

Report Submitted by: Ms. Erin Kane, Superintendent  
Executive Limitation Policy: EL 2 Emergency Superintendent Succession  
Period Monitored: August 1, 2022 through July 31, 2023

In the board policy manual, this policy is EL 2 - Emergency Superintendent Succession and on the agenda planning calendar to be monitored each year and will be adjusted in the event of a change in Superintendent or Deputy Superintendent.

Policy Provision Statement: EL 2: In order to protect the Board in the event of sudden loss of Superintendent services, the Superintendent shall designate no 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. These designees shall be serving the district at an executive director level position or higher during the period of time when designated to serve for purposes of emergency superintendent succession.

Definition of Terms:

- “In order to protect the Board” means that the board can be assured that the business of the district can continue via the designated executive staff members.
- “from the sudden loss of Superintendent services” means an unexpected interruption of superintendent services for such reasons as long term illness, death, legal action, temporary leave of absence, etc.
- “shall designate no fewer than two (2) other executive staff members who are familiar with Board and Superintendent issues and processes” means that the Superintendent will keep at least two designated executive staff members informed of those issues and policies that are integral to the operation and management of the school district including, but not limited to: communication with the board, meeting legal reporting requirements, developing board meeting agendas, facilitation, and implementation of board and superintendent policies and procedures, communicating personnel issues, implementing and monitoring district fiscal operations, and directing district planning efforts.
- “are capable of assuming Superintendent responsibilities on an interim basis” means that the designated executive staff members would be able to carry on the business of the district for a period of time in the event of sudden loss of the superintendent’s services.
- “shall be serving the district at an executive director level position or higher during the period of time when designated to serve for purposes of emergency superintendent succession” means that the designated staff members must be members of the superintendent’s Cabinet.

Interpretation: The Superintendent takes a distinct and deliberate leadership role in keeping the Deputy Superintendent, Assistant Superintendent and Cabinet leaders informed of both board and district activity to assure a smooth transition should there be a sudden loss of the superintendent’s services.

Data Reported:

- In the sudden event of loss of Superintendent services, Ms. Danelle Hiatt, Deputy Superintendent, shall assume Superintendent responsibilities. If Ms. Hiatt is unavailable, Mr. Danny Winsor, Assistant Superintendent, would assume Superintendent responsibilities.
- Ms. Danelle Hiatt has administrator credentials, has extensive experience and has been trained to assume the role of acting superintendent. Mr. Danny Winsor has extensive experience in the Douglas County School District and is also trained to assume the role of acting superintendent. Both are fully aware of the board's policies, board meeting agendas, and plans.
- The Board of Education can be assured that should there be a sudden loss of superintendent services, the Board of Education would be protected with the services of both Ms. Danelle Hiatt, Deputy Superintendent and Mr. Danny Winsor, Assistant Superintendent.
- The superintendent meets weekly with Ms. Hiatt and Mr. Winsor to share information on all district activities and planning for the district. Standard agenda items are all upcoming meetings, including agenda preparation for each board meeting. All Cabinet members attend board meetings.
- The superintendent shares her weekly Leadership Update with Ms. Hiatt, Mr. Winsor, and all members of Cabinet (with the exception of occasional confidential issues, as appropriate).
- The superintendent meets with Ms. Hiatt and Mr. Winsor, as needed, to provide updates on specific situations.
- Ms. Hiatt and Mr. Winsor meet regularly and work collaboratively to address issues, improve processes and practices, review structures, and improve policies in the district.
- Updates on Superintendent Initiatives are provided at the superintendent's Cabinet meetings.
- Ms. Hiatt, Mr. Winsor, and Cabinet also review and discuss all administrative policy revisions as needed.

Statement of Compliance/Noncompliance: The district is in compliance with this Executive Limitation Policy.