Board Member and Administration Succession Policy

Policy Number: 1003

I. Purpose

To create an orderly, common procedure for replacing Summit Academy Board members and Administration in order to ensure continuity in governance and in operation at the school in the event of the departure of a Board member, Principal, or key management personnel.

II. Policy

Board members or key management personnel 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.

In order to maintain Board continuity, members will ensure that Board members' terms are staggered, and the Board will continue to safeguard that a majority of Board members' term not expire in any one year.

III. Board Succession Procedure

a. Board members desiring to resign their position shall notify the Board in writing of their intention. Resignation letter should include the following:
   i. a resignation effective date.
   ii. a recommended timeline preceding resignation for training new Board member(s).

b. Board will create the timeline for prompt replacement.

c. Board shall appoint Board member(s), school administrator or combination to head search for new Board member.

d. When conducting a search for new Board members, 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.

e. Board will interview finalists
   i. 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 Summit Academy, and whether applicants understand and are willing to act in accordance with the Board's governance role.

f. New Board member(s) will be chosen by a majority vote of the remaining Board members.

g. Newly elected Board member(s) will commit to a training period and are encouraged to attend Board meetings~~,~~ but will not be voting member(s) until after the resignation effective date.

h. The Board member replacement process will remain consistent with Summit Academy's charter.

IV. Administrative Succession Plan:

a. Planned Departure of Executive Director

The Board asks that the Executive Director give at least three months' notice of intent to leave Summit Academy. Upon learning of the Executive Director's intent to depart Summit Academy, the Board of Trustees will appoint a search committee to coordinate the search for a successor.

b. *Unplanned Departure of Executive Director*

If the Executive Director is unavailable, or the role of Executive Director is vacant, the Board of Trustees will reassume any delegated authority. The Board of Trustees may delegate authority to other members of the Summit Academy staff in the interim. This includes all responsibilities delegated to the Executive Director, as listed in LEA policies, procedures, and governing documents.

Alternate delegation of authority will be commensurate with the nature and length of the Executive Director's absence. Alternate delegation of authority plans will be communicated from the Board of Trustees to Summit Academy staff and families.

c. *Planned Departure of Key Management*

The Board asks that the key management personnel give the Executive Director at least three months' notice of the key management personnel's intent to leave Summit Academy. Upon learning of the key management personnel's intent to depart Summit Academy, the Executive Director will appoint a search committee to coordinate the search for a successor. The search committee will develop a search process to present to the Executive Director for approval.

The Executive Director will take steps in order to ensure that the replacement administrator is able to effectively lead Summit Academy and accomplish the mission and the goals established by the Board. When the search committee is organized, the Executive Director will have a discussion in order to:

1. Ensure that the search committee is unified in its understanding of Summit Academy's mission.
2. Ensure that the search committee is unified in its understanding of Summit Academy's strategic direction.
3. Ensure that the search committee is unified in its understanding of the roles and responsibilities of the key management personnel position.
4. Ensure that the search committee is unified in its understanding of the key competencies of an effective key management personnel.

d. *Unplanned Departure of Principal*

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

e. *Capacity Building of Administrative Team*

The key management personnel is expected to develop delivery practices of curriculum that aligns with the mission and vision of the school. 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's departure.

f. *School Oversight During Search Process*

During the search process, the Executive Director will meet regularly with the acting administration, review reports about the progress of Summit Academy and its programs, the performance of the organization, the financial condition of the school, and personnel issues in order to ensure adequate oversight during the transition period.

The search committee will use the results of prior discussions to develop a list of priority attributes to