

CI—Temporary Administrative Assignments

Incapacitation of the Administrator

In the incapacitation of the Administrator, the Board shall designate either a member of the administrative team or a certificated employee to possess and exercise all authority and carry out all responsibilities of the Administrator until such time a qualified, acceptable replacement is chosen through Board action.

A majority of the Board shall meet in open session, move into executive session to discuss the temporary personnel assignment, and formally approve the decision in the open session of the meeting. A 24-hour notice shall be provided to the public in accord with open meeting laws. If a 24-hour notice cannot reasonably be provided in advance, the Board shall provide as much notice as possible.

The Board President shall inform school personnel of the decision.

Absence of the Administrator

When the Administrator will be away from the School for a period in excess of three working days, the following action shall be taken:

- The Administrator shall notify the president of the Board of Education in advance of the nature and duration of the absence. In an emergency, the president shall be notified at the earliest opportunity.
- The Administrator shall designate another **certificated** staff member to act in his/her behalf.