

## EL 2.1 Emergency Superintendent Succession

### **Policy Quadrant:** Executive Limitations

- Monitoring Time Frame: July 1, 2023 – June 30, 2024
- Date of School Board Monitoring: August 26, 2024

### **Board Policy Monitoring Motions:**

- Operational Interpretation is/is not reasonable
- Board does/does not accept the Superintendent's assertion of compliance/non-compliance

### **Global Constraint:**

To protect the Board from sudden loss of Superintendent services, the Superintendent shall not permit there to be fewer than two other staff members sufficiently familiar with Board and Superintendent issues and processes who would be able to take over with reasonable proficiency as an interim successor.

### **OPERATIONAL INTERPRETATION:**

1. It is my interpretation that the Board requires a proactive plan that assures uninterrupted leadership of the organization due to a planned or unplanned short-term absence by the Superintendent.
  - a. "Short Term" may be interpreted to be as little as one (1) day to as many as thirty (30) workdays to provide time for the board to make appropriate arrangements.
  - b. In the event of an unplanned or planned absence, the Superintendent or his/her Assistant shall notify the Chair of the School Board.
2. It is appropriate that a line of succession be established with licensure, knowledge, and experience as the expected qualifications. The following persons and positions are designated to assume District leadership as the "Acting" Superintendent (in the order indicated) on behalf of the Superintendent in his/her anticipated or unanticipated absence.

- a. Assistant Superintendent of Secondary Schools\*
- b. Assistant Superintendent of Elementary Schools\*
- c. Executive Director of Community Education\*
- d. Executive Director of Human Resources
- e. Executive Director of Business Services
- f. Executive Director of Marketing and Communications

*\*Position Description Requires a Minnesota District Superintendent License or person currently holding the position is Licensed as a District Superintendent in Minnesota.*

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#### **JUSTIFICATION:**

1. MN Statute 123B.143 SUPERINTENDENT. Subdivision 1. Contract; duties. All districts maintaining a classified secondary school must employ a superintendent who shall be an ex officio non-voting member of the school board.
  - a. The succession list (#2 above) contains at least two current administrators with District Superintendent certification.
2. The Assistant Superintendents and executive directors ~~and senior directors~~ are knowledgeable of all major district processes.
  - a. Examples of these major processes include; educational programs, community education, family education, business services, technology, food services, facilities, human resources, communication and transportation. They are knowledgeable due to weekly cabinet meetings routinely held throughout the year. These meetings consist of regular discussion, problem solving, and decision making, communication or strategic planning for all major processes within the system.
3. The Assistant Superintendents and executive directors ~~and senior directors~~ are knowledgeable regarding Eden Prairie school governance and able to follow the correct process for communication and implementation with the board.
  - a. All members of the Superintendent's cabinet are involved in writing the policies and are familiar with all Ends, Executive Limitations, Board Management Delegation and Governance Process Policies. They are also active in writing and reporting on all Monitoring Reports. The superintendent's cabinet members work in partnership with the board governance subcommittee.
4. The Assistant Superintendents and executive directors ~~and senior directors~~ are fully trained and licensed in their respective fields and have extensive leadership, supervision and organizational development experience.
  - a. Degrees, licensure or training for these staff members is available upon request.
5. The members of the Superintendent's cabinet are fully trained to activate and lead the District Emergency Management Process.

- a. The Superintendent’s cabinet and their immediate subordinates have participated in the development of the plan itself and have participated in emergency planning exercises and drills. They have participated in debrief sessions following the drills.
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**MEASUREMENT PLAN:**

Compliance will be demonstrated by:

1. The School Board will review EL 2.1 annually.
  2. If enacted, the effectiveness of this plan will be reviewed in debrief fashion by the School Board Chair and Vice Chair and findings reported to the Board.
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**EVIDENCE:**

1. The school board has reviewed 2.1 annually.
  2. The succession plan was not enacted during the time of monitoring.
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**STATEMENT OF ASSERTION:**

EL 2.1 is reasonable and is in compliance.

BOARD NOTES: