

Monitoring Report: Executive Limitation

Report Date: November 19, 2024

Policy E.L. 4 (Succession): *“The Superintendent shall not operate without a succession plan to facilitate smooth operations in the event the Superintendent is unable to perform his/her duties and ensure competent operation of the organization over the long term.*

Accordingly, the Superintendent shall not:

- 1. Operate with fewer than two (2) other executive staff members who are familiar with Board and Superintendent issues and processes and are capable of assuming Superintendent responsibilities on an interim basis.*
- 2. Permit the organization to be without sufficient organizational capacity and current information about Superintendent and Board issues and processes for the competent operation of the organization to continue in the event of sudden loss of Superintendent services.”*

Interpretation - Compliance will be demonstrated when:

1. The Superintendent takes a distinct and deliberate leadership role in keeping the Cabinet leaders (including Chief of Staff, Deputy Superintendent, and Assistant Superintendent) informed of both board and district policies and activities to assure a smooth transition should there be a sudden loss of the superintendent’s services.
2. Three staff, having worked with the organization for six months or longer, have filled in as Acting Superintendent while the Superintendent was away/on vacation for a period of at least one week each, and have subsequently indicated a willingness and ability to fill in on an interim basis (up to six months) if needed.
3. All cabinet members have been made aware of this policy and the Superintendent’s interpretation.
4. The succession plan is periodically reviewed to confirm it accurately reflects the current organizational structure, roles and responsibilities.

Evidence -

- Superintendent has identified three executive staff members who are familiar with Board and Superintendent issues and processes and are capable of assuming Superintendent responsibilities on an interim basis:
 - Danelle Hiatt - Deputy Superintendent
 - Danny Winsor - Assistant Superintendent
 - Steve Colella - Chief of Staff
- The Superintendent holds regular Cabinet meetings to review and discuss current Board policies, District issues, operational topics and other organizational activities.

- The Superintendent shares Superintendent Updates with Cabinet members each time they are sent to the Board. Superintendent Updates provide updates on current DCSD events, media stories, responses to Board inquiries, and future District events.
- The Superintendent holds regular individual meetings with each member of the Cabinet to discuss goals, objectives and operational information relevant to each member.

Compliance: I report compliance with this policy