson-Aten, District Lead Principal**

**Karsen Woods, Executive Assistant to the Superintendent**



- 2.1 Treatment of Students, Parents/Guardians, and Community
- 2.2 Treatment and Hiring of Staff
- 2.6 Emergency Superintendent Succession
- 2.8 Communication and Support to the Board

**Stephanie Phillips, Executive Director of Curriculum:**  
Ends Policies