

Monitoring Report

**Policy Title: 2.5 Emergency Superintendent
Succession**

Patrick J. Reen, Superintendent

September 25, 2018

I hereby present my monitoring report on your Executive Limitations policy **2.5 Emergency Superintendent Succession** according to the schedule set out. I certify the information contained in this report is true, and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

Signed _____ (Superintendent) Date: _____

To protect the Board from sudden loss of Superintendent services, the Superintendent shall not permit there to be fewer than two other executives sufficiently familiar with board and Superintendent issues and processes to enable either or both to take over with reasonable proficiency as an interim successor.

Superintendent’s Interpretation:

The Superintendent defines “sufficiently familiar with board and Superintendent issues and processes” as an understanding of the most critical matters related to legal, fiscal, executive leadership and human resource functions per Executive Limitation and Ends Policies.

Specifically, I interpret the “...issues and processes...” to be those tasks which are central to the management of the District through Board agendas and meetings, reporting to the Agency of Education, working with state or local government, personnel or contractual issues, District fiscal operations, safety requirements, and day-to-day operations of the District. I further interpret the policy to expect a Succession Team be created to provide essential leadership for the effective and efficient operation of the District.

Evidence:

Succession Team Member Roles & Responsibilities

<u>Name</u>	<u>Current Position</u>	<u>Succession Team Policy Responsibilities</u>
Catrina DiNapoli	Assistant Superintendent	Team Leader - 1.1, 1.2, 1.3, 2.4, 2.5, 2.8
Howard Mansfield	Chief Financial Officer	2.3, 2.6
Susan Bruhl	Director of Student Support	2.1
BobbiJo Connor	Human Resource Director	2.2, 2.7

In their current roles these succession team members already provide support to the Superintendent in these policy areas. In the emergency absence of the Superintendent these members would assume primary responsibility for these areas as overseen by the succession team leader. The succession team leader is the person in charge and is the point of contact for

the Board until these responsibilities are returned to the Superintendent or their replacement.

Minutes Showing Succession Team Leader Attendance at Board Meetings

See attached [minutes](#).

Summary:

I report compliance.