

Coordination and sharing of duties and responsibilities for the role of Interim Superintendent of Washington Central Unified Union School District

JoAn Canning Instructional Leadership

Board Leadership

- Lead joint learning with Board and Board Chair
- Public communication about district priorities
- Represent District in community forums, town meetings, media
- Board Committee: Education Quality

Instructional & Equity Leadership

- Public narrative around instructional quality and equity
- Engagement with principals on instructional priorities (in partnership with directors)
- Professional coaching & support of direct reports, especially principals in new positions
- Special education (in partnership with directors)
- Represent SD in statewide instructional or equity conversations

Personnel and HR

- Ensure that district staffing is equitable based on data

John Alberghini Operations

Board Leadership

- Board Committee: Policy & Finance

Statutory & Compliance Duties

- Required AOE reporting (financial, operational, data submissions)
- Policy implementation and procedure development
- Class size policy oversight

Budget & Finance - With Susanne Gann

- Coordination with business manager
- Budget development and forecasting
- Internal budget monitoring and controls
- Public budget presentations
- Audit work

Personnel & HR Systems

- Licensed staff nominations
- Non-licensed staff hiring
- Coordination with HR manager on evaluations, contracts,
- Meet with Union Leadership (LMC Committee)

Operations & Programs

- Transportation
- Facilities
- Food service
- Technology
- Safety planning and drills

Shared Responsibility:

Board & Community Leadership

- Attend board meetings (1 in person, rotation below, & 1 virtual)
 - JoAn 1st Wed
 - John 3rd Wed
- Represent District in community forums, town meetings, media
- Weekly meeting with Board Chair
- Monthly check-ins with the Board - report/presentation to the Board at 1st meeting of the month, with a Q&A

Communication & Engagement

- Family communication (major updates, crises, district-wide messaging)
- Staff communication on vision, and culture
- Shared Email address
- Both names on communication
- Crisis communication (see below)
- Internal staff communication on procedures, expectations, compliance

Leadership Team Presence - With Jen Miller-Arsenault & Alicia Lyford

- Facilitate leadership team meetings
- Support leadership team cohesion and morale

Data & Reporting

- Prepare board reports (Based on Board Meeting rotation)

Emergency/Crisis Management

- Will stay with Superintendent on duty when Emergency/Crisis Management is initiated
 - First point of contact for external agencies
 - Lead public messaging
 - Operational response lead
 - Coordinate logistics, staffing, facilities, transportation
 - Ensure compliance with safety protocols EOP's
- Coordination with HR Manager on Investigations

Central Office/ Leadership Team Duties

In the role of supporting the Superintendent position.

Not inclusive of the regular work and duties of Central Office and Leadership Team staff

Personnel & HR Systems - Heidi Dimick

- Director of HR to coordinate on evaluations, contracts, investigations

Leadership Team Presence - Jen Miller-Arsenault & Alicia Lyford

- Jen & Alicia to assist and continue support of leadership team meeting
- Support leadership team cohesion and morale

Data & Reporting

- Monitor performance metrics
- Coordinate internal data systems

Coverage Plan Considerations

A. Weekly Schedule Structure

- Specific days each superintendent will be in office:
 - JoAn - Monday & Wednesday
 - John - Tuesday & Thursday
 - Friday - On-Call rotation or designate an acting superintendent
 - Weekend - On-Call rotation or designate an acting superintendent
- A Public Calendar with Superintendent on duty and on-call schedules will be created and available to the Central Office and Leadership Team
- Regular check-in meetings between both Superintendents, organised and scheduled as needed by Superintendents
- Weekly meetings with Board Chair - a structure currently exists
- District meetings:
 - Leadership Team Meetings 1st and 3rd Tuesdays 8:30-12
 - Nutz and Boltz: Wednesdays weekly 1:15-2 pm
 - Central Office 10:15-12 Wednesday weekly
 - Faculty Meetings Wednesdays
 - Labor-Management Committee (LMC): 1st Tuesday 4-5 pm
 - Board Committees
 - Education Quality: 1st Wednesday in person/Virtual 5-6 pm JC
 - Policy: 3rd Wednesday 4:45-6 pm JA
 - Finance Committee: First Tuesday virtual 8:30 am JA
 - Communication:
 - Steering: 1st Wednesdays, virtual 8:30-9:30 am JC
 - Winooski Valley Superintendent Meeting: 2nd Friday JA/JC share
 - Humanity and Justice Coalition: 3rd Thursday 12:30-2 pm

B. Crisis/Emergency Coverage

- The superintendent on duty that day is the primary contact and will remain the lead until the crisis management need ends.
- Define what constitutes:
 - emergent (immediate)
 - E.g., Bus accident, need for lockdown, death of student or employee
 - urgent (same day)
 - E.g., Employee misconduct
 - routine (next business day)
 - Plan for inclement weather decision and notification JC/JA depending on who is on duty, will connect with regional superintendents group, transportation and road crew.

D. Communication Coverage

- Build off of existing communication plans
- Joint district newsletter
- One person would take lead in drafting any communication - both names on communication
- Utilize a shared inbox, similar to the existing acting superintendent email box
 - Existing Acting Superintendent email to be shared with both, and any new email to this address forwarded to the Interim Superintendent email.
- Utilize a shared coordination tool to track communications from various stakeholders (families, staff, media, town officials, state officials, etc). Both superintendents will coordinate responses in a manner that considers their duties, expertise, and schedules.

E. Decision-Making Protocol

- Ensure chain of command is followed and review with Leadership Team and School Board
- Create a "decision log" to ensure continuity and ensure shared understanding of all decision making