

**BOARD MOTION BM-11-09 Boards Superintendent Transition
Committee Recommendations**

Chair Ainsworth seeks Board approval for the following Board Motion:

WHEREAS, the Multnomah Education Service District Board of Directors Board Superintendent Transition Committee has met and prepared a transition plan for the return of the Superintendent from leave and a transition plan for a new Superintendent as per the July 14, 2011 Letter of Expectations as attached.

NOW THEREFORE BE IT RESOLVED, that the Multnomah Education Service District Board of Directors directs the Superintendent to satisfactorily fulfill all of the duties listed in MESD Board Policy CBA - Qualifications and Duties of the Superintendent and as outlined in the July 14, 2011 Letter of Expectations.



Letter of Expectation

Date: July 14, 2011

To: Superintendent Ron Hitchcock

From: Multnomah Education Service District Board of Directors

Re: Performance Expectations

As you know, the Board recently voted not to renew your contract with the district beyond June 2012. The purpose of this letter is to state the Board's expectations of your performance as Superintendent of MESD between July 15, 2011 and the end of your contract on June 30, 2012. In addition to expectations for improved performance in areas identified, expectations listed herein include activities related to ensuring a smooth and successful transition to a new superintendent in July 2012.

The Board expects that you will, in the opinion of a majority of members of the MESD Board of Directors, satisfactorily fulfill all of the duties listed in MESD Board Policy CBA - Qualifications and Duties of the Superintendent.

The Board further expects:

E² Foundation (Board Policy CBA items: 1, 2, 3, 4, 5, 6, 11)

- 1) By August 2011 ESD Board meeting, review the recent independent performance evaluation of E² Foundation, prepare a plan of action with specific timelines that addresses each recommendation made by auditor and obtain board approval for the plan.

Financial Services. (Board Policy CBA items: 1, 2, 3, 4, 5, 6, 11)

- 1) By September board meeting, prepare a report to Board for approval summarizing circumstances that led several component districts to elect to redeem service credits for financial services with another ESD shortly after commencement of the Shared Services Agreement. Report shall include explanation of circumstances that contributed to failure to anticipate this exodus. Or, if the superintendent finds that the loss of financial services revenue was anticipated, report should include discussion of circumstances that led to failure to inform MESD Board of the situation. Report should include a plan to improve

anticipation of component district needs for financial services in the future, meaningfully include the MESD Board in related discussions, and improve the competitiveness of MESD financial services leading to successful marketing to component districts.

Contracting and Financial Reporting to Board (Board Policy CBA items: 1, 2, 3, 4, 5, 10, 11)

- 1) By August MESD Board meeting, prepare a report to Board for approval summarizing the circumstances that led a component district to be granted a request, without approval by MESD Board or written contract, to receive all of its allocation of resolution funds for business services in cash for 2010-2011 fiscal year to satisfy claims for costs incurred related to financial services provided by MESD. Report should include a satisfactory plan to prevent recurrence of similar events.

Superintendent Transition (Board Policy BCD, "Board-Superintendent Relationship"; Board Policy CBA items: 1, 2, 3, 5, 11)

- 1) To facilitate transition to a new Superintendent, immediately upon return to work begin sharing supervision of all departments and staff with Chief Program Officer. In conjunction with Chief Program Officer, develop a written plan for shared supervision of staff and departments for Board approval at next Board meeting after return to work.
- 2) Work collaboratively with the Chief Program Officer to prepare a written Superintendent transition plan for Board Approval by November 2011 Board Meeting. Plan should include specific steps to smoothly transition all superintendent duties and responsibilities to the incoming Superintendent. Plan shall be designed to commence immediately after designation of, and upon employment of the incoming Superintendent by MESD. After employment by MESD, incoming Superintendent shall attend all agenda setting meetings and MESD Board meetings and make independent reports to the Board.
- 3) Refrain from making substantive changes in organizational structure during transition year without Board approval.

Comportment and Board Relations (Board Policy BCD, "Board-Superintendent Relationship"; Board Policy CBA items: 2, 4, 5, 11)

- 1) Comport yourself with courtesy towards all members of the MESD Board and ensure that MESD staff do likewise.
- 2) Take all measures requested by Board Chair to provide unbiased information about issues of clear importance to the board.

- 3) Propose and facilitate policy revisions (e.g., by preparing a motion for Board discussion at upcoming meeting) or changes in administrative practices when such revisions or changes might address substantive concerns raised by multiple members of the Board or at the request of the Chair.

Board Policy (Board Policy CBA items: 1, 2, 4, 5)

- 1) Assure that MESD does not fall behind in updating all Board Policies to remain compliant with all applicable local, state, and federal rules and statutes and within educational practices constrained by court judgments.

Provision of Information to Board (Board Policy CBA items: 2, 3, 4, 5, 11)

- 1) Be conservative and comprehensive in presentation of financial summaries and projections of MESD activities whenever these are requested. Report all costs and revenues or projected costs and revenues that a reasonable person might judge to be related to an activity. When these are speculative or arguable, indicate this clearly.