NORTH THURSTON PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES ◆ 305 COLLEGE STREET NE, LACEY, WASHINGTON 98516
TELEPHONE: (360) 412-4400 ◆FAX: (360) 412-4410◆ WWW.NTPS.ORG

EXECUTIVE LIMITATIONS MONITORING REPORT

EL – 15 Emergency Executive Succession Plan

FROM: Troy Oliver, Superintendent

DATE: September 15, 2026

The Emergency Executive Succession Plan Policy protects the district from risk by ensuring the necessary policies, procedures, and trainings are in place to support an emergency executive succession plan.

Accordingly, the Superintendent will not fail to:

Policy Criterion 1: Ensure two or more senior staff members are familiar with Board and Superintendent processes and issues and are capable of assuming Superintendent responsibilities on an emergency basis.

Superintendent/CEO Interpretation: The Superintendent will not operate without ensuring sufficient expertise and knowledge in the Cabinet team to provide effective leadership on an emergency basis.

Superintendent/CEO Evidence Report:

- The Superintendent collaborates consistently with Cabinet on achieving strategic plan goals.
- District leaders are well informed by the Superintendent of issues and processes via regular Cabinet meetings and email messages.
- Cabinet members participate on a rotating basis in planning board meeting agendas.
- Cabinet members regularly attend and present at board meetings.
- Cabinet members attend WSSDA & WASA conferences with the Superintendent on a rotating basis.
- Cabinet participates with the Superintendent and Board in Policy Governance training.
- Cabinet members participate in local professional development meetings with the Superintendent hosted by ESD 113 or other agencies.
- Opportunities are provided to Cabinet members to represent the District at community events, engage in legislative work and other relevant work at the State level.
- Cabinet members participate in school visits, learning walks, and other opportunities to review instruction and gather feedback from building leaders and staff.

Policy Criterion 2: Keep the Board Chair (on behalf of the Board) informed of any major challenges or issues under the care of the Superintendent.

Superintendent/CEO Interpretation: The Superintendent will not operate without keeping the Board Chair informed of major challenges or issues.

Superintendent/CEO Evidence Report:

- The Superintendent and senior staff propose a School Board meeting schedule designed to address the Strategic Goals approved by the Board.
- The Superintendent and senior staff meet with the Board President and Vice-President to develop board agendas, ensuring major challenges or issues requiring Board attention are placed on the agenda.
- Direct communication to the Board Chair on unexpected major challenges or issues occurs as needed.
- The Superintendent provides email updates to the Board which includes timely information on current issues.

Policy Criterion 3: Maintain school policies, procedures, and business records in an organized and accessible manner.

Superintendent/CEO Interpretation: The Superintendent will not operate without ensuring policies, procedures, and business records are maintained according to State Law and OSPI guidance.

Superintendent/CEO Evidence Report:

- Administrative policies and procedures are cataloged and assigned to appropriate staff for review when necessary. Updated administrative policies are presented to the Board for required approval.
- Administrative policies and procedures are posted on the district website and available upon request.
- Business records are maintained in accordance with State laws and OSPI guidance.
- Auditing of business records occurs annually; consolidated program reviews are conducted in accordance with OSPI's established timeline.

Conclusion:

The evidence above demonstrates we are in compliance with Executive Limitation Policy 15 – Emergency Executive Succession Plan.