

Emergency Succession Plan and Delegation of Authority

DRAFT for Board review — recommended for adoption September 28, 2026 · Maintained by the District Superintendent · Reviewed each July and within 30 days of any change in the line of succession · Operates under Bylaws Section 5.2; companion to the Districtwide Crisis Manual and "Clarity is Kindness: Your District at a Glance"

1. Purpose

This plan answers three questions before anyone must ask them under pressure: who is in charge when the District Superintendent is unavailable, what that person may decide and what waits for the Board, and who is told, by whom, how fast. It is a continuity document, not a performance document. A change in chief administrator is reportable to Osprey Wilds; Section 7 sets that notice.

2. Three Kinds of Absence

Tier	Situation	Who appoints
1 — Short-term	Planned or brief absence, up to 10 consecutive working days	The Superintendent designates in writing, notifying the Board Chair and cabinet before the absence begins
2 — Extended	More than 10 working days. 2A planned; 2B unplanned	2A: Superintendent designates, Board approves in advance. 2B: Board Chair appoints from the line of succession; full Board ratifies at its next meeting (special meeting if more than 15 days out)
3 — Vacancy	Resignation, non-renewal, removal, permanent incapacity, or death	The Board appoints an Interim Superintendent at a special meeting called within 10 calendar days, and opens a search

A Tier 1 absence still in effect on the eleventh working day converts automatically to Tier 2. If it is unclear whether the Superintendent can direct operations, the Board Chair decides and errs toward declaring Tier 2. If the Board Chair is unavailable, the Vice Chair acts; if neither, any two

directors may act jointly, subject to Board ratification.

3. Line of Succession

The Acting Superintendent must hold a valid Minnesota administrative license (a principal license satisfies this), serves in addition to their own role, and returns fully to it when the Superintendent returns.

Order	Position	Eligibility
First	In-Person Principal, PreK–8 (Dan Fischer)	Licensed — eligible now
Second	Online Principal, 9–12 (Rose Bierce)	Upon licensure, anticipated December 2026
Third	Online Principal, K–8 (Monique VonEnde)	Upon licensure, anticipated December 2026
—	HR/Business Manager (Kelly Bittner)	Interim operational coverage only if no licensed person is available — keeps payroll, business, and compliance running; all discretionary decisions wait for the Board

Fall 2026 coverage gap. Until December licensures, the line is one person deep, the sole designee is also the in-person building's principal, and the window overlaps the renewal cycle (October 27 site visit, November 1 annual report). Recommendation: identify now a licensed retired administrator or service-cooperative stand-in available through December, and return this plan to the Board in January 2027 to confirm the completed licenses and seat the second and third designees. Counsel to confirm the licensure standard for acting service and for the position itself (Appendix D of the full working file; carried in the motion below).

4. What Changes and What Doesn't

Principals already run and decide assessment, curriculum, literacy, and professional development, and the DLT decides MnMTSS — none of that changes. Every decision the District Superintendent holds (software and systems, MarComm, staffing clarity, facilities, safety and security) passes to the Acting Superintendent within the Section 5 limits. Roles the Superintendent holds personally transfer as follows:

Role	During an absence
CACR / World's Best Workforce	Teaching & Learning Coordinator prepares; Acting Superintendent authorizes each MDE submission
American Indian Education Liaison; cultural competency	Acting Superintendent, unless the Board names another; MDE relationship and AIPAC schedule handed over in the written briefing

Role	During an absence
LAKE Foundation relationship	Facilities Manager runs it with the In-Person Principal; Acting Superintendent decides
Safety/security overhaul (SRP rollout)	Facilities Manager and In-Person Principal continue; Acting Superintendent decides and holds DART authority
Title IX Coordinator; Human Rights Officer	Acting Superintendent — unless the complaint concerns the Acting Superintendent, then the Board Chair
Responsible Authority (data practices)	Acting Superintendent (counsel to confirm whether the change requires Board action)
Identified Official with Authority (EDIAM)	HR/Business Manager — already registered with MDE as backup
Authorizer relationship	Acting Superintendent and Board Chair jointly
Section 504 (In-Person)	Held by the In-Person Principal; a backup is named for any period that person serves as Acting Superintendent

5. Delegation of Authority

The Superintendent may delegate the authority the Superintendent holds — never the Board's.

