

School Board Executive Summary

Topic: Superintendent Succession Plan - 2026-2027

Date: June 15, 2026

Prepared by: Succession Planning Committee



Recommended Action:

- ☐ Information Only
- ☐ Presentation/Discussion
- ☒ Discussion/Action by Board of Education
- ☐ Presentation/Action Next Meeting

Recommendation: Annual review and approval of the Superintendent Succession Plan.

Purpose: Board Policy #2115 requires the establishment and annual review of a Superintendent Succession Plan to ensure the orderly transition of leadership in the event of a vacancy, planned or unplanned, in the position of Superintendent. The Succession Planning Committee (composed of the Board President, Vice-President, Immediate Past-President, and the Superintendent) conducts an annual review of the current plan and makes a recommendation for any changes - or no changes - to the full Board for discussion and vote in open session. The District's Superintendent Succession Plan provides for procedures for both immediate temporary vacancies and immediate permanent vacancies, as well as planned future permanent vacancies.

Attachment(s): Policy #2115 - Superintendent Succession Planning
2026 - 2027 Succession Plan

TOPIC CATEGORY: ADMINISTRATION
NUMBER CATEGORY: 2000
TITLE: SUPERINTENDENT SUCCESSION PLANNING
NUMBER: 2115

The Board is committed to advanced preparation in the event of a planned or unplanned change of the Superintendent. The Board shall establish and annually update a Succession Plan to ensure the orderly transition of leadership and achievement of the District's mission and goals.

Succession Planning Committee

The Succession Planning Committee shall be comprised of the current Board President and Vice-President, the immediate-past Board President, and the Superintendent. If the immediate-past Board President is no longer a member of the Board, the current Board Secretary will sit on the Committee. Each year's Committee begins service following the election of officers at the annual meeting in June, and the term of service on the Committee runs to the next year's annual meeting.

In the event a member of the Committee, prior to the next May 31, ceases to be a member of the Board, the President shall appoint a replacement from among the remaining members.

Committee Purpose and Duties

The Succession Planning Committee is charged with:

1. Preparation of a recommended Succession Plan and report to the Board for its' consideration and vote;
2. Review of, and recommended updates to, the Succession Plan at least annually, or at any time determined necessary by the Board;
3. Report to the Board for its' consideration and vote at least annually;
4. Consultation with the current Superintendent at the start of each school year regarding his or her plans for the next following school year in order to provide the greatest amount of lead-time in the event of a planned retirement/resignation.

Succession Plan

The yearly Succession Plan shall include:

1. Acting Superintendent:

Procedures for selection in the event the Board determines to temporarily fill a vacancy with an Acting Superintendent. The Plan will include, but not be limited to:

- a. Designation of a central office administrator who, for that Plan year, is authorized to serve as Acting Superintendent in the event the Board determines that circumstances necessitate such action. This includes circumstances where it has been determined by the Board that the Superintendent, due to illness, temporary disability or accident, is unable to temporarily perform the Superintendent's essential job functions; or where a

permanent vacancy occurs and the Board determines to temporarily fill the position with the Acting Superintendent rather than through an Interim Superintendent process until such time as a new Superintendent is selected;

- b. A plan for who will fulfill the existing duties of the position already held by the newly-appointed Acting Superintendent;
- c. A determination of whether or not an Acting Superintendent is eligible to apply for the permanent position of Superintendent (when the circumstances involve a permanent, not temporary, absence of the Superintendent);
- d. In formulating the Succession Plan each year the Committee shall consult with the Superintendent for his or her recommendation as to who should be designated in the Succession Plan as Acting Superintendent.
- e. The Acting Superintendent shall continue to implement the annual goals of the Superintendent and the District.

2. Interim Superintendent:

Procedures for selection in the event the Board determines to temporarily fill a vacancy with an Interim Superintendent until such time as a permanent Superintendent is selected. The Plan will include, but not be limited to:

- a. The process for initiating the search, including:
 - i) whether a search firm will be used in the process of selecting an Interim Superintendent, and if so, a current list of potential search firms, the process and timeline for issuing a request for proposals, and the process for selection of a search firm; or
 - ii) whether an alternative method for identifying Interim Superintendent candidates will be utilized, and if so, the process and timeline for identifying candidates;
- b. A determination of whether or not an Interim Superintendent is eligible to apply for the permanent position of Superintendent; and
- c. If a current administrator is appointed as Interim Superintendent, a plan for who will fulfill the existing duties of the position already held by the newly-appointed Interim Superintendent.

3. Permanent Superintendent:

Procedures for selection of a new Superintendent in the event of a vacancy. The Plan will include, but not be limited to:

- a. The process for initiating the search, including:
 - i) whether a search firm will be used in the process of selecting a new Superintendent, and if so, a current list of potential search firms, the process and timeline for issuing a request for proposals, and the process for selection of a search firm; or

- ii) whether an alternative method for identifying Superintendent candidates will be utilized, and if so, the process and timeline for identifying candidates;
 - b. A draft Request for Proposals from superintendent search firms, which shall be subject to final approval by the Board at the time of issuance; and
 - c. A target transition time period to allow for, if possible, assistance with transition for the incoming Superintendent by the outgoing Superintendent.
- 4. Communication Plan:** A communication plan for announcing the Superintendent's absence, resignation or other reason for vacancy, the Succession Plan procedures, and the timeline, procedures, selection activities, and opportunities for community input (as they become known) and the selection of an Acting, Interim, or new Superintendent. The official spokesperson for media contacts and external inquiries will be the Director of Communications and Community Engagement, working in conjunction with the Succession Planning Committee and the Assistant Superintendent of Human Resources.

Cross-Reference: Policy 1120 Functions of the Board
 Policy 1170 Committees of the Board

POLICY ADOPTED: November 21, 2016

SUPERINTENDENT SUCCESSION PLAN

~~2025-2026-2026-2027~~

Westside Board of Education Policy 2115 requires the establishment of a yearly Succession Plan to ensure the orderly transition of leadership in the event of a vacancy, planned or unplanned, in the position of Superintendent.

Committee and Duties

The Succession Planning Committee (“Committee”) is composed of the Board President, Vice-President, Immediate Past-President, and the Superintendent. The Committee’s purpose is to gather information about superintendent searches and options for conducting such searches, and to prepare a draft Succession Plan to present to the full Board for discussion and vote in open session.

I. Immediate Vacancies

A. Immediate Temporary Vacancy

In the event of circumstances where the Superintendent is or may be *temporarily* unable to perform the essential job functions of Superintendent due to illness, accident, disability or other extended absence from work, the Committee shall 1) if necessary, meet to gather additional information about the circumstances; and 2) bring the matter to the full Board for discussion and make a recommendation to the Board as to whether a temporary vacancy should be declared by the Board.

If it has been determined by a majority vote of the members of the Board that the Superintendent has been rendered temporarily unable to perform his or her duties and that a temporary vacancy therefore exists, a current Assistant Superintendent shall be appointed by the Board as the Acting Superintendent. In reaching its decision of who to appoint, the Board shall consider the current schedule and availability of each of the Assistant Superintendents, their interest in being appointed, the current status of their Superintendent certification, and the steps that would be necessary to fill the existing duties of each Assistant Superintendent during the appointment period. To assist the Board in reaching a decision, each Assistant Superintendent shall maintain a current plan for filling his or her existing duties in the event he or she is appointed to be Acting Superintendent. Such a plan may include the hiring of a temporary administrator when the length of serving as Acting Superintendent is expected to last for more than four weeks.

B. Immediate Permanent Vacancy

In the event of an immediate *permanent* vacancy due to resignation, removal, or death of the Superintendent, the Board shall determine by vote whether to fill the immediate vacancy with an Acting Superintendent **or** an Interim Superintendent.

