

DISTRICT CODE: 353

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

Policy reflects Minnesota statute and aligns with other District 270 policies.

The superintendent is authorized to appoint an acting superintendent to serve specified periods of time during temporary absences from duty.

A temporary absence is defined as a vacation period, attendance at national conventions, and/or any other periods when the superintendent would be out of immediate contact or presence in the district for over 24 hours.

In the event an absence is likely to go beyond two weeks of time, the School Board Chair shall meet with the Vice Chair and Treasurer and consider whether an interim appointment would be more suitable than a temporary.

When so appointed, the acting superintendent will assume all duties which are the responsibility of the Superintendent of Schools, with particular emphasis on emergency and day-to-day decision making. The acting superintendent will not be expected to deal with matters requiring long-term planning or preparation unless specifically so assigned by the superintendent.

The acting superintendent will take special care to keep the Board informed as to any departure from normal routine.

In the event of a vacancy in the office of Superintendent of Schools, or in the event of incapacitation of the superintendent, the responsibility for the appointment of an acting superintendent rests with the Board.

Adopted: May 9, 1985

Revised: May 23, 2013

Reviewed: October 4, 2016