



7009.2 Succession Planning for CEO and Top Level Positions Administrative Regulations

Effective Date: December 13, 2019

Procedure:

For a temporary change in executive leadership, (i.e., illness or leave of absence) refers to the organization's Personnel Handbook. In the event, the CEO of JCS, Inc. is no longer able to serve in this position (i.e. leaves the position permanently), the executive committee of the board of directors shall do the following:

1. Within 5 business days appoint an interim CEO according to the following succession:
 - a. COO of JCS, Inc.
 - b. External Consultant
2. Within 15 business days appoint an executive transition committee, in the event that a permanent change in leadership is required. This committee shall comprise at least one member of the executive committee and two members of the board of directors. It shall be the responsibility of this committee to implement the following preliminary transition plan:
 - a. Communicate with key stakeholders regarding actions taken by the board in naming an Interim successor, appointing a transition committee and implementing the succession policy. The organization shall maintain a current list of key stakeholders who must be contacted such as lenders and investors of JCS, Inc., authorizers (Including the person who updates the CDE Charter Website), California Department of Education, county offices of education, parents, staff, trustee of Zions Bond, and charter associations (CCSA, CSDC, APLUS+), and management company if the organization contracts with one, based on the circumstances of the transition.
 - b. Consider the need for consulting assistance (i.e. transition management or executive search consultant) based on the circumstances of the transition.
 - c. Review the organization's Strategic Plan and conduct a brief assessment of organizational strengths, weaknesses, opportunities, and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.
 - d. Establish a time frame and plan for the recruitment and selection process.

The board should use similar procedures in case of an executive transition that simultaneously involves the chief executive officer and other key management. In such an instance, the board may also consider temporarily

subcontracting some of the organizational functions from a trained consultant or other organizations. (Contact Charter Associations for guidance, if needed.)

Succession Planning and Sustainability in Nonprofit Organizations by Mindy Lubar Price

Key Items for current Superintendent to Maintain:

1. Computer backup (IT Department)
2. Policy Manual (Director of Operations)
3. Organizational Chart (Corporate Assistant)
4. 2015 Bond Documents (Finance Department)
5. Financial Information (Finance Department)
6. Key Employee Contact Information (Corporate Assistant)
7. Current Contracts (Finance Department)

Original Procedure: 06/17/2019