

## **Internal Monitoring Report**

May 23, 2018

Policy: **2.8 Management Planning**  
Policy Category: **Operating Limitations**  
Period Monitored: **2017-18 School Year**

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.

A handwritten signature in black ink that reads "Chris Gdowski". The signature is written in a cursive style with a long, sweeping tail on the "i".

Chris Gdowski, Superintendent  
May 17, 2018

**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. 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, that adherence to the Monitoring Report Schedule is an essential action of reporting to the Board, and shall be familiar with Board priorities and expectations.

**Data Reported:**

- The two administrators designated as Temporary Acting Superintendents, in order of designation, are:
  - Ms. Tracy Dorland, Deputy Superintendent
  - Ms. Priscilla Straughn, Chief Academic Officer
- Both administrators have been notified in writing of their designation via this monitoring report.
- Both designees are knowledgeable of the Monitoring Report Schedule and have consistently attended Board of Education meetings for a period of at least one year to become familiar with Board priorities and expectations.
- Both designees are members of the Superintendent’s Chief group and of Senior Staff, which each meet 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: Deputy Superintendent; Chief Academic Officer, Chief Operating Officer; Chief Human Resources Officer; Chief Financial Officer; Director of Communications; General Counsel, and Chief Information and Technology Officer. 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.

**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.*

**Interpretation:**

I interpret “loss...[of] other key staff” to mean Chiefs, Executive Directors, Directors and principals who are exceeding performance expectations and who separate from the District for reasons other than retirement, promotion, relocation, additional compensation beyond the means of the District, and other such factors beyond the reasonable control of the Superintendent.

**Data Reported:**

- The District has not had key staff, as defined in the interpretation, separate from employment with the District during the monitoring period.

**Compliance Statement**

I report compliance.

**The Board acknowledged receipt of a monitoring report as of May 23, 2018, for the period July 1, 2017 through June 30, 2018, of the Superintendent concerning Board Policy 2.8 Management Planning and found the superintendent's interpretations were reasonable and supported by data that was relevant, justified and complete.**