1. Acting Superintendent

In the event the Board votes to appoint an Acting Superintendent, the following procedures shall be in effect:

- a. A current Assistant Superintendent or other current District administrator shall be appointed by the Board to be the Acting Superintendent. In reaching its decision of who to appoint, the Board shall consider the current schedule and availability of each of

the Assistant Superintendents, their interest in being appointed, the current status of their Superintendent certification, and the steps that would be necessary to fill the existing duties of each Assistant Superintendent during the appointment period. To assist the Board in reaching a decision, each Assistant Superintendent shall maintain a current plan for filling his or her existing duties in the event he or she is appointed to be Acting Superintendent. Such plan may include the hiring of a temporary administrator when the length of serving as Acting Superintendent is expected to last for more than four weeks.

- b. The Acting Superintendent shall continue to receive the same benefits and rate of pay as is currently being received under his or her contract unless an additional stipend is approved by vote of the Board at the conclusion of his or her appointment. Such stipend may be in any amount but shall not exceed the difference between the then-current daily rate of the Superintendent and the then-current daily rate of the Acting Superintendent.
- c. The Acting Superintendent shall be eligible to apply for the permanent Superintendent position.
- d. The Acting Superintendent shall continue to implement the annual goals of the Superintendent and the District as prioritized by the Board of Education.

2. Interim Superintendent

If the Board votes to fill an immediate permanent vacancy through the process of hiring an Interim Superintendent (rather than through appointment of an Acting Superintendent), the following procedures shall be followed:

- a. The Committee shall meet and decide upon a recommendation to the Board as to whether:
 - i) a search firm should be retained to assist in the search for Interim Superintendent candidates; or
 - ii) an alternative method for seeking Interim Superintendent candidates should be used, and if so, the process and timeline for identifying candidates.
- b. If the Committee will be recommending the Board use of a search firm, the Committee shall finalize a Request for Proposals and submit it to the Board for discussion and approval.
- c. If the Committee will be recommending to the Board that Interim Superintendent candidates be sought without the use of a search firm, the Committee shall finalize a draft of recommended procedures ("Search Process Without Use of Search Firm") and thereafter submit it to the Board for discussion and approval.
- d. The Interim Superintendent shall continue to implement the annual goals of the Superintendent and the District as prioritized by the Board of Education.
- e. An Interim Superintendent shall be eligible to apply for the permanent Superintendent position.

II. Permanent Superintendent Search

In the event of a planned or unplanned need to select a new permanent Superintendent, the following procedures shall be followed:

1. The Committee shall meet and gather information to take to the Board, and may make a recommendation to the Board, as to whether:
 - a. a search firm should be retained to assist the Board in the search for Superintendent candidates, or
 - b. an alternative method for seeking Superintendent candidates should be utilized.
2. If the Board determines that a search firm should be retained, the Committee shall finalize a Request for Proposals and submit it to the Board for discussion and approval. As required by Policy 2115 a draft-only Request for Proposals is attached.
3. If the Board determines that Superintendent candidates will be sought without the use of a search firm, the Committee shall prepare recommended procedures ("Search Process Without Use of Search Firm") and submit it to the Board for discussion and approval.

III. Communication Plan

A communication plan will be in place for announcing the Superintendent's absence, resignation or other reason for vacancy, the Succession Plan procedures, and the timeline, procedures, selection activities, and opportunities for community input (as they become known) and the selection of an Acting, Interim, or new Superintendent.

The official spokesperson for media contacts and external inquiries will be the Director of Communications and Community Engagement, working in conjunction with the Succession Planning Committee, the Assistant Superintendent of Human Resources and the Board of Education.

Information will be communicated through the multiple channels including the district website, newsletters, e-mail communications, public meetings, and press releases to keep the community informed on each step of the search process, including:

1. Announcement of resignation or vacancy to staff and community
2. Announcement of transition plan and an Acting or Interim Superintendent (if applicable)
3. Board decision on search process method selected
4. If search firm to be utilized, publicizing of Request for Information for Search Firms, and selection of search firm
5. Timelines
6. Opportunities for staff, student and community input
7. Public interviews with finalists
8. Selection of candidate
9. Negotiation of contract