Educators for Quality Alternatives and The NET Charter High School
Leadership Succession Plan

Procedure for the Appointment of an Acting School Leader in the Event of an Absence of the Executive Director

1. Rationale
In order to ensure the continuous coverage of executive duties critical to the ongoing operations of Educators for Quality Alternatives (EQA), The NET Charter High Schools (The NET:Central City and The NET: Gentilly) and its services to clients, the Board of Directors is adopting policies and procedures for the temporary appointment of an Acting Director in the event of a planned or unplanned short term or extended absence of the Executive Director(ED).

2. Priority functions of the ED
The key functions of the ED to be covered by an Acting Director:

a) Insure school meet's its long and short term goals as set by the LDOE, BESE, RSD, and EQA's board
b) Serve as the organization's principal leader, representative, and spokesperson to the school staff, students, parents and the greater community
c) Support the Board of Directors and address issues around clarity of role, governance, bylaws/policies, and membership, prepare Executive reports to Board of Directors, Committees and attend various Board and Committee meetings
d) Manage and support each school leader and each organization-level staff member
e) Recruit, select, evaluate and terminate all school staff directly or through school leaders as appropriate
f) Design and insure the quality of all workstreams & projects directly or through staff as appropriate
g) Manage data to insure student growth and school progress
h) Secure organization's financial resources, develop school budgets and manage organization's accounts
i) Manage facilities and operations via the Operations Director
j) Strategize and lead organizations' short-range and long-range program and project goals and key relationships such as:
    a. identify and secure resources, funds, and students
    b. establish, maintain and cultivate relations with authorizer, State and local agencies, donors, foundations and other resources to support organizational programs and activities
    c. maintain accountability for current year operating budget and for financial performance of each school

3. Succession plan in event of a temporary, short term, unplanned absence

Definitions

- A temporary absence is one in which it is expected that the Executive Director will return to his position once the events precipitating the absence are resolved.
- An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.
- A short-term absence is 3 months or less.

Appointment

- The Board of Directors authorizes the Board Chair to implement the terms of this emergency plan in the event of the unplanned absence of the ED
- In the event of an unplanned absence of the ED, the school staff shall immediately inform the Board Chair of the absence.
- As soon as is feasible, the Chair shall review and affirm the procedures prescribed in this plan or, if modifications are deemed appropriate, bring such proposed modifications to the Board.

Standing appointee to the position of Acting Director

- One of School Principals (selected based on performance, longevity, and interest) and the Operations Director will be responsible for being Acting Director in the absence of the ED. Responsibilities will be divided as follows:
    - Operations Director:
        - Financial
        - Operation, facilities, IT
        - Student recruiting
        - Non academic staff management
        - Fundraising
        - Board Communication
    - Principal:
        - Principal Management & Support
        - Student culture & behavior
        - Instruction
        - Special Education, RtI, Student progress
        - Internship & Next Steps programs
        - Student data
    - Jointly
        - Strategic planning

In the event that one or both of the standing appointee(s) are new to the position or otherwise deemed not prepared, the Board has discretion to appoint one of the Individuals or select a different appointee as Acting Director.

Cross-training plan for appointees

- The ED will develop a plan for the annual training the potential appointees in each the priority functions. Training documents will include, but are not limited to:
    - The school's strategic plan
    - The school's annual workplan
    - The board's annual workplan
    - The school's annual budget
    - The ED'ss electronic and paper files
    - Key contracts and contacts

Authority and restrictions of the appointee

- The persons appointed as Acting Director shall have the full authority for decision-making and independent action as the regular ED.
- The Acting Director will report directly to, and be supported by the Board Chair.

Compensation

- The Acting Director(s) shall receive a temporary salary increase to the salary of the Director position. For a short term absence, both leaders would receive the full increase.

Communication

- As soon as possible after the Acting Director(s) have begun covering an unplanned absence, Board members and the Acting Director(s) shall communicate the temporary leadership structure to the following key supporters external to NET including but not limited to*:*
    - Orleans Parish School Board District Charter School Office
    - Louisiana Department of Education Charter Schools Office
    - Members of the school community (students, parents, and staff)
    - 4th Sector Solutions (and other back office providers)Civic leaders
    - Major donors

4. Succession plan in event of a planned or long term unplanned absence

Definition

- A long-term absence is one that is expected to last more than 3 months
- A short-term absence which has continued for more than 3 months

Procedures

The procedures and conditions to be followed shall be the same as for a short- term absence with three additions:

- The ED, in consultation with the Board Chair, may select either the Principal or Operations Director as the Acting Director rather than splitting the position. If a co-leadership position is deemed appropriate for a long-term absence special consideration will be given to division of labor and compensation as it may not be financially viable to pay two ED salaries.

- The ED will give immediate consideration, in consultation with the Acting Director, to temporarily back- filling the management position left vacant by the

Acting Director. This is in recognition of the fact that, for a term of more than 3 months, it may not be reasonable to expect the Acting Director to carry the duties of both positions.

- In the cases of a planned absence, the ED will work closely with the Acting Director(s) to insure they are fully trained and informed of the state of current work.

5. Succession plan in event of a permanent absence.

Definition

- A permanent absence is one in which it is firmly determined that the Executive Directorwill not be returning to the position.

Procedures

The procedures and conditions shall be the same as for a long-term temporary absence with one addition:

- The Board of Directors shall appoint a Transition and Search Committee to plan and carry out a transition to a new permanent Executive Director. This Committee will include the Board Chair, members of the Board, and members of the school Staff. This Committee may also include students, parents and additional community partners as deem appropriate.

- The Acting Director(s) are not prohibited for consideration for the role of Executive Director

6. Approvals and maintenance of record

Succession plan approval

- This succession plan will be developed by and periodically reviewed by the ED and forwarded to the full Board of Directors for its vote and approval.

7. Adoption

Adopted by the Board of Educators for Quality Alternatives during their board meeting on 11/27/2018_____ at The NET:Gentilly 6601 Franklin Ave.

_____ 12/03/2018
Secretary Date

Signature Certificate

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