

# **MONITORING REPORT FOR BOARD GOVERNANCE POLICIES MAY 2015**

**Policy Name:**        **Emergency Superintendent  
Succession**

**Policy Number:**    **EL-11**

**Policy Type:**        **Executive Limitations**

**Date Approved:** **June 26, 2000**

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In order to protect the Board from disruption in normal activities due to temporary absence of the Superintendent, or from sudden loss of the Superintendent's services, the Superintendent shall not fail to ensure adequate administrative backup.

"I interpret the above statement to mean that in the case of a temporary or sudden absence of the Superintendent and/or his services, there will be adequate, effective and knowledgeable backup available to ensure that disruption to the operations of the District will not occur."

Further, without limiting the scope of the above statement by the following list, the Superintendent shall not fail to:

1.        Ensure that at least one other senior member of staff is sufficiently familiar with Board and Superintendent issues and processes to serve as the Acting Superintendent should the Board deem this necessary during a prolonged absence of the Superintendent.

Compliant: In 2013 the Fort McMurray Catholic School District added a second assistant to the Superintendent, Deputy Superintendent of Inclusive Education. Mrs. Monica Mankowski is currently filling this role and Mr. Francois Gagnon is the Associate Superintendent of Business, Finance & Facilities. In the short-term absence of the Superintendent, the Deputy Superintendent will ensure that operations are not disrupted. In the event of a need for a longer-term appointment of an Acting Superintendent, the School Board has the option of appointing the Deputy Superintendent, or the Associate Superintendent to ensure continuity.

In the event that the Superintendent, Deputy Superintendent and the Associate Superintendent are incapacitated, Mrs. Patricia Nameth, Director of Curriculum, Instruction & Assessment, would have the program knowledge necessary to ensure short-term academic and operational continuity within the system.

2. Ensure that appropriate arrangements are made to handle normal District operations during short-term absences of the Superintendent.

Compliant: Arrangements have been made with the Deputy Superintendent and the Associate Superintendent to handle normal District operations during short-term absences of the Superintendent. Specifically, this means that weekly meetings are held in which the members of the executive team update each other relative to issues/events occurring in their respective areas of responsibility. In this way, should a team member be absent for a short period of time due to meetings, illness, etc., the other team members are prepared to step in and ensure that operations continue without delay or disruption.

I certify that the above information is accurate as of May 19, 2015.

George McGuigan  
Superintendent of Schools