



Adopted: August 26, 2024

403.1 EMERGENCY/SHORT-TERM EXECUTIVE DIRECTOR SUCCESSION PLAN

I. PURPOSE

The DaVinci Academy of Arts and Science Board of Directors recognizes that this is a plan for contingencies due to the disability, death, or departure of the Executive Director. If the organization is faced with the unlikely event of an untimely vacancy, DaVinci Academy has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

II. PRIOR TO THE CHANGE IN LEADERSHIP

- A. Yearly, the Executive Director will provide the School Board with the name(s) of the member(s) of the charter school administrative team who will take over in the event of an emergency or non-permanent change in leadership. Whenever possible, an employee(s) with a valid administrative license should be recommended.
 - 1. The Executive Director and person(s) to become the Acting Executive Director will meet at least once each semester to provide an in-depth overview of the current state of the school. At a minimum the following should be covered:
 - a. The role and duties of the Executive Director
 - b. Current and upcoming work and progress toward the strategic plan
 - c. The Charter School Board and Executive Director's goals
 - d. The school's current financials including any expected changes to the budget
 - e. Information from meetings with the School Board Chair regarding the items to appear on future board meeting agendas
 - f. Any current, or potential, legal issues facing the school district
- B. The Executive Director will ensure that the person(s) to become Acting Executive Director has entry level knowledge of the roles of the Executive Director position. Attendance at school board trainings such as the Minnesota Association of Charter Schools New Executive Director meetings or the Minnesota Department of Education Charter School Boot Camps will be considered as fulfilling this. A person holding a Superintendent license will also be considered to have fulfilled this as they have shown an entry level competence on the Superintendent standards to receive their license.

- C. The Executive Director will ensure that the person(s) to become the Acting Executive Director has (have) received Board Governance training within the prior 3 years or make arrangements for them to receive the training within 6 months of informing the School Board that they will be named the Acting Executive Director in an emergency or non-permanent change of leadership.
- D. The Executive Director and person(s) to become Acting Executive Director will identify a current or former charter school Executive Director who is willing to act as a mentor/resource should an emergency/temporary leadership change occur.
- E. The Executive Director will ensure that the person(s) to become the Acting Executive Director in an emergency/short-term change in leadership has been introduced to key stakeholders with whom relationships are necessary to be successful in the Acting Executive Director role. At a minimum, this should include:
 - 1. The School Board Chair
 - 2. The Executive Cabinet and DaVinci Academy Leadership Team
 - 3. Friends of Education
 - 4. Retained Legal Counsel
 - 5. The School's Controller and the full contracted financial services team
- F. The person(s) planned to become the Acting Executive Director in an emergency/short-term change in leadership will be given access to the credentials and logins needed for the Executive Director role. At a minimum, this should include:
 - 1. District and School Site Verification
 - 2. Reading Well by Third Grade Reporting System
 - 3. MEGS Financial System
 - 4. Student Information System (SIS)
 - 5. Assurance of Compliance System
 - 6. When it does not hinder compliance with the district's internal control policy, they should be included as a signer on the school's financial accounts

III. ENACTING AN EMERGENCY/SHORT-TERM CHANGE IN LEADERSHIP

- A. In the event of an emergency/short-term change in leadership the School Board will motion to name the Acting Executive Director as well as identifying the anticipated length of the change. It is permissible to call an Emergency School Board meeting for this purpose. The Acting Executive Director will be tasked with continuing to implement the annual goals of the Executive Director and district and will have the full authority for decision-making and independent action as the regular Executive Director. When possible, the Executive Director should be consulted on major decisions.
- B. The Charter School Board should consider a motion to do one of the following:
 - 1. A temporary salary increase to within ____% the salary of the current Executive Director, prorated for the days served as acting Executive Director
 - 2. A bonus of \$_____ during the Acting Executive Director period
 - 3. No additional compensation
- C. Upon naming an Acting Executive Director, the Charter School Board will motion to approve the Acting Executive Director as the "Identified Official with Authority" with the Minnesota Department of Education.
- D. The School Board will consider a motion to approve additional funding giving the Acting Executive Director authority to outsource administrative functions and/or hire a substitute teacher to allow for a classroom teacher to be reassigned to a Teacher on Special Assignment role to account for the reduction of members on the administrative team. A recommended amount is \$1000 for each expected week of the change.

- E. The Charter School Board will motion to give the Acting Executive Director access to the Executive Director's email and computer files.
- F. The absence status will be communicated to all stakeholders.
- G. The decision about when the absent Executive Director returns to lead DaVinci Academy should be determined by the Executive Director and the Charter School Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Charter School Board Chair, with the intention of working their way back up to a full-time commitment. The return date and plan will not need approval from the Charter School Board.
- H. If the short-term absence is determined to be permanent, then the Charter School Board will decide the process for appointing a new Executive Director.

Note: The applicability and enforceability of this policy 403.1 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arises, may be contrary to some aspect or all of the policy.