

**Portage Public Schools
Monitoring Report**

Policy Type: Executive Limitation
Policy Title: (2.9) Emergency Superintendent Succession

Global Board Policy

In order to protect the board from sudden loss of Superintendent services, the Superintendent may have no fewer than two other executives familiar with Board and Superintendent issues and processes.

Certification

I hereby present my monitoring report on Executive Limitation, 2.9, “Emergency Superintendent Succession” in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of May 1, 2018.

Signature

Date

Interpretation

I interpret this Policy to mean that the Board expects me to have at least two central office level administrators prepared and knowledgeable about organizational procedures and District-related issues in the event I am unable to provide District leadership services. This interpretation remains unchanged since last monitored in May 2017.

Report

There are two individuals who have sufficient knowledge of operations and District issues who could serve the Board in my absence: Michael Pascoe, Assistant Superintendent of Instruction and Assessment, and Ron Herron, Assistant Superintendent of Operations. Both Michael and Ron attend Board of Education meetings on a regular basis and are integral members of the District’s Executive Leadership Team. Additionally, Mike Huber, Director of Curriculum, works closely with me in preparing monitoring reports and is very understanding of the Board’s Governance model.

Our Executive Leadership Team meets weekly to discuss operational and instructional issues as well as to review Board agendas. This team operates with a great deal of transparency and trust. Other than sensitive or confidential information, every member of the team is very knowledgeable of District issues.

In addition to these weekly meetings, Ron, Michael and I meet on a periodic basis to discuss direction, operations and other issues that are important to the District. Furthermore, Administrative Assistant, Barb Atkinson, is knowledgeable of Board Policies and operational issues and stands ready to assist either Ron or Michael should the need arise.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.9) Emergency Superintendent Succession

Both Ron and Michael are familiar with the District's Policy Governance Model and are involved in assisting me with Policy interpretation and in providing monitoring information. They both have been in attendance during Policy Governance Work Sessions and other presentations.

Enclosed is the current organizational structure of the District. In this organization, nine administrators report directly to me. Four of them also report to one of the Assistant Superintendents as their job functions are closely related. These nine administrators and I comprise the Executive Leadership Team.

Conclusion Statement

The organization met expectations.

Enclosure