

Succession planning is an organized, proactive process designed to ensure that the right people will be in place to sustain and promote the culture and goals of the District into the future.

## **I. Succession of the Superintendent**

The Board will prepare for and manage a planned or unplanned change of leadership of the Superintendent. At least annually, the Board will:

- Review the District's mission, vision and goals which will become the basis for determining the key leadership competencies and qualifications necessary to further the District's progress
- Consult with the incumbent Superintendent with respect to:
  - her/his career plans, in order to facilitate development of an appropriate Succession Plan
  - future leadership competencies and qualifications that would best serve the District o potential successors (both internal and external) in the event of a short-term, long-term or permanent absence
  - developmental opportunities for current District personnel who are or may become potential candidates for succeeding the Superintendent on a short-term, long-term or permanent basis o recommended changes to this Succession Plan
- Review this Succession Plan and update as necessary and appropriate

## **II. Succession of Others**

The Superintendent will prepare for and manage a planned or unplanned change in principals and other key personnel in the District. The Board will discuss with the Superintendent at least annually her/his preparation in this regard.

## **III. Procedures Regarding Superintendent Succession**

The procedures that the District will follow in the event of a change in the leadership of the Superintendent are outlined below.

### Emergency/Short-Term Change in Leadership

- The absence status will be communicated by the Board President to all appropriate stakeholders, which may include administration, staff, students, parents and the community, as applicable.
- The Board will select and authorize an Acting Superintendent to function as Superintendent for a designated period of time, and all stakeholders will be notified.
- The Superintendent (if available) will review her/his roles and duties with the Acting

Superintendent. If the Superintendent is unavailable, the Board President will review with the Acting Superintendent her/his roles and duties.

- The Acting Superintendent shall consult with the Superintendent (if available) or the Board President on major decisions and continue to implement the annual goals of the Superintendent and District.
- If the short-term absence is determined to be long-term or permanent, then the Board will decide the process for appointing an Interim Superintendent.

#### Permanent Leadership Change

- Upon announcement of the resignation or vacancy of the Superintendent, the Board will put the Succession Plan into effect. The Board will develop specific procedures and processes for filling the vacancy which will include:
  - A Communication Plan outlining the selection process:
    - announcement of the Superintendent's resignation or vacancy will be shared with both staff and community. Following Board approval, a statement of the Succession Plan and process for filling the vacancy will be announced. Information will be communicated through the following channels: email communications, website, parent newsletters, public meetings, and the District website
    - the official spokesperson representing the District in all media contacts and external inquiries will be the Board President or other person designated by the Board;
  - Consideration of whether an executive search firm needs to be retained; if the Board determines it is necessary or appropriate, it may choose to retain an executive search firm;
  - A timeline and schedule of recruitment selection activities including opportunities for input from key stakeholders;
  - A transition time period between the outgoing Superintendent and the incoming Superintendent;
  - Negotiation of the Superintendent's contract; and
  - Appointment of the new Superintendent and assistance in the transition during her/his first year of employment.

#### IV. Timeline for Permanent Change in Leadership

1. Announce resignation or vacancy to appropriate stakeholders, which may include, administration, staff, students, parents and the community, as applicable
2. Announce transition plan, which may include appointment of an Acting Superintendent
3. Board decides on search process
4. Process begins with announcements of search process

5. If deemed necessary, the Acting Superintendent takes over the responsibilities of the Superintendent until such time as it becomes necessary to appoint an Interim Superintendent
6. Board President manages communications
7. Superintendent search begins
  - Preparation
    - Timelines
    - Staff and community input
  - Recruitment
    - Solicitation of applications
  - Board leadership and support
    - Screening applicants
    - Visitations
8. Communication
  - Press releases on search process
  - Communications to staff
9. Complete Superintendent search process
10. Negotiate contract
11. Appoint new Superintendent
12. Outgoing or Acting Superintendent consults with newly appointed Superintendent to assist in the transition
13. Transition Committee supports new Superintendent in first year

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