

**Appleton Area School District  
Operational Expectations Interpretation & Indicators Document  
OE-2 Emergency Superintendent Succession**

**SUPERINTENDENT CERTIFICATION:**

With respect to Operational Expectations Policy OE-2, Emergency Superintendent Succession, I certify the proceeding interpretations and indicators to be accurate and complete and reasonable.

**Executive Summary/Analysis:**

The interpretations and indicators, as submitted below, provide assurance that I have made sufficient arrangements to provide for the safety and well being of students and staff, should I be unavailable due to an emergency situation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

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**BOARD ACTION:**

With respect to Operational Expectations Policy OE-2, Emergency Superintendent Succession, the Board:

- \_\_\_\_\_ **Accepts the Superintendent's interpretation and indicators as reasonable**
- \_\_\_\_\_ **Accepts the Superintendent's interpretation and indicators as reasonable, with noted exceptions**
- \_\_\_\_\_ **Finds the Superintendent's interpretation and indicators to be not reasonable**

**Commendations and/or Recommendations, if any:**

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Board President

Document submitted: \_\_\_\_\_

Re-submitted: \_\_\_\_\_

OE –2 Emergency Superintendent Succession	Superintendent	
<p>The Superintendent shall designate at least one other executive staff member who is familiar with the Board’s governance process and issues of current concern and is capable of assuming Superintendent responsibilities on an emergency basis.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <p>The board values having an administrator who can assume the Superintendent’s role on a temporary basis that is knowledgeable about the challenges to the district and knows and understands how the board governs.</p> <ul style="list-style-type: none"> <li>● An <b>executive staff member</b> shall mean a member of the District’s Leadership Team.</li> <li>● <b>Familiar with the Board’s governance process</b> shall mean understanding of how the board governs and the expectations related to the monitoring and reporting process as outlined in the Board’s Annual Work Plan.</li> <li>● <b>Emergency basis</b> shall mean a period of time when the Superintendent is not available by any means and a decision that normally falls under the Superintendent’s purview must be made to ensure the safety and welfare of students and District personnel, or should such a decision not be made during this period; the District’s interests will be substantially damaged. The emergency would end upon the reestablishment of communication with the Superintendent, or, if the Superintendent is deemed by the School Board as incapable of resuming responsibilities, until the School Board appoints an interim Superintendent.</li> </ul> <p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● The Superintendent prepares an emergency succession list with two positions with superintendent certification that will step in for the Superintendent on a temporary emergency basis and presents such a list to members of the Board and members of the District Leadership Team.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		