

INTERNAL MONITORING REPORT

June 11, 2018

Policy:	3.6 Emergency Superintendent Succession
Policy Category:	Superintendent Limitations
Period Monitored:	June 12, 2017 – June 11, 2018

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. This report will monitor the policy starting at its more detailed prohibitions and end with the global prohibition.



Scott Korpak
Superintendent

June 11, 2018

POLICY LANGUAGE 3.6.1

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 this *policy wording* to mean:

There are eleven (11) 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.

Julie Bylsma	Dan Duba	David Parmerlee
Liz Cotter	Dan Heitzman	Mark Thomas
Teya Cotter	Jerry Klekotka	Jamey Vermaat
Brent Dickerson	Trish Lopucki	

Data Reported:

1. Formal, signed Administrative Limitations are completed. The common limitations for all eleven (11) administrators are:
2. Administrators shall not:
 - a. Fail to be familiar with all Board Policies and monitoring report development and reporting schedule.
 - b. Violate any Board of Education policy in the performance of their job.
 - c. Fail to communicate to their direct reports that our core business is learning as measured in terms of student achievement.
 - d. Fail to evaluate/assess staff assigned to their respective departments or schools.
 - e. Fail to fulfill the job responsibilities as designated in the respective job descriptions.
 - f. Implement any program or practice that does not answer the following questions:
 - i. Does the program or practice have a direct link to the accomplishment of Board of Education Ends?
 - ii. Does the program or practice accelerate student achievement of academic standards in the core areas of literacy (reading and writing) and mathematics?
 - iii. Has the financial, human, and political impact on the district and its schools been identified?

- iv. Has the professional development necessary for implementation and maintaining the program or practice been identified?
- v. How and to whom will we communicate the answers to the previous questions?

Conclusion Statement:

The organization met expectations.

GLOBAL POLICY LANGUAGE 3.6

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 this *policy wording* 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 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:

1. The two administrators designated as interim successor Superintendent, in order of succession are:
 - a. Ms. Elizabeth Cotter, Director of People, Organization and Accreditation, and
 - b. Mark Thomas, High School Principal
2. Both administrators have been notified in writing of their designation via this monitoring report.
3. Both have working knowledge of Policy Governance and monitoring of Board Policy.

4. Both designees are knowledgeable of the Monitoring Report Schedule.
5. 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.