



## MEMORANDUM

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**To:** Burlington Board of School Commissioners  
**From:** Tom Flanagan, Superintendent  
**CC:** Stephanie Phillips, Executive Director of Teaching and Learning  
Bonnie Johnson-Aten, Principal-Edmunds Elementary  
**Date:** June 7, 2022  
**Subject:** Monitoring Report - Policy Title: 2.6 Emergency Superintendent Succession  
**Status:** In Compliance

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**Statement:** The following document presents the District's progress toward and compliance with **Policy Title: 2.6 Emergency Superintendent Succession**

**Recommended Motion:** *I move to approve the recommendation that the Superintendent is in compliance with Policy Title 2.6*



## Monitoring Report - Policy Title: 2.6 Emergency Superintendent Succession

**Submitted by:** Tom Flanagan, Superintendent

**Date Submitted:** June 7, 2022

**Status:** In Compliance

### Overview

This is the annual report on compliance with the School Board's Executive Limitation Policy 2.6: Emergency Superintendent Succession. I certify that the information contained in this report is true and accurate.

### Policy Statement

To protect the Burlington School District from loss of superintendent services, the Superintendent shall not permit there to be fewer than two other executives sufficiently familiar with the Burlington School Board and superintendent issues and processes to enable either or both in combination to take over with reasonable proficiency as an interim successor.

### Interpretation

This policy ensures emergency succession is systematic and creates continuity if the current Superintendent leaves office without time for the School Board to hire a replacement. In the event that an emergency situation requires the Superintendent to leave the post immediately, a succession plan will be implemented to ensure that the most critical matters related to legal, fiscal, executive leadership, and human resource functions are fulfilled per Executive Limitation and Ends Policies.

### Status

In compliance

### Evidence

In the event of Superintendent succession, Executive Director of Teaching and Learning, Stephanie Phillips will be designated as Acting Superintendent. Executive Director Phillips holds a superintendent license in the State of Vermont and has a deep understanding of District operations.

In the event Stephanie Phillips would need to leave office during her time as Acting Superintendent, Bonnie Johnson-Aten, Executive Director of School Leadership, would be the Alternate Acting Superintendent. Executive Director Johnson-Aten also holds a Superintendent license and has experience as a school administrator in Burlington.

In the case of superintendent succession, the [Superintendent's Cabinet](#) will continue to serve in their existing role and function. This leadership team is the key decision-making body for the District and will continue in this capacity.

In the case of Superintendent succession, the acting Superintendent will meet the expectations of the School Board Policy and State Regulations.

### Emergency Succession Plan

In the case of the emergency succession plan, the team will:

1. Notify the Chairs of the Burlington School Board should the Superintendent need to take an emergency leave and/or has already done so.
2. Immediately and weekly thereafter, the Succession Team will meet to set priorities, clarify roles and responsibilities and monitor organizational outcomes.
3. In consultation with the Chair of the Board, set a time and date for a special Board meeting to review the interim plan and make adjustments where necessary.

4. Notify Jeffrey Francis, Executive Director of the Vermont Superintendents Association (VSA).
5. Coordinate and implement a plan to notify all staff and parents of the Succession Plan.
6. Work directly with the School Board Chair to continue supporting the Board's work. If possible, will communicate with the Superintendent during their absence.
7. One of the licensed team members will initiate ongoing communication with the Chair/Board.
8. With the Board, review and adjust the annual Board calendar as needed. The Board will prioritize their annual work plan and adjust requirements for annual reporting as needed.
9. Assist the Board in the process of employing an interim or permanent Superintendent if needed.
10. Meet weekly to discuss and set priorities for District work based on the Strategic Plan.
11. Act as point of contact for all matters that typically involve the Superintendent. Delegation of responsibilities will be decided at weekly team meetings based on expertise and availability.
12. In collaboration with other District leaders, monitor policy compliance during the Superintendent's absence.