

Monitoring Report

Superintendent Monitoring Report:	Internal	Organization:	Rutland City Public Schools
Policy Type:	Executive Limitations	Policy Number/Title:	2.5 Emergency Superintendent Succession
Submitted on:	August 18, 2026	Period Covered	July 1, 2026-August 18, 2026

Policy

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 to take over with reasonable proficiency while a Superintendent is unavailable.

1. The minimum two executive level leaders shall be identified to the board on an annual basis or upon any change in designation.

Interpretation

I interpret the “sudden loss of Superintendent services” to mean an unexpected, lengthy absence by the Superintendent. I interpret “executives” to mean RCPS administrators with appropriate credentials. I interpret reasonable proficiency to mean individuals who have an understanding and application of the laws and policies governing Rutland City Public Schools who can step in to assume responsibilities. Identification to the board includes giving the names of the designees to the board annually or upon any change in designation.

Rationale:

1)	This process will ensure the district runs smoothly, with applicable laws and policies followed, in the event of an unplanned absence of the Superintendent until the board determines their next steps.
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Observable Conditions & Evidence:

Observable Conditions	Evidence: Data/Result
a) Designation of a minimum of two individuals appropriately credentialed annually, or upon any changes needed	<i>The following individuals have been identified as designees: Bianca McKeen, Assistant Superintendent and Kerry Coarse, Director of Support Services</i>
b) Mentoring and/or training is provided to the designated individuals throughout the year	<i>Bianca has successfully completed the Vermont Superintendent Association's Aspiring Superintendent's course and is an active member of the Vermont Curriculum Leader's Association. Kerry is an active member of the Vermont Council of Special Education Administrators. Both have served as building leaders and have appropriate experience and credentials to serve the district in this manner. Both Bianca and Kerry join regularly scheduled meetings with the Superintendent and building leadership, as well as the district-wide leadership team, providing guidance and supporting all components of our system. Regularly scheduled meetings occur with both designees to keep them apprised of district activity and discuss any current events impacting the district.</i>
c) The designated individuals indicate acceptance of the responsibility	<i>Both have accepted the responsibilities as of August 14, 2026. The RCPS Administrative Team was notified of the succession plan on August 12, 2026.</i>
d) The board is notified of the designation annually, and in a timely manner	<i>The board was notified via the board packet for the August 18, 2026 warned school board meeting.</i>

Compliance:

I do report compliance with this policy