

EXECUTIVE DIRECTOR/CEO SUCCESSION

Excel Academy Charter School Leadership Sustainability



EXECUTIVE DIRECTOR/CEO SUCCESSION PLAN



Executive Director/CEO



KERI SCHNEEWEISS

Director of Educational

Services



JOE SORRERA
Director of Business

Services



LARA ULMER
Director of Special
Education



JENNY CRAIG
Director of Assessment & Accountability



MEGAN ANDERSON
Assistant Director of Human
Resources



LAUREN HANSEN
Senior Communications
Coordinator

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 a 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

Preliminary committee composed of Executive Leadership team

Final committee composed of Board of Directors Responsible for Managing the Recruitment Process

Review school's mission, vision, & core values

Consider Internal Candidates

Qualified Internal Candidate → Priority Post position externally if internal candidate isn't selected

Develop an onboarding plan

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





QUESTIONS TO CONSIDER



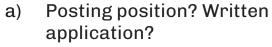
Appointing an ad hoc subcommittee vs. giving some direction to the Board President



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



Target timeline for the process



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?