

## **TEMPORARY ADMINISTRATIVE ARRANGEMENTS**

In any organization it is important that the responsibility of decision-making be clearly delineated. This is particularly true if the superintendent, for any reason, is unavailable. In these cases, there should be a clear line of administrative succession which designates both responsibility and authority.

The superintendent shall make his or her whereabouts known to the central office staff and the school board at all times. In the event the superintendent is to be absent from the district, prior to the absence, the superintendent will make every effort to communicate his or her itinerary to the board president who, in turn, will inform others who want or need to know. In case of a bona fide emergency, every effort will be made to notify the superintendent of the situation. If the superintendent is unable to be reached, the responsibility and the authority to act for the district shall fall to the Assistant Superintendent, then the Holdenville High School Principal, then the Thomas Middle School Principal, and Ethel Reed Elementary Principal, in that order.

In the event that the superintendent is disabled or otherwise unavailable to serve, the board president shall call a special meeting of the board to determine what course the district should take at that time. The board will assign the superintendent's duties as it deems appropriate on a temporary basis.

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 assigned by the superintendent.