

Ms. Perla Tabares Hantman, Chair

SUBJECT: SUCCESSION MANAGEMENT PLAN

**COMMITTEE: PERSONNEL, STUDENT, SCHOOL AND COMMUNITY
SUPPORT**

**LINK TO STRATEGIC
BLUERPRINT: EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES**

The School Board of Miami-Dade County, Florida, is responsible for setting policy for the effective operation of Miami-Dade County Public Schools, the fourth largest school district in the nation. With the firm commitment in maintaining stability within key leadership positions in the district, on July 11, 2001, the Board approved agenda item K-2. This agenda item directed the Superintendent and Board Attorney, at the time the only positions directly hired by the Board, to provide a plan of action and procedures for their replacement in the event of disability, retirement, or departure from the school system.

The vacancy of employees in such critical positions is a matter of great importance for the Board, as these vacancies necessitate the appointment of an interim person, selection criteria, search parameters and a selection process for ensuring a smooth transition to a more permanent condition. In recent months, the district has experienced the departure of employees in key positions, which highlights the need for the district to have a clear and defined succession management plan in order to preserve operational continuity with minimal disruption during times of transition.

This Board item seeks to direct the Superintendent of Schools, the School Board Attorney, and the Chief Auditor to submit to the School Board an updated succession management plan with a clear and specific plan of action in the case of a vacancy in any of these three critical positions; identify senior staff positions to perform the interim duties associated with the aforementioned positions and offices; submit proposed procedures and recommended processes for selecting and hiring a permanent individual to fill in a vacancy in these three critical positions; submit an organizational chart for each office; including descriptions and functions of each individual position in the chart.

This item has been reviewed and approved by the School Board Attorney's Office as to form and legal sufficiency.

**ACTION PROPOSED BY CHAIR
MS. PERLA TABARES HANTMAN:**

That The School Board of Miami-Dade County, Florida, direct the Superintendent of Schools, School Board Attorney, and Chief Auditor to submit to the School Board an updated succession management plan with a clear and specific plan of action in the case of a vacancy in any of these three critical positions; identify senior staff positions to perform the interim duties associated with the aforementioned positions and offices; submit proposed procedures and recommended processes for selecting and hiring a permanent individual to fill a vacancy in these three critical positions; submit an organizational chart for each office, including descriptions and functions of each individual position in the chart. This report is to be presented to the Board during the Personnel, Student, School and Community Support Committee meeting of June 16, 2021.