

Monitoring Report
Policy Title: Executive Limitations 6
Emergency Superintendent Succession

This is my annual monitoring report on Emergency Superintendent Succession, Executives Limitations Policy 6, presented in accordance with the School Board's monitoring schedule. I certify that the information contained in this report is true.

Tom DeBalsi, Superintendent

Date: May 11, 2022

To protect the Hartford Town School Board from sudden loss of Superintendent services, the Superintendent shall not permit there to be fewer than two other executives sufficiently familiar with Hartford School Board and Superintendent issues and processes to enable either or both in combination to take over with reasonable proficiency as an interim successor.

Interpretation:

I interpret this policy to mean that there is a planned succession and that it has been intentionally systematic and future oriented, focused on leadership continuity, ongoing improvement and sustainability of the purpose is the goal. In the event that an emergency situation requires the Superintendent to leave his post immediately, this succession plan will be implemented immediately to ensure that the most critical matters related to legal, fiscal, leadership and human resource functions are filled per Executive Limitation and Ends Policies.

Specifically, I interpret the "...*issues and processes*..." to be those tasks which are central to the management of the District through Board agendas and meetings, reporting to the Agency of Education, and dealing with state or local government, personnel or contractual issues, District fiscal operations, safety requirements, and day-to-day operations of the District. I further interpret the policy to expect a Succession Team be created to provide essential leadership for the effective and efficient operation of the District.

Succession Team Members:

- Roy Hathorn, Director of Curriculum, Instruction and Assessment - Secondary
- Cathy Newton, Director of Curriculum, Instruction and Assessment -Elementary
- Jacob Vezina, Director of Finance
- Alisha St. George, Human Resource Manager

Evidence of Compliance:

Succession Team Responsibilities:

- 1) Understand the policies and procedures of the Hartford School District including the Collective Bargaining Agreements with the Hartford Education Association, the Hartford Support Staff and the Hartford Administrators.
- 2) Work collaboratively to design implement and evaluate strategies to meet the Ends Polices of the District based on the district action plan.
- 3) Have a working knowledge of the VT Agency of Education structure.

- 4) Have the expertise and skills to provide essential leadership at the building level.
- 5) At least one successor will hold a current Level I or Level II VT Superintendent license.
- 6) The two Director's of CIA understand the tasks related to planning bi-monthly board meetings and the role of the Superintendent at these meetings. Minimally, the Board Chair will be in contact with one of the Directors a bi-monthly basis to plan for upcoming board meetings.
- 7) The Succession Team has up-to-date information concerning all legal matters in the district.
- 8) The HR Manager has a working knowledge of and the current status of Teacher, Support Staff and administrator negotiations.
- 9) The Director of Finance has up-to-date information concerning all matters related to Special Education and Transportation. The Director will include the Director of CIA and the Board Chair in any decisions outside of normal organizational practice involving legal or financial matters.
- 10) The Director of Finance and HR Manager have access to all financial procedures, computer databases and online resource programs and documents necessary to process the financial work to operate the District. The Director will include one of the Directors of CIA and the Board Chair in any decisions outside of normal organizational practice involving legal or financial matters.
- 11) All three successors have created and regularly maintain internal working procedures (some in writing) for their respective departments. Should any of the successors be required to perform Superintendent duties away from Central Office during his absence, these internal procedures will help direct the work of their departments.
- 12) The Directors' of CIA, will prepare all School Board materials and assumes the point position for Superintendent and Board communications. Moreover, the Directors' of CIA maintains open communication channels with regional organizations, the AOE, VSBA, VSA and local government officials.

Emergency Succession Plan:

As Acting Co-Superintendents, the Director's of CIA will:

- 1) Notify the Chair of the School Board should the Superintendent need to take an emergency leave unless the Superintendent has already done so.
- 2) Immediately and weekly thereafter, assemble the Succession Team to set priorities, clarify roles and responsibilities and monitor organizational outcomes.
- 3) In consultation with the Chair of the Board, set a time and date for a special Board meeting to review the interim plan and make adjustments where necessary.
- 4) Review the Succession Plan with the Leadership Team.
- 5) Notify the Executive Director of the VSA.

- 6) Coordinate a plan to notify all staff and parents of the Succession Plan.
- 7) Work directly with the School Board Chair to continue supporting the Board's work. If possible, will communicate with the Superintendent during his absence.
- 8) Be responsible for coordinating district communications to staff and parents.
- 9) With the Board, review and adjust the Annual Board Calendar as needed.
- 10) Assist the Board in the process of employing an interim or permanent Superintendent if needed.
- 11) Meet weekly to discuss and set priorities for District work based on the District Action Plan.
- 12) The Succession Team will assume primary support responsibilities for each Principal.
- 13) The Directors' will monitor policy compliance during the Superintendent's absence. The Board will prioritize their annual work plan and adjust requirements for annual reporting as needed.
- 14) The Directors's will be the point of contact for all matters that typically involve the Superintendent. Delegation of responsibilities will be decided at weekly team meetings based on expertise and availability.

Jacob Vezina, Director of Business and Financial Affairs:

EL 4 Financial Condition and Activities
EL 5 Financial Planning and Budgeting
EL 7 Asset Protection
EL 8 Compensation and Benefits

Roy Hathorn, Cathay Newton:

Ends Policies
EL 1 Global Executive Restraint
EL 2 Relationship with Students, Parents and Community
EL 3 Relationship with Staff
EL 6 Emergency CEO Succession
EL 9 Communication and Support to the Board

I report Compliance with Executive Limitations Policy 6 – Emergency Superintendent Succession.

Respectfully Submitted,

Tom DeBalsi
Superintendent