

POLICY: 3.6 EMERGENCY SUPERINTENDENT
SUCCESSION
POLICY CATEGORY: SUPERINTENDENT LIMITATIONS
PERIOD MONITORED: May 14, 2012 – May 13, 2013
BOARD MEETING DATE: May 13, 2013

This is my monitoring report on the Board of Education's Executive Limitation policy "Emergency Superintendent Succession." I certify that the information contained in this report is true and complete, and presented **one month ahead of the routine monitoring report schedule**. This report will monitor the policy starting at its more detailed prohibitions and end with the global prohibition.



Michael F. Paskewicz
Superintendent

May 13, 2013

3.6.1 POLICY LANGUAGE

For each administrator reporting to the Superintendent, the Superintendent shall not fail to have an appropriate written position agreement, signed by each administrator reporting to the Superintendent and the Superintendent, describing for each administrator the job outputs or value-added and boundaries of authority within which each administrator may operate.

INTERPRETATION:

I interpret *“For each administrator reporting to the Superintendent, the Superintendent shall not fail to have an appropriate written position agreement, signed by each administrator reporting to the Superintendent and the Superintendent, describing for each administrator the job outputs or value-added and boundaries of authority within which each administrator may operate”* to mean:

There are ten (10) administrators who report directly to the Superintendent. Each position has a set of Administrative Limitations that may not be violated. All are responsible for and accountable for implementation of all Board of Education policies.

DATA REPORTED:

- Formal, signed Administrative Limitations are completed. The common limitations for all ten administrators are:
- Administrators shall not:
 1. Fail to be familiar with all Board Policies and monitoring report development and reporting schedule.
 2. Violate any Board of Education policy in the performance of their job.
 3. Fail to communicate to their direct reports that our core business is learning as measured in terms of student achievement.
 4. Fail to evaluate/assess staff assigned to their respective departments or schools.
 5. Fail to fulfill the job responsibilities as designated in the respective job descriptions.
 6. Implement any program or practice that does not answer the following questions:
 - Does the program or practice have a direct link to the accomplishment of Board of Education Ends?
 - Does the program or practice accelerate student achievement of academic standards in the core areas of literacy (reading and writing) and mathematics?
 - Has the financial, human, and political impact on the district and its schools been identified?

- Has the professional development necessary for implementation and maintaining the program or practice been identified?
- Has the full cost (financial, human, and political) of the program or practice been identified?
- How and to whom will we communicate the answers to the previous questions?

CONCLUSION STATEMENT:

The organization met expectations.

3.6 GLOBAL POLICY LANGUAGE

In order to protect the Board from sudden loss of Superintendent services, the Superintendent may not have fewer than two other designees familiar with Board and Superintendent issues and processes including all Board Policies, to enable either designee to take over with reasonable proficiency as an interim successor Superintendent reporting to the Board, and be fully accountable to the Board for all Superintendent authority.

INTERPRETATION:

I interpret *“may not have fewer than two other designees familiar with Board and Superintendent issues and processes including all Board Policies, to enable either designee to take over with reasonable proficiency as an interim successor Superintendent reporting to the Board, and be fully accountable to the Board for all Superintendent authority”* to mean:

Two administrators have been designated as “interim successor Superintendent.” Both designees are members of the Administrative Team and have intimate knowledge of budget, personnel, and learning/curriculum issues. Both designees have a working knowledge of Policy Governance training including monitoring of Board Policy. Both designees are involved in the process to interpret Board Policy as well as collecting and analyzing data related to the monitoring of Board Policy. Both designees have been informed of their responsibility to step in as successor interim Superintendent. They are fully aware that reporting to the Board and being accountable to the Board requires them to fulfill the Superintendent role in the Policy Governance model and that adherence to the Monitoring Report Schedule is an essential action of reporting to the Board.

DATA REPORTED: Note that four additional administrative team members have been trained in the policy governance process by John and Miriam Carver since the last report.

- The two administrators designated as interim successor Superintendent, in order of succession are:
 - Mr. Craig McCarthy – Assistant Superintendent for Finance and Operations.
 - Dr. Julia Reynolds – Director of School Improvement Services.
- Both administrators have been notified in writing of their designation via this monitoring report.
- Both have working knowledge of Policy Governance and monitoring of Board Policy. Training presented by Steve Crandall and the Superintendent. Mr. McCarthy attended the two-day policy governance training presented by John and Miriam Carver.
- **Dr. Reynolds, Mr. Vermaat, and Mr. Klekotka attended the two-day policy governance training presented by John and Miriam Carver.**
- **Deb Domine, Administrative Assistant to the Superintendent, attended the two-day policy governance training presented by John and Miriam Carver.**
- Both designees are knowledgeable of the Monitoring Report Schedule.
- Both designees are members of the Administrative Team which meets twice per month to discuss budget, personnel, learning/curriculum, and policy-related issues.

CONCLUSION STATEMENT:

The organization met expectations.

APPROVED: May 13, 2013