**Board Memo Wednesday April 20 2022 RE Proposed 2022-23 CSCE Org Chart**

**OVERVIEW:**

We are rebuilding the capacity and expertise that we had prior to the pandemic, building a better leadership pipeline and taking the necessary steps to ensure a smooth transition during Dr. Oberman’s transition. We believe all these changes will result in better outcomes for our students.

**FINANCIAL IMPACT:** For 4-5 months, we will be paying for two senior leadership position (after not having a Principal for 18 months) to ensure capacity building, a smooth leadership transition and allow for training and knowledge transfer to both the Head of Schools and the Assistant Head of Schools. Please keep in mind that every position is governed by an at will agreement that is in place for 1 year so we have an opportunity to revisit next spring —if needed (change in funding, change in enrollment).

**KEY CHANGES FROM CURRENT STATE:** In light of the transition of Dr. Oberman in early January 2023- we are suggesting the following changes to the CSCE org chart at the senior leadership level:

1. Head of School role to replace the current Executive Director and Principal role (currently vacant)
2. Assistant Head of School to replace and modify the current Dean of Instruction role
3. Maintain the current Executive Director role until 1/15/23 to ensure the smooth transition to new senior leadership (Head of Schools and Assistant Head of Schools)

*Authorizer Approval of Change:*

*We do not think this represents a material change to our charter —given that we are not adding a net new senior position following Dr. Oberman’s transition - but we wanted to check before approving the new organization chart. This question whether it would constitute a material change was brought before ACOE chief of Accountability Services Ms Juwen Lam and her team on 4/19/22 where it is now under review. Ms Lam has written to confirm they will reply to us by close of business tomorrow Thursday April 21. We understand any CSCE board approval would be pending ACOE approval of the Org Chart as is with further deliberation if a Material Revision is requested..*

**Changes to Org Chart and Supporting Rationale**

1. Head of Schools to succeeds the Executive Director and reports to the board. Together with Assistant Head of School they will fulfill the roles of previous Executive Director and Principal position)
2. Assistant Head of School expands on the role of Dean of Instruction and creates an opportunity to build future leadership and/or succession to the Head of Schools in the future
3. Chief Business Officer is replaced by Director of Finance & Operations who now also reports to the board
4. Dean of School Services is now assumed by Academic Intervention Coordinator (promotes a very experienced teacher who is peculiarly well qualified for the role) and Assistant Head of School. This change expands the overall capabilities and services for students.
5. Former Dean of School Services is now the EL Intervention Specialist (better fit for the individual and the school/students, deepens our EL services)
6. Dean of School Culture is now Dean of Student Culture - name change / strengthened focus on student culture and needs.

**Supporting Job Descriptions**

1) **Executive Director** (DONE for review, MODIFY from ED job description 2021-22) for the interim period following the hiring of the **Head of Schools (DONE) and appointment of Assistant Head of Schools (DONE for review)**

2) Assistant Head of Schools (**DONE for review)**

3) Director of Finance & Operations (DONE for review)

**4) Academic Intervention Coordinator (DONE for review)**

**5) EL Intervention Specialist (new job description?) DONE**

**6) Dean of Student Culture (DONE for review) - SHIFT/MODIFY from Dean of School Culture**

**Re Financial Impact See Excel File**