

**Monitoring Report**  
**SL1: Superintendent Succession**  
**October 27, 2015**

1. Be absent for professional meetings or other circumstances without delegating authority.
  - The current procedure when I am absent is:
    - i. Mr. Ludy is left in charge. We try not to both gone on any given day.
  - I always have my cell. Renee, Elaine, Sue, Judy, and Dave all know the number and can reach me.
  
2. Be absent for more than two days without notifying the board.
  - I had forgotten this was an expectation so I likely failed to meet this expectation. I will make sure it does not happen in the future.
  
3. Fail to assure that at least one other administrative staff member is capable of assuming superintendent responsibilities on an emergency basis should the need arise.
  - If I were to be absent for an extended period of time, until the following board meeting, the plan would be:
    - i. Mr. Ludy will be take over superintendent duties with the exception of financial matters.
    - ii. Sue Kiraly will sign all financial documents and be responsible for all financial and budget matters.
  
4. Fail to keep a record of contacts, resources and other pertinent information for a successor.
  - Renee is aware of the location of various contacts.
  - Renee and Sue are fully capable of processing District business in my absence.
  - Sue is aware of contact information for outside vendors and or representatives.
  - A list of names with contact information is available on my desk.
  - Renee is aware of my computer password.
  - The vast majority of contact information is readily available on my District cell phone.

Please note there is an Administrative Rule written which outlines the procedure for replacing the superintendent if he or she were no longer able to continue in the position. A copy of that administrative rule is held by Renee Mahal, Dave Ludy, and Richard Vircks.