



1000 - Board

30 - Board Member and Administrator Succession Policy

1. Purpose

- 1.1. To create an orderly, common procedure for replacing Providence Hall Charter School (PHCS) Board of Trustee (Board) members and Administrators and to ensure continuity in governance and in operation at the school in the event of the departure of a Board member or Administration this policy has been created that also provides procedures to be followed.
- 1.2. **Administrators** are defined as key management personnel that include the Executive Director, Principals, Assistant Principals, the Business Manager, the Director of Operations, and other positions as delineated by PCHS.

2. Policy

- 2.1. Board members and Administration wanting to resign their position will do so in a way that provides adequate time for training of new individuals and the continuing governance of the school.
- 2.2. In order to maintain Board continuity, Board members will ensure that Board members' terms are staggered, and the Board will continue to safeguard that a majority of Board members' terms not expire in any one year. It is the intent of the Board to maintain at least five (5) board members.

3. Board Succession Procedure

- 3.1. Board members desiring to resign their position shall notify the Board in writing of their intention. Resignation letter should include the following:
 - 3.1.1. a resignation effective date
 - 3.1.2. a recommended timeline preceding resignation for training new Board members
- 3.2. Board will create a timeline for prompt replacement.
- 3.3. Board shall appoint Board member(s), the Executive Director, Administration, or a combination to head the search for any new Board member(s).
- 3.4. When conducting a search for any new Board member(s), the search committee will solicit applications from the school community, seek applications in the broader community, and attempt to identify individuals with desirable experience and expertise to serve on the Board. Applicants will be brought to the Board to determine finalists.
- 3.5. Board will interview finalists
 - 3.5.1. Interviews of prospective Board members will seek to determine whether individuals understand the mission of the Charter, are invested in that mission, have experience and expertise that will benefit the Board and PHCS, and
- 3.6. whether applicants understand and are willing to act in accordance with the Board's governance role.
- 3.7. All new Board member(s) will be chosen by a majority vote of the remaining Board members.
- 3.8. All newly elected Board member(s) will commit to a training period and are encouraged to attend Board meetings, but will not be a voting member until after the resignation effective date.
- 3.9. The Board member replacement process will remain consistent with PHCS.



4. Administrative Succession Plan

4.1. *Planned Departure*

- 4.1.1. The Board asks that an Administrator give the Board at least three (3) months notice of the key management personnel's intent to leave PHCS.
- 4.1.2. Upon learning of an Administrator's intent to depart PHCS, the Executive Director will appoint a search committee, that includes Board member(s), to coordinate the search for a successor. The search committee will develop a search process to present to the full Board for approval.
- 4.1.3. In the case of the Executive Director departing, the Board will appoint a search committee that includes Board member(s) to coordinate the search for a successor. The search committee will develop a search process to present to the full Board for approval.
- 4.1.4. The Board will take steps in order to ensure that the replacement is able to effectively lead PHCS and accomplish the mission and the goals established by the Board. When the search committee is organized, the committee will have a discussion in order to:
 - 4.1.4.1. Ensure that the committee is unified in its understanding of PHCS mission
 - 4.1.4.2. Ensure that the committee is unified in its understanding of PHCS strategic direction
 - 4.1.4.3. Ensure that the committee is unified in its understanding of the roles and responsibilities of the key management personnel position
 - 4.1.4.4. Ensure that the committee is unified in its understanding of the key competencies of an effective key management personnel

4.2. *Unplanned Departure*

- 4.2.1. If an Administrator's departure is unplanned or occurs in advance of the completion of the search process, the Board will appoint an acting Administrator.
- 4.2.2. The Board may also decide that it is in PHCS's best interest to identify individuals outside PHCS to provide additional short-term administrative assistance to PHCS during the search process.

4.3. *Capacity Building of Administrative Team*

- 4.3.1. The Board realizes its responsibility to adopt the vision and goals of PHCS. The Executive Director is expected to develop delivery practices of curriculum that aligns with the mission and vision of the school.
- 4.3.2. When an entire educational team understands the mission, and clearly understands their role, it will help strengthen the school and facilitate an orderly transition in the event of the key management personnel departure.

4.4. *School Oversight During Search Process*

- 4.4.1. During the search process, the Board or a committee of Board members will meet regularly with the acting administration, review reports about the progress of PHCS and its programs, the performance of the organization, the financial condition of the school, and personnel issues in order to ensure adequate oversight on the part of the Board during the transition period.
- 4.4.2. The search committee will develop a list of priority attributes to guide the search process and will evaluate candidates against these attributes.



- 4.4.3. When a short list of interviewees is identified, the search committee will establish a process for interviewing and evaluating candidates.
- 4.4.4. The search committee will interview a minimum of three (3) candidates for the Executive Director for consideration.
- 4.4.5. The Executive Director, along with committee members, will interview the candidates recommended by the search committee and make the final selection.
- 4.4.6. The final candidate will be presented to the board for review.
- 4.4.7. In the case of the search process for the Executive Director or the Business Manager:
 - 4.4.7.1. The Board selected search committee will identify at least three (3) candidates for the Board to interview.
 - 4.4.7.2. The Board will interview and make the final selection.
 - 4.4.7.3. The candidate will be presented to the Board for approval.

5. Policy Update

- 5.1. This policy will be considered and updated regularly as needed.