

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>TEMPORARY ABSENCE: SUPERINTENDENT OF SCHOOLS OR SECRETARY-TREASURER</b>	<b>CDBB</b>

### I. POLICY

The Louis Riel School Board believes that administrative continuity must be maintained on occasions where the Superintendent of Schools or Secretary-Treasurer must be absent from the Division. Consistent with its view of succession planning as a core governance responsibility, the Board considers such temporary absences as opportunities for other members of the Senior Leadership Team to gain valuable experience.

Accordingly, the Board articulates the following **GUIDELINES** and **PROCEDURES**.

### II. GUIDELINES

- A. The Board, in consultation with the Superintendent of Schools, shall designate an Assistant Superintendent to serve as Acting Superintendent on occasions where the Superintendent of Schools must be absent from the Division.
- B. In the event that both the Superintendent of Schools and the Acting Superintendent must be absent from the Division, the Superintendent of Schools shall designate one of the other Assistant Superintendents to assume the role of Acting Superintendent temporarily.
- C. The Board, in consultation with the Superintendent of Schools, shall designate a member of the Senior Leadership Team to serve as Acting Secretary-Treasurer on occasions where the Secretary-Treasurer must be absent from the Division.

### III. PROCEDURES

- A. The Board and Superintendent of Schools shall bear in mind experience, capacity building, and succession planning when designating temporary replacements.
- B. The Superintendent of Schools or Chair of the Board shall advise members of the School Board and the Leadership Team when authority is temporarily conferred to the Acting Superintendent or Acting Secretary-Treasurer.
- C. The Acting Superintendent shall fulfil all duties and responsibilities of the Superintendent of Schools during the absence.
- D. The Acting Secretary-Treasurer shall fulfil all duties and responsibilities of the Secretary-Treasurer during the absence.

<b>Adopted:</b>	April 16, 2019	<b>Legal References:</b>
<b>Revised:</b>	March 3, 2020; October 19, 2021	
<b>Reaffirmed:</b>	April 6, 2021	