

Transition to Interim Leadership

In the attempt to hear all the voices of Exploris we hired Industry Expansion Solutions, IES to conduct a climate assessment. The data is scheduled to be shared with the staff, Wednesday 29th April at 3:30 pm. This recommendation is not connected in any way to the collected data and is only focused on the transition to an interim period of leadership.

In the spirit of Exploris's core values of collaboration and relationships, we are collecting recommendations from faculty and staff for 4 members to serve on this leadership team. These nominees will serve on the Interim Leadership Team (ILT) along with our HR Representative in order to maintain services and compliances until we hire a new Executive Director.

In addition to nominating the 4 representatives, we ask for your input in recommending who should serve as the Interim Head of School. We have to designate one point of contact in order to meet contractual obligations. Please complete this survey to capture your [nominations](#).

The Interim Leadership Team (ILT) shall mostly continue with their normal day-to-day duties and obligations in aligned with stated expectations:

Leadership

- Be inspirational, visible and accessible to members of the school community and beyond.
 - All correspondence to the Interim Head of School shall be acknowledged within 72 hours. The Board must approve any changes to established operations, work assignments, personnel files, or other conditions for any employee.
- Interim Head of School and HR representative attend all Board meetings as a non-voting board member and prepare and present reports as requested by the Board.
 - The ILT shall promptly inform the Board of any matters that may be important to the core functions of the school, particularly any sensitive matters that present potential liability for the school. This includes but is not limited to: allegations of injury, mistreatment, bullying, threats, or harassment of any kind.
- Lead by example with Exploris's core values of collaboration and relationships as the driving philosophy to engage staff and families.

Professional and Cultural Development & Supervision Responsibilities

- The Board must approve any changes to established operations, work assignments, personnel files, or other conditions for any employee.
- The Interim Head of School and HR Representative shall only counsel employees related to their performance and shall do so within the confines of a private office or classroom where no one other than the employee is present. If actions are deemed egregious, notification to the Board with supporting documentation must be submitted within 3 days of the incident. Appropriate communications and guidance will be provided from the Board or approved Board designee; along with the help of the Interim Leadership Team where possible without violating personnel policies.

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School Culture Development

- Maintain clear, proactive and effective communication with all stakeholders.
- Promote a culture of curiosity, social empowerment, innovation and awareness at Exploris.
- Actively promote the Exploris culture and participate in actions that supports continued student enrollment.
- Promote and build strong collaborative ties with the school Task Force.

Academic Development

- Ensure compliance at all times in financial, operational, instructional, and any other matters as required by the Department of Public Instruction and local, state and federal law.

Phase 1: May 1 - 15 (Access and Institutional Knowledge Transfer)

- Granting access to school systems
 - Eddy System, NCID, Epicenter, etc
- Transfer of names to governing entities
 - Banks, Law firms, OCS, etc
- Notifications and correspondence
 - All correspondences must cc the Interim Leadership Team (ILT). If phone calls or in-person conversations are conducted then a follow up summary in email will be sent to the ILT within 1 business day. The expectation is to inform said party that future communications will be handled by the ILT.
- Confirm ending date of resigning Executive Director

Phase 2: May 16 - 30 (Transition to ILT; ILT is the interim governing body of Exploris)

- Confirming appropriate access to maintain day-to-day operations
- Confirming all correspondences through ILT
- Normalize roles of the Interim Leadership Team

Phase 3: June 1 - 30 (ILT fully operational as interim body)

- Resigning Executive Director serves as an available resource
- Confirm resigning Executive Director's access has been terminated