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I. PURPOSE

The Board of Directors of Kaleidoscope Charter School 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, Kaleidoscope Charter School 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. At the first School Board meeting of each fiscal year, the Executive Director will provide the School Board with the name(s) of the member(s) of the administrative team who will take over in the event of an emergency or non-permanent change in leadership for School Board approval. 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 a quarter to provide an 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 District and Executive Director's goals.
 - d. The school's current financials including any expected changes to the budget performance.
 - e. Information from meetings with the School Board Chair regarding items to appear on future School 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 an entry level knowledge of the roles of the Executive Director position. Attendance at board trainings such as the MN Association of Charter Schools New Executive Director meetings or the MN 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

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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. Volunteers of America
 - 2. School Board Chair
 - 3. Director of Special Education (provided by Indigo Education)
 - 4. Retained Legal Counsel
 - 5. Accountant
- 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. Literacy Plan Reporting System
 - 3. SERVS Financial System
 - 4. Special Permissions System (EDIAM Authorization)
 - 5. Student ID System
 - 6. Teacher Discipline Inquiry
 - 7. Assurance of Compliance System
 - 8. Minnesota Education Grants System (MEGS)
 - 9. Disciplinary Incident Reporting System (District Verification)
 - 10. When it does not hinder compliance with the district's internal control policies, 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

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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 School Board should consider a motion to do one of the following:

A temporary salary increase of \$3,000 per month additional pay for the days served as Acting Executive Director.

- C. Upon naming an Acting Executive Director, the School Board will motion to approve the Acting Executive Director as the “Identified Official with Authority” with the MN 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 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 recommendation amount is \$1000 for each expected week of the change.
- E. The 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 KCS should be determined by the Executive Director and the 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 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 School Board.
- H. If the short-term absence is determined to be permanent, then the School Board will decide the process for appointing a new Executive Director.

Note: The applicability and enforceability of this policy 307 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.

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