

Issaquah School District
Executive Limitations Monitoring Report

EL-7 EMERGENCY SUPERINTENDENT SUCCESSION
Annual Internal Report - September 14, 2023

The Board believes that continuity of district leadership is vital to ongoing operations.

The Superintendent certifies that the District is in compliance with EL-7 without exceptions.

In order to protect the Board from sudden loss of Superintendent services, the Superintendent shall have no fewer than two other executives sufficiently familiar with Board and Superintendent issues and processes to enable either to take over with reasonable proficiency as an interim successor.

Interpretation

I interpret this policy to require the identification and preparation of at least two current [executives](#) to manage essential school district functions and urgent matters on a temporary basis in the loss of or [gap in](#) Superintendent services. Two or more [executive-level](#) administrators will be prepared to temporarily fulfill the duties and responsibilities of the Superintendent including the support of the Cabinet and the Board.

This interpretation excludes long-term planning, decision-making about the organizational structure, expectations of the Superintendent's office currently in effect, and the Superintendent's professional roles outside the District, including [relationships with government agencies and elected officials, community partners, Puget Sound Educational Service District \(PSESD\), Office of Superintendent of Public Instruction \(OSPI\) and Washington Association of School Administrators \(WASA\)](#).

I further interpret this to mean there are systems and structures in place, and appropriate documentation and [clear](#) roles, [support functions](#) and responsibilities for Board processes and Cabinet protocols to transition duties on a temporary basis.

Evidence of Compliance

The ~~current~~ organizational structure ~~divides~~ ~~divided~~ the work of the District [across the following groups for the 2022 – 2023 school year](#):

- Academic and Student Success (inclusive of Special Services, Student Interventions, and Teaching and Learning Services)
- Business, Finance and Operations (inclusive of Capital Projects, Facilities, Nutrition Services, Safety and Security, and Technology)
- Communications and Digital Media
- Equity and Family Engagement ~~and~~ Human Resources,
- Schools (inclusive of Elementary, Middle and High School Education)

[The](#) Chief Financial Officer/Chief Operating Officer, [Chief Academic and Student Success Officer](#) and the Assistant Superintendent of Human Resources are sufficiently familiar and experienced

with Board and Superintendent relations and processes, ~~including~~ Managing Board meetings in accordance with the Open Public Meetings Act (OPMA) of the State of Washington. I meet weekly with this group to stay informed about Board and Superintendent issues. In addition to this group, the Senior Advisor and Strategy ~~Lead~~ joins this meeting. During any ~~consecutive~~ nonwork or sick days, I communicated the assignment and rotation of who is responsible on-site and in-person during my absence.

Cabinet team members served as the District's first team and engaged in weekly meetings, school visits and retreats for the purpose of providing leadership and supervision to all administrators and staff, ~~and~~ In addition Cabinet, ensured collaboration, communication and overall cohesion around District priorities. Cabinet team members have knowledge of essential matters across the District and are supported by the Superintendent's Executive Assistant and Administrative Assistant team for calendar coordination, preparation for agenda items for upcoming Board meetings, archival of information and document retrieval related to past Board meetings. This team receives the semi-weekly Friday updates from the Superintendent to the Board. ~~Additional details about Cabinet team member roles include:~~

- Cabinet team members work directly with and contribute to the following essential functions of the Superintendent:
 - Support to the Board of Directors, including the preparation of materials for Board meetings, retreats and work studies. Attendance at every Board meeting is expected, unless excused by the Superintendent.
 - Follow-up from Board meetings.
 - Monitoring and implementation planning for Ends and Executive Limitations and related requirements of Policy Governance.
 - ~~Overall management of all functions and activities across the district including strategic planning, budgeting, communications, educational programming, support for schools, problem-solving, staff management, and, emergency response.~~
 - ~~In addition, all administrators have access to the regulations, policies, procedures, budgets, legal services and other human resources of the District necessary for: Conducting investigations of formal complaints, appeals, and grievance hearings.~~
 - ~~Making decisions associated with litigation matters and responsibilities.~~
 - ~~Responding to compliance requirements.~~
 - ~~Managing the budget process and audit requirements.~~
 - ~~Supervising the day-to-day operations of the District.~~

Accepted by Board: