

## **Internal Monitoring Report**

May 21, 2014

Policy: **2.8 Management Planning**  
Policy Category: **Operating Limitations**  
Periods Monitored: **May 23, 2013 – May 21, 2014**

This is my monitoring report on the Board of Education's Operating Limitations Policy "Management Planning." I certify that the information contained in this report is true and complete. This report will monitor the policy starting at its more detailed provisions and end with the global provision. I assure the Board that any changes to the management planning prior to the date of the next monitoring report will be communicated to the Board as the change occurs.

Christopher E. Gdowski, Superintendent  
May 15, 2014

## **Policy Wording:**

1. *The Superintendent shall not have fewer than two other administrators who are sufficiently familiar with Board and Superintendent issues and processes, including all Board Policies, to enable either to take over with reasonable proficiency as a temporary acting Superintendent reporting to the Board, and fully accountable to the Board for all Superintendent authority. This provision is not applicable upon the resignation, termination, or extended absence, as identified in superintendent contract, of the Superintendent.*

## **Interpretation:**

I interpret “fewer than two other administrators who are sufficiently familiar with Board and Superintendent issues and processes, including all Board Policies, to enable either to take over with reasonable proficiency as a temporary acting Superintendent reporting to the Board, and fully accountable to the Board for all Superintendent authority” to mean:

Any administrator designated as a “temporary acting Superintendent” below shall have intimate knowledge of District budget, personnel, and learning/curriculum issues. Designees shall have completed a minimum of one day of Policy Governance training. All designees shall have been informed of their responsibility to step in as a temporary acting superintendent. They shall be fully aware that reporting to the Board and being accountable to the Board requires them to fulfill the Superintendent role in the Policy Governance model and that adherence to the Monitoring Report Schedule is an essential action of reporting to the Board.

## **Data Reported**

- The two administrators designated as temporary acting Superintendents, in order of designation, are:
  - Mr. Mark Hinson, Chief Human Resources Officer
  - Mr. Rob Webber, Chief Operating Officer
- Both administrators have been notified in writing of their designation via this monitoring report. Notification is also found in their “position agreement” as described in Section 2.8.2.
- Both have had a minimum of one day of Policy Governance training.
- Both designees are knowledgeable of the Monitoring Report Schedule.
- Both designees are members of the Superintendent’s Senior staff which meets bi-monthly to discuss budget, personnel, learning/curriculum, and policy related issues.

## **Compliance Statement**

I report compliance.

**Policy Wording:**

2. *For each administrator reporting to the Superintendent, fail to have an appropriate written position agreement, signed by each administrator and the Superintendent, describing for each administrator, the job outputs or values-added and boundaries of authority within which each administrator may operate.*

**Interpretation:**

I interpret “*For each administrator reporting to the Superintendent, fail to have an appropriate written position agreement, signed by each administrator and the Superintendent, describing for each administrator, the job outputs or values-added and boundaries of authority within which each administrator may operate*” to mean:

There are eight (8) administrators, as of the date of this report, who report directly to the Superintendent: Chief Operating Officer; Chief Human Resources Officer; Chief Academic Officer; Chief Financial Officer; Director of Communications; General Counsel; Chief Information and Technology Officer; and the Executive Assistant to the Superintendent. Each position has a formal job description. Each position has a set of Administrative Limitations that may not be violated. All are responsible for and accountable for implementation of all Board of Education Policies.

**Data Reported**

- Formal, signed job descriptions, meeting the policy requirements, exist for each position and are on file in the Superintendent’s Office and the Human Resources Department.

**Compliance Statement**

I report compliance.

**Global Policy Wording:**

*The Superintendent shall not fail to protect the District from loss of its Superintendent or other key staff.*

The global policy provision has been substantially and further defined in the Board of Education’s subsequent policies 2.8.1 and 2.8.2 and so compliance with Sections 2.8.1 and 2.8.2 shall be deemed to constitute compliance with this provision as well.

**Data Reported**

Compliance with Sections 2.8.1 and 2.8.2 has been noted earlier in this report.

**Compliance Statement**

I report compliance.

### **Global Policy Wording:**

*The Superintendent shall not fail to protect the district from loss of its Superintendent or other key staff members.*

### **Interpretation:**

The global policy provision has been substantially and further defined in the Board of Education's subsequent policies 2.8.1 and 2.8.2 except for the phrase "*loss of other key staff members.*" I interpret this phrase to mean:

1. Staff members who report directly to the Superintendent as described in 2.8.2
2. These key staff members are considered to be a "loss to the District" when they are absent from their assigned duties for more than two weeks due to vacation, illness, mutual agreement between the Superintendent and the staff member, unilateral termination by the District or the staff member, death of the staff member, or suspension of the staff member.

### **Data Reported**

- Key staff members have identified a "second in command" person who is familiar with the key staff member job description, administrative limitations, and position agreements.

### **Compliance Statement**

I report compliance.

**The Board acknowledged receipt of a monitoring report as of May 21, 2014 for the period, May 23, 2013 through May 21, 2014, of the Superintendent concerning Operating Limitations Policy 2.8 Management Planning, and found the superintendent's interpretations were reasonable and supported by data that was relevant, justified and complete.**