**SUPERINTENDENT SUCCESSION**

An updated copy of this succession plan will be kept by the Administrative Assistant (Renee Mahal), Board President, and the designated Interim Superintendent (Dean Lew).

Absence of the Superintendent:

Mr. Lew assumes the role of superintendent whenever Mr. Koenig is out of the building/unavailable.

Renee and Mr. Lew are aware of contact lists.

Long Term Absences / Filling the Position:

In the event it is determined the superintendent will not return to work,

* Mr. Lew will immediately take the role of “Acting Superintendent.”
* An informal agreement exists whereby Cornell Superintendent Paul Schley will provide assistive services to Mr. Lew whenever necessary.
* A school board meeting shall be held as soon as possible. The agenda for that meeting would include:
	+ Formal motion to name Dean Lew as “Interim Superintendent.”
	+ Determine length of time Mr. Lew will remain in Interim position.
		- Until Interim position can be filled by a candidate holding superintendent license.
		- Until the position can be filled permanently.
	+ Develop a committee to begin the process of searching for and hiring a permanent superintendent.

Approved: February 24, 2014

Revised: November 22, 2021