



# EXECUTIVE DIRECTOR/CEO SUCCESSION PLANNING

Excel Academy Charter School  
Leadership Sustainability

# EXECUTIVE DIRECTOR/CEO SUCCESSION PLAN



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# FILLING THE VACANCY

## Emergency

### TEMPORARY EXECUTIVE DIRECTOR/CEO

Appoint a designated executive as an emergency Executive Director/CEO who can step in temporarily in case of an unexpected departure. This allows time to determine the duration of the leave for both the Executive Director/CEO and Interim replacement.

### EMERGENCY INTERIM EXECUTIVE DIRECTOR/CEO

Appoint an Interim Executive Director/CEO on an emergent basis, someone experienced in flex based personalized learning, prior to the selection of a permanent replacement.

## Planned

### LEADERSHIP DEVELOPMENT PIPELINE

Formal leadership development pipeline to identify and nurture talent at all levels of the organization. This ensures a continuous pool of potential Executive Director/CEO candidates for the future. CEO arranges for a transition period where they mentor the successor. This ensures a smooth transfer of knowledge and relationships.

### EXTERNAL EXECUTIVE SEARCH

Engage an executive search firm to conduct a nationwide search for Executive Director/CEO candidates.

# SELECTION COMMITTEE

*Executive Director/CEO*



# CONTINGENCY PLANNING FOR TEMPORARY ABSENCE

Special Board meeting within 48 hours of vacancy

Board President and Assistant Director of Human Resources name an Interim Executive Director/CEO

Determine duration of Executive Director/CEO leave

Determine duration of temporary Interim Executive Director/CEO

Additional compensation determined



# EMERGENCY CONTINGENCY PLANNING FOR PERMANENT ABSENCE

Special Board meeting within 48 hours of vacancy

Board President and Assistant Director of Human Resources appoint emergency Interim Executive Director

Executive Director/CEO Selection Committee

Recruitment timeline

Candidate shortlisting

Contract Development





# LEADERSHIP PIPELINE DEVELOPMENT

- Identify high-potential employees
- Offer mentorship
- Provide opportunities for professional growth.

# QUESTIONS TO CONSIDER



Appointing an ad hoc subcommittee vs. giving some direction to the Board President



Target timeline for the process



If the Board is not using a search firm/recruiter, what will the subcommittee do and when will it do it?

- a) Posting position? Written application?
- b) Interviews with subcommittee before presentation of candidates to full Board?



Does the Board need or want an Interim appointment for some months or longer while it takes its time preparing for a search?