



Shorewood
SCHOOL DISTRICT

**Operational Expectations Monitoring Document
OE-2 Emergency Superintendent Succession**

Certification of the Superintendent: *With respect to Operational Expectation 2 (Emergency Superintendent Succession), taken as a whole, the superintendent certifies that the proceeding information is accurate and complete, and is:*

- In Compliance
- In Compliance with Noted Exceptions
- Not in Compliance

Signed: Laurie Burgos, Superintendent

Date: September 12, 2023

Executive Summary

The District administrative leadership team and our school leaders are a strong, collaborative unit. The list of successors bring depth of knowledge and experience in key areas of District operations and school administration, and hold important certifications.

Disposition of the Board: *With respect to Operational Expectation 2 (Emergency Superintendent Succession), the Board:*

- Accepts the report as fully compliant
- Accepts the report as compliant with noted exceptions
- Finds the report to be noncompliant

Summary statement/motion of the Board:

Signed: _____, Board President **Date:** _____

OE-2: Emergency Superintendent Succession

The Superintendent shall designate at least one other executive staff member who is familiar with the Board’s governance process and issues of current concern and is capable of assuming Superintendent responsibilities on an emergency basis.

Superintendent Interpretation:

- An **executive staff member** shall mean a member of the Administration Team.
- The term “**emergency basis**” means a period of time when the Superintendent is not available by any means and a decision that normally falls under the Superintendent’s purview must be made to ensure the safety and welfare of students and District personnel, or should such a decision not be made during this period; the District’s interests will be substantially damaged. The emergency would end upon the reestablishment of communication with the Superintendent, or, if the Superintendent is deemed by the School Board as incapable of resuming responsibilities, until the School Board appoints an interim Superintendent.

<p>Board Indicator 1: <i>We will know we are compliant when:</i></p> <ul style="list-style-type: none"> • The Superintendent, with input from the Administration Team members and Board of Education, creates a succession list with five names (in order of succession) that will fill in for the Superintendent on an emergency basis. This list will be readily available to Board members and Administration Team members. 	<p><u>Superintendent</u></p> <p>Compliant</p> <p>Not Compliant</p>	<p><u>Board</u></p> <p>Compliant</p> <p>Not Compliant</p>
<p>Evidence: The list of successors who will fill in for the Interim Superintendent on an emergency basis are (in order of succession):</p> <ul style="list-style-type: none"> • Janice Carter, Principal, Atwater Elementary School (Superintendent License, Early Childhood/Adolescence) • Mike Joynt, Director of Teaching & Learning • Heather Heaviland, Director of Business Services • Kate Harder, Director of Special Education and Student Services • Shari Tucker, Director of Equity • Tim Kenney, Principal, Shorewood High School 		

Board Comments: