

EL 2.1 Emergency Superintendent Succession

Policy Quadrant: Executive Limitations

- Monitoring Time Frame: ~~July 1, 2023 – June 30, 2024~~ July 1, 2024 – June 30, 2025
- Date of School Board Monitoring: ~~August 26, 2024~~ August 25, 2025

Board Policy Monitoring Motions:

- Operational Interpretation is/is not reasonable
- Board does/does not accept the Superintendent's assertion of compliance/non-compliance

Global Constraint:

To protect the Board from sudden loss of Superintendent services, the Superintendent shall not permit there to be fewer than two other staff members sufficiently familiar with Board and Superintendent issues and processes who would be able to take over with reasonable proficiency as an interim successor.

OPERATIONAL INTERPRETATION:

1. It is my interpretation that the Board requires a proactive plan that assures uninterrupted leadership of the organization due to a planned or unplanned short-term absence by the Superintendent.
 - a. "Short Term" may be interpreted to be as little as one (1) day to as many as thirty (30) workdays, ~~providing to provide time for the board to assess and enact long term plans if needed. make appropriate arrangements.~~ providing to provide time for the board to assess and enact long term plans if needed.
 - b. ~~For both planned and unplanned absences, the Superintendent or designee shall notify the Chair of the School Board and have a clearly defined plan for maintaining operational continuity. In the event of an unplanned or planned absence, the Superintendent or his/her Assistant shall notify the Chair of the School Board.~~ For both planned and unplanned absences, the Superintendent or designee shall notify the Chair of the School Board and have a clearly defined plan for maintaining operational continuity.
2. It is appropriate that a line of succession be established with licensure, knowledge, and experience as the expected qualifications. I interpret this to be members of the Superintendent's cabinet team, which consists of Assistant Superintendents and Executive

Directors. Although the board requires only 2 people via the policy, it is prudent to create and maintain a longer succession list of qualified leaders for organizational clarity. This also provides cover in the event that a designated successor can not be reached or that multiple people are unable to assume the leadership duty.

- ~~a. Assistant Superintendent of Secondary Schools*~~
- ~~b. Assistant Superintendent of Elementary Schools*~~
- ~~c. Executive Director of Community Education*~~
- ~~d. Executive Director of Human Resources~~
- ~~e. Executive Director of Business Services~~
- ~~f. Executive Director of Marketing and Communications~~

~~*Position Description Requires a Minnesota District Superintendent License or person currently holding the position is Licensed as a District Superintendent in Minnesota.~~

JUSTIFICATION:

1. MN Statute 123B.143 SUPERINTENDENT. Subdivision 1. Contract; duties. All districts maintaining a classified secondary school must employ a superintendent who shall be an ex officio non-voting member of the school board.
 - ~~a. The succession list (#2 above) contains at least two current administrators with District Superintendent certification.~~
2. As ~~executive team/cabinet team~~ **members of the Superintendent's cabinet**, the Assistant Superintendents and Executive Directors are knowledgeable of all major district processes.
 - a. Examples of these major processes include; educational programs, community education, family education, business services, technology, food services, facilities, human resources, communication and transportation. They are knowledgeable due to weekly cabinet meetings routinely held throughout the year. These meetings consist of regular discussion, problem solving and decision making, communication, **and** ~~or~~ strategic planning for all major processes within the system.
3. The Assistant Superintendents and Executive Directors are knowledgeable regarding Eden Prairie School's governance and able to follow the correct process for communication and implementation with the board.
 - a. All members of the Superintendent's cabinet are involved in writing the policies and are familiar with all Ends, Executive Limitations, Board Management Delegation and Governance Process Policies. They are also active in writing and reporting on

all Monitoring Reports. The Superintendent's cabinet members work in partnership with the board governance subcommittee, [as requested](#).

4. The Assistant Superintendents and Executive Directors are fully trained and licensed [appropriately](#) in their respective fields and have extensive leadership, supervision and organizational development experience.
 - ~~a. Degrees, licensure or training for these staff members is available upon request.~~
 5. The members of the Superintendent's cabinet are fully trained to activate and lead the District Emergency Management Process.
 - a. The Superintendent's cabinet and their immediate subordinates have participated in the development of the plan itself and have participated in emergency planning exercises and drills. They have participated in debrief sessions following the drills.
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MEASUREMENT PLAN:

Compliance with this policy will be demonstrated ~~by~~ [when](#):

1. [The superintendent has communicated the succession list to the cabinet team and the superintendent's executive assistant on an annual basis.](#)
 2. [The superintendent has provided the school board chair and vice chair with a succession list annually, which includes notes on licensure.](#)
 3. [The Superintendent updates the succession list following any mid-year change in the cabinet and those changes are communicated with the cabinet team, executive assistant, board chair and board vice chair.](#)
 - ~~4. The school board has reviewed 2.1 annually.~~
 5. [If enacted,](#)the effectiveness of the succession plan is reviewed ~~in debrief fashion~~ with the School Board Chair and Vice Chair in debrief fashion and findings have been reported to the Board..
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EVIDENCE:

1. [The superintendent reviewed the succession list with the cabinet team and executive assistant in August 2024 prior to the start of the 2024-25 school year.](#)
2. [The superintendent shared the 2024-25 succession list, including licensure, with board chair and vice chair in August 2024.](#)
3. [The cabinet team did not change during the 2024-25 school year.](#)
- ~~4. The school board has reviewed 2.1 annually.~~

5. The succession plan was not enacted during the timeframe being monitored.

STATEMENT OF ASSERTION:

EL 2.1 is reasonable and is in compliance.

BOARD NOTES: