



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

<b>Policy Name</b>	<b>Emergency Superintendent Succession</b>		
<b>Policy Number</b>	<b>ASD-W-EL1</b>	<b>Number of Reports per year</b>	<b>1</b>
<b>Date of Report</b>	<b>September 22, 2016</b>		
<b>Date of Previous Report (s) This School Year</b>	<b>N/A</b>		
<b>Date of Future Report (s) This School Year</b>	<b>N/A</b>		
<b>Report Filed by:</b>	<b>David McTimoney, Superintendent</b>		
<b>Report Supported by:</b>	<b>N/A</b>		

- **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 Priority Unit 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 meets formally once per month, eleven months per year. These meetings are pre-scheduled and minutes are kept. The group discusses all matters important to the district and collaborates on many educational leadership and business management initiatives and concerns. The agendas include standing items.**
- **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.**

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- **Each SAT member understands his/her portfolio very well and is a strong leader in his/her 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 her/his 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 and have been pre-scheduled to attend the public meetings of DEC. Members of SAT contribute greatly to the Superintendent monitoring report process.**
  
- **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 up to six months, the DEC name a replacement through this policy. Should an absence beyond six 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:** \_\_\_\_\_