

**New Hampshire School Boards Association
Policy CCA
ADMINISTRATIVE SUCCESSION PLAN**

Category: Optional

Purpose

The Board is committed to maintaining a state of readiness for the eventuality of a planned or unplanned change of the District/SAU administrative leadership. To that end, it is the policy of the Board of Education to establish and maintain a succession plan to ensure the orderly transition of leadership and the achievement of the District's mission and goals.

In addition, it is the policy of this Board to assess the future leadership needs of the organization periodically. This will help to ensure continuity of leadership by the selection of a qualified and capable leader who is a good fit for the District's culture as reflected by its mission, vision, goals, and objectives.

Upon announcement of resignation or absence of the Superintendent, the SAU Board will put the Succession Plan into effect.

Short-Term/Emergency Change in Leadership:

The absence status will be communicated to all stakeholders within the District/SAU as well as to the public.

The Board may establish a "transition team" consisting of other current administrators and/or an acting superintendent.

To the extent possible, the Superintendent will review her/his roles and duties with Acting Superintendent. The Acting Superintendent shall consult with the Superintendent, if available, 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.

Unplanned Permanent Leadership Change

Upon announcement of the resignation or vacancy of the Superintendent, the Board will put the Succession Plan into effect. Minimally, this plan 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.
 - the official spokesperson representing the SAU in all media contacts and external inquiries will be the SAU Board chairperson, in conjunction with other district and SAU administrators.

- b. the process for identifying executive search consulting services. If the Board determines it is necessary, it may choose to retain consultants and issue a request for proposal;
- c. a timeline and schedule of recruitment selection activities including opportunities for input from key stakeholders;
- d. a transition time period between the outgoing Superintendent and the incoming Superintendent;
- e. negotiation of the Superintendent's contract; and
- f. appointment of the new Superintendent and assistance in the transition during his/her first year of employment.

Planned Permanent Leadership Change

Where the succession of the Superintendent can be planned, the Board will initiate an internal, District/SAU-wide assessment of the District's/SAU's administrative needs, desires and qualities of a new superintendent. Such assessment will begin as soon as possible upon the Board learning of the planned permanent leadership change.

Upon approval of a successor by the Board, the Superintendent shall develop and implement a transition plan to orientate the selected Superintendent to all duties and responsibilities of the Superintendent and ensure continuity of all ongoing District strategies and goals.

Legal References:

RSA 194-C:5, Superintendent Services
Ed 302, Duties of School Superintendents
Ed 303, Duties of School Boards

Approved by the WRSB: January 21, 2014
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