Superintendent Absence and Succession

November 23, 2026

SL1 Superintendent Absence and Succession

Whereas the board expects to be protected from loss of superintendent services;

The Superintendent may not:

1. Be absent for professional meetings or other circumstances without delegating authority.
   The current procedure when I am absent is:
   **Mr. Lew is left in charge.*
   **I always have my cell. Renee, Jamie, Linda, Dean, Krystle, Tanya, Greg, and Nathan all have the number and can reach me.*

2. Be absent for more than two days without notifying the board.
   **I notify the board of my planned absences in my Friday letter.*

3. Fail to assure that at least one other administrative staff member is capable of assuming superintendent responsibilities on an emergency basis should the need arise.
   **If I were to be absent for an extended period of time, until the following board meeting, the plan would be:*
   i. Mr. Lew will take over superintendent duties with the exception of financial matters.
   ii. Linda Klapperich will sign all financial documents and be responsible for all financial and budget matters.

4. Fail to keep a record of contacts, resources and other pertinent information for a successor.
   **Renee is aware of the location and has access to a list of various contacts.*
   ** Renee and Linda are fully capable of processing District business in my absence.*
   **Linda and Jamie are aware of contact information for outside vendors and/or representatives*.
   **Renee has access to my computer.*

5. Fail to maintain a schedule of his duties and responsibilities.
   **I keep my calendar up-to-date, and Renee also has access to it.*

There is an Administrative Rule written that outlines the procedure for replacing the superintendent if he or she is no longer able to continue in the position. It was last updated in 2021 and remains current.