



INTERNAL MONITORING REPORT

To: WSD Board President and Board of Trustees
From: Wilmer Chavarria, WSD Superintendent
Re: **Annual Monitoring Report on Executive Limitations Policy
Title 2.5: Emergency Superintendent Succession**
Date: 02/12/2025

Dear Members of The Board,

Below please find my Annual Monitoring Report on your Executive Limitations Policy 2.5 “Emergency Superintendent Succession,” presented in accordance with your monitoring schedule. I certify that the information contained in this report is true.

Thank you for your work in advancing our district’s goal to form students who will “lead healthy, productive and successful lives and engage with their local and global community.”

Respectfully Submitted,



Wilmer A. Chavarria, NBCT
Superintendent of Schools
Winooski School District
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POLICY WORDING

Policy Title: 2.5 Emergency Superintendent Succession

To protect the board from sudden loss of Superintendent services, the Superintendent shall not permit the Leadership team to be unprepared to take over with reasonable proficiency until a successor is found.

1. INTERPRETATION

Protecting the board means that the Board and the district are not at a greater risk of financial, legal, political, and programmatic loss in the sudden absence of a Superintendent. It means that the owners do not lose trust in the district's ability to carry on with its operations efficiently and in the Board's ability to adapt in coordination with district leaders.

Permitting the Leadership team to be unprepared to take over with reasonable proficiency until a successor is found means that the leaders at all levels of the organization lack the understanding and ability to effectively maintain operations without traditional oversight in place and are unable to temporarily add larger responsibilities as assigned by the Board and designees.

2. EVIDENCE OF COMPLIANCE

A set of detailed procedures exists for the emergency succession of the Superintendent. This procedure is updated annually and is reflective of the most updated leadership structures of the district and any new laws and considerations relevant to a succession. The procedures are shared with all relevant individuals and school leaders mentioned in it, and regular updates occur if the individual capacity is such that some responsibilities in the procedure cannot be fulfilled in an emergency. A new Organizational Chart has been established upon my arrival that reflects the leadership structure best. This organizational chart will be key when roles need to be clarified and when distribution of responsibilities in an emergency is necessary.

The procedure for Fiscal Year 2025 is articulated below.

Process for Emergency Succession:

1. The District Office Manager (formerly Assistant to the Superintendent) will be responsible for the activation of this process and the immediate notification to the Board President. In the absence of the District Office Manager, the District Operations and Finance Director will assume charge of this process on their behalf or until otherwise directed by the Board.

2. EVIDENCE OF COMPLIANCE (CONTINUED)

2. The District Office Manager will convene an emergency Leadership Team meeting where roles will be clarified, and temporary district-level responsibilities may be assigned to school principals. The District Office Manager is vested with authority to assign principals with additional roles for this transition unless or until the Board speaks otherwise.

3. The meeting will take place in tandem with, if not ahead of, an Emergency meeting of the Board for which the District Office Manager will furnish an immediate agenda for the Board president with a single item titled "Superintendent Emergency Succession." Executive Session may be added to the agenda if enough information exists for the Board President to decide this in advance of the meeting.

4. Unless otherwise specified by the Board, all principals and directors will maintain all current duties within their schools and departments but become district representatives for their area when the need arises and until new district leadership is appointed.

5. The District Director of Finance and Operations will maintain a list of accounts for which Superintendent authorization or participation is required and will begin notifying all pertinent institutions of the transition. The District Director of Finance and Operations works closely with the District Clerk, the Board Secretary, and the Board President, to identify the appropriate replacement in these accounts. Any of the individuals in this clause is an acceptable replacement unless there is redundancy of roles.

6. All superintendent obligations regarding signatures and authorization for payments will be placed on hold until a new leader is appointed unless the obligation cannot wait and its pause places the district's financial health in jeopardy. In such a situation, the Board President will appoint the school principal with most seniority to fulfill this role. This decision will be made in open session during the emergency meeting and recorded in the meeting minutes. If the appointed principal refuses this appointment for any reason, the next principal in line is appointed. If no principal accepts fiscal responsibility, the entire Board may appoint any principal by formal motion, which is recorded in the meeting minutes and mandatory for the appointed individual.

7. All safety responsibilities are immediately assigned to the next person in line in the Incident Commander Alternative list and specified in the District Emergency Operations Manual. This transfer of responsibility needs no formal assignment but the District Office Manager may make a first contact with the next person in line and notify them of this expectation.

8. The City of Winooski is notified by the Board President separately or via public letter to the community where the City is a specified recipient. The letter must provide as much information as legally possible and include information from this procedure as well as any known plans for permanent succession. The Director of Communication assists the Board President with this effort and any other regarding the emergency succession.

9. The District Office Manager works with the District Director of Information Technology to access all available Superintendent files necessary to maintain continuity of information flow of operations. This may include access to email files on a case-by-case basis and under the authorization of the Board President, who will furnish a final report to the full Board of the extent of file and email access and the reasons behind such access. The access will remain confidential and only available to Board-authorized individuals until a permanent Superintendent appointment has been made.

3. EVIDENCE OF COMPLIANCE (CONTINUED)

10. Outside Superintendent commitments such as attendance to regional and state organization gatherings may continue via district proxy. A representative will be assigned by the District Office Manager during the first emergency Leadership Team meeting and continually as applicable. The same individual is best, but multiple people may be assigned to different responsibilities given the last minute time constraints. The appointee may not decline the assignment unless a compelling and unavoidable reason exists and is presented to the District Office Manager. The full Board may always hear appeals and hold final decision making powers on the matter.

11. Administrative oversight and evaluation will become a temporary shared responsibility of Human Resources and the Director of Finance and Operations. In turn, Human Resources and the DFO will be directly supervised by an ad-Hoc Committee established by the full Board with limited powers for reporting and oversight recommendations to the Board.

12. Labor relations between the union and the school district will become temporarily direct and without Superintendent involvement after a matter has been elevated beyond the school Principal and Director level. The Board may choose to appoint a Superintendent representative in these processes if an acceleration of timelines in labor relations is detrimental to a particular question. The Board remains entitled to the original timeline established in the Agreement with or without a permanent Superintendent.

13. The Board President contacts legal counsel for an update on any and all standing legal matters the Superintendent was a participant of on behalf of the school district and creates a plan to address the issues that may arise from the Superintendent's absence.

14. Policy Monitoring Reports will cease until a replacement is found but policy oversight will be distributed among leaders during the first emergency Leadership Team Meeting.

15. If not achieved during the first Emergency Board Meeting, the Board will work in an expedited way to appoint an interim Superintendent preferably from the ranks of current leadership or an outside leader who is familiar with the operations of the Winooski School District. Once an interim Superintendent is in place, a recruitment plan is created by the board or an ad Hoc committee or a decision is made to engage a Search Firm.

16. All programmatic plans continue as usual under the ultimate supervision of the respective directors and Principals. Oversight is carried out as specified in item 11 of this document.

4. COMPLIANCE STATUS

I report compliance.