

**Issaquah School District  
Executive Limitations Monitoring Report**

**EL-7 Emergency Superintendent Succession – Internal/Annual  
September 8, 2022**

***The Superintendent certifies that the District is in compliance with  
EL-7 with no exceptions.***

***In order to protect the Board from sudden loss of Superintendent services, the Superintendent shall have no fewer than two other executives sufficiently familiar with Board and Superintendent issues and processes to enable either to take over with reasonable proficiency as an interim successor.***

**Interpretation**

I interpret this policy to require the identification and preparation of at least two current administrative personnel to manage essential school district functions and urgent matters on a temporary basis in the loss of or impaired Superintendent services. Two or more administrators will be prepared to temporarily fulfill the duties and responsibilities of the Superintendent including the support of the Cabinet and liaising with the Board.

This interpretation excludes long-term planning, decision-making about the organizational structure, informal conventions and expectations of the Superintendent’s office currently in effect, and the Superintendent’s professional roles outside the District, including ESD, State and WASA.

I further interpret this to mean there are systems and structures in place, and appropriate documentation and clarity about roles and responsibilities for Board processes and Cabinet protocols to seamlessly transition duties on a temporary basis.

**Evidence of Compliance**

The current organizational structure divides the work of the District into ten major departments: Business and Finance (Technology), District Operations/Safety Security, Equity and Family Engagement, Human Resources, High School Education, Middle School Education, Elementary School Education, Special Services, Teaching and Learning Services, and Communications. Each department has a cabinet level supervisor who oversees the entire department and the staff of the department.

I affirm that the Chief Financial Officer/Chief Operating Officer, Assistant Superintendent of Special Services and the Assistant Superintendent of Human Resources are sufficiently familiar and experienced with Board and Superintendent relations and processes. All three administrators could take over the position with reasonable proficiency on an interim basis. This report is based on the following:

1. Each administrator works directly with and contributes to the following essential functions of the Superintendent:

- Regular support to the Board of Directors, including the preparation of materials for Board meetings.
  - Monitoring of Ends and Executive Limitations and related requirements of Policy Governance.
  - Are engaged in overall management of Cabinet-level goals, workflow, communications, problem-solving, evaluation procedures; and inter-relatedness of Cabinet and supporting All Administrator leadership and activities.
2. Each administrator has access to the regulations, procedures, budgets, legal services and other human resources of the District necessary for:
    - Conducting investigations of formal complaints, appeals, and grievance hearings.
    - Making decisions associated with litigation matters and responsibilities.
    - Responding to compliance requirements.
    - Managing the budget process and audit requirements.
    - Managing Board meetings in accordance with the Open Public Meetings Act of the State of Washington.
    - Supervising the day-to-day operations of the District.
    - Managing communication with staff, schools, press, and state agencies.
  3. Through weekly administrative and regular Board meetings, all administrators are routinely in touch with the major issues and works in progress of the Superintendent's office and Board of Directors.
  4. Knowledge of other essential matters and commitments is retrievable from the Cabinet leadership team, District support staff, common coordination of calendars, and the support of the Superintendent's Executive Assistant.

*Accepted by Board: September 8, 2022*