

**“EMERGENCY SUPERINTENDENT SUCCESSION” POLICY MONITORING
REPORT**

TO: The Board of Directors
FROM: Tabatha Mires, Superintendent
RE: INTERNAL MONITORING REPORT – EL-2e EMERGENCY
SUPERINTENDENT SUCCESSION

I hereby present my monitoring report on your Executive Limitations 2E “Emergency Superintendent Succession” in accordance with the monitoring schedule set forth in board policy. I certify that the information contained in this report is true.

Signed  Superintendent

Date: 8/21/23

BROADEST POLICY PROVISION:

In order to protect the Board from sudden loss of Superintendent services, the Superintendent will not fail to have administrators sufficiently familiar with Board and Superintendent issues and processes to take over with reasonable proficiency until an interim successor is appointed.

In Compliance

SUPERINTENDENT’S INTERPRETATION: I interpret this policy to require that the Superintendent must make reasonable plans for the district to be led in a situation where the sudden loss of Superintendent leadership occurred. The successor(s) need to have sufficient familiarity with current Board/Superintendent issues in order to effectively assist the Board in leading the district. In addition, the district leadership team should be given opportunities to grow in their leadership capacity supporting district level work as appropriate and needed. This intentional work to support the growth of our existing district staff is critical for continuation of operations during any superintendent transition.

REPORT: I have had discussions with the Middle School Principal and Director of Special Programs and Assessment, and reviewed the existing succession plan in place (see below) which I feel satisfactorily meets the intent of policy EL-2e. I also communicate regularly with the North Central Educational Service District Superintendent and confirm that the ESD would provide management oversight to the Manson School District should we ever need assistance.

Our Middle School Principal and Director of Special Programs is updated on current district timelines, projects, concerns and priorities. I also meet weekly with each principal, our district Business Manager, and our Director of Operations to ensure that fiscal, facility and academic progress is grounded in district work, communicated clearly to each member of the team, and supports the development of an aligned and prioritized K-12 district. These collaborations ensure that should a need arise, the team can collectively adjust to changing roles within our system and support a smooth transition for staff and students. Monthly our leadership team meets together to ensure clear roles, responsibilities and processes are in place allowing for systems to exist in the event of leadership change. Our district business manager and her staff

are skilled in budget monitoring and ensure that should a succession plan be needed; the fiscal plan will be guided by our board adopted budget.

The succession plan is broken into two possible scenarios. Scenario 1 (August through January) and Scenario 2 (January through July).

In either scenario the immediate short-term plan would be for the Middle School Principal/Director of Special Programs and Assessment who holds her Superintendent Certification to oversee the day to day operation of the district with support from the NCESD Superintendent.

Scenario 1

1. ESD is notified of the need for Superintendent succession by the Manson School Board President.
2. ESD Superintendent supports designee in day to day operations.
3. ESD Superintendent works with Manson School Board President to find and appoint interim superintendent until a permanent replacement is hired.
4. The ESD provides any safety net support such as financial, personnel, and curriculum support deemed necessary by the district. If an interim superintendent is not available, the ESD would assist with management oversight until an interim or permanent replacement is hired.

Scenario 2

Same steps as Scenario one with these exceptions:

1. NCW ESD assists with the hiring of a search consultant, should the district choose to do so.
2. If a permanent replacement could be hired at an early date (prior to July 1) the ESD may be able to provide services to the new superintendent's former district to assist with the transition.

8-9-2023