Acting Superintendent may	Requires Board action
Direct daily district and school operations; approve schedules and building use; make student safety and discipline decisions consistent with policy; supervise and evaluate assigned staff; approve leave and coverage; fill Board-approved, budgeted, posted positions; place staff on paid administrative leave pending investigation; approve expenditures within the adopted budget and the Superintendent's purchasing threshold of \$[insert from finance procedures]; pay routine recurring obligations; sign routine financial forms and state reports; administer Board-approved contracts and sign no-change renewals; enforce adopted policy and issue temporary administrative procedures reported at the next meeting; serve as point of contact with the authorizer, MDE, and partners	Calendar changes; closing a school or program; creating or eliminating a position; non-renewal, termination, or discipline beyond paid leave; any change to compensation, FTE, or contract terms; expenditures above the threshold; budget amendments or fund transfers; new debt, leases, or financial commitments; new contracts or amendments changing scope, term, or cost; the charter contract; adopting, amending, or suspending policy or bylaws; positions on litigation or contested authorizer issues; public commitments of the district

Co-liaisons: every vendor and grant liaison pairing continues unchanged — the named staff member runs the relationship and routes approvals to the Acting Superintendent within the limits

above. **Escalation rule:** when it is unclear whose decision it is, it goes to the Board Chair the same day. **Backfill sequence (pre-authorized at adoption):** internal coverage for Tier 1 and the first 30 days of Tier 2; formally narrowed superintendency scope past 30 days; temporary external support (retired administrator, service cooperative, or interim contractor) past 90 days and for all of Tier 3.

6. What Keeps Running Without Direction

These continue on their statutory and contractual timelines with their usual owners; the Acting Superintendent confirms each is on track in the first week: payroll, benefits, and finance (HR/Business Manager with Creative Planning); MARSS and enrollment reporting (Student Data & Enrollment Coordinator); technology and access (Technology Manager and Coordinator); communications and all media (Marketing Coordinator only); board logistics (District Administrative Assistant); special education timelines (Special Education Manager with the contracted Director); online attendance flags and exit/engagement (Attendance Coordinator with engagement leads); grant reporting (named liaisons); immunization reporting and the health office (school nurse aide).

7. Activation and Communication

Tier 1: written designation (email suffices) stating dates, designee, and limits; Board Chair, cabinet, and District Administrative Assistant copied. **Tier 2A:** at least 30 days out, written notice to the Board Chair with dates and recommended designee; Board approves the designation and acting compensation before the leave begins; the Superintendent completes the one-page handoff briefing and walks the designee through it; the Superintendent and Chair set a quiet window during which decisions are the Acting Superintendent's alone; communications go out the week before the leave; the Chair notifies the authorizer and reports status at each regular meeting. **Tier 2B:** any cabinet member with direct knowledge notifies the Board Chair immediately; the Chair appoints from the line, confirms in writing, notifies directors and cabinet the same day; the Acting Superintendent completes the 24-hour checklist; ratification and compensation at the next meeting. **Tier 3:** special meeting within 10 days; interim appointment (who need not be the first designee); authorizer and MDE notified; search process set.

Audience	By	Timing (unplanned; for a planned leave, all notices go out the week before)
Board of Education	Board Chair	Same day
Cabinet	Board Chair or Acting Superintendent	Same day
All staff	Acting Superintendent	Within one working day
Families	Marketing Coordinator via ParentSquare	Within two working days, on Chair approval
Osprey Wilds	Board Chair	Within three working days (Tier 2); immediately (Tier 3)

Audience	By	Timing (unplanned; for a planned leave, all notices go out the week before)
MDE contact records	Acting Superintendent or HR/Business Manager	Tier 3, or Tier 2 beyond 30 days
Media	Marketing Coordinator only	Per district media protocol

Notices name the Acting Superintendent, the effective date, and where to direct questions — nothing about the reason beyond what the Superintendent authorizes in writing. **If a crisis overlaps an absence:** the Acting Superintendent holds DART decision authority (building principal keeps on-scene command); the Marketing Coordinator serves as District Spokesperson with the Chair notified before any statement; Reunification Lead passes to the HR/Business Manager, then the District Administrative Assistant, per the interim reunification assignments.

8. Continuity of Access

Prepared in advance and reviewed each July: a sealed record of Superintendent-level accounts (Technology Manager; released only on a Chair-confirmed Tier 2/3 activation); bank signature authority and the process for adding a signer (HR/Business Manager); administrative access to Infinite Campus, Clever, the LMSs, ParentSquare, the website, Google Workspace, and Shared Drives; MDE/EDIAM, MARSS, and Aerie access; location of executed contracts, the charter contract, insurance, and the org chart; counsel, authorizer, accounting, and insurance contacts; keys and alarm codes. The Superintendent maintains a one-page handoff briefing (Appendix C), updated monthly, stored in a Shared Drive reachable by the Board Chair and first designee — which makes the Shared Drive migration succession work, not tidiness.

9. Return and Review

The Superintendent and Board Chair name the date acting authority ends (a staged return is fine, but the date is named); the Acting Superintendent delivers a written handback of decisions made, items pending, and anything escalated; elevated access and signature authority revert that day; the Chair confirms the return to Board, cabinet, staff, and families; a debrief within 30 days feeds the next revision. The Board's role during any absence is to appoint, support, and govern — not to run the district. The Board Chair approves the Superintendent's own extended leave on the Board's behalf, consistent with the Staff Handbook, and reports it to the full Board.

10. Board Decisions at Adoption, and Recommended Motion

Decisions: (1) confirm the licensure standard and the first designee by position and name; (2) give direction on the fall 2026 coverage gap (recommended: arrange a licensed stand-in through December, and return the plan in January to seat designees two and three); (3) pre-authorize the Section 5 backfill sequence; (4) fix the acting-compensation method (stipend, percentage differential, or case-by-case); (5) refer to counsel: the acting licensure standard, the

Responsible Authority change, and the Superintendent's nonvoting Board seat during an absence. Administrative completion items (contact sheet, purchasing threshold, EDIAM verification, 504 backup, bank signer process, crosswalk entry) are directed to the Superintendent for completion and filing.

Recommended motion: "Motion to approve the Emergency Succession Plan and Delegation of Authority as presented; to confirm the licensure standard and the first designee; to direct arrangement of licensed interim coverage through December 2026 and return of the plan in January 2027 to seat the second and third designees; to pre-authorize the backfill sequence in Section 5; to set acting compensation as [method]; and to direct the District Superintendent to complete the remaining administrative items and file the completed plan for the record."

Appendix A — First 24 Hours: Acting Superintendent Checklist

Initial and date each; file with the District Administrative Assistant. 1. Confirm the appointment in writing with the Board Chair (tier, expected duration). 2. Notify cabinet; hold a coordination call. 3. Confirm system access (Technology Manager) and signature authority (HR/Business Manager). 4. Read the handoff briefing and confirm each Section 6 function is on track. 5. Coordinate staff/family communications with the Marketing Coordinator. 6. Work the Superintendent's calendar two weeks out — cancel, reassign, cover. 7. Flag to the Board Chair any decision requiring Board action within 10 days. 8. Confirm coverage of your own role; set a standing Chair check-in.

Appendix B — Succession Contact Sheet

Position	Name	Cell	Confirmed
In-Person Principal (First)	Dan Fischer		
Online Principal 9–12 (Second)	Rose Bierce		
Online Principal K–8 (Third)	Monique VonEnde		
HR/Business Manager	Kelly Bittner		
Board Chair / Vice Chair	Jared Griffin / Josef Garcia		
Technology Manager	Will Lyke		
Marketing Coordinator	Matthew Wadman		
District Administrative Assistant	Paula Green		

Position	Name	Cell	Confirmed
District legal counsel	Ratwik, Roszak & Maloney		
Authorizer — authorizing specialist	Addie Mazza, Osprey Wilds		

Appendix C — Superintendent One-Page Handoff Briefing (Template)

Updated monthly; stored where the Board Chair and first designee can retrieve it without assistance. Fields: date updated; top three district priorities; decisions pending my signature; deadlines in the next 30 days (or the full leave period); items before the Board or Finance Committee; authorizer and MDE items in progress; personnel matters requiring continuity; legal/contract matters; grant obligations due; anything only I currently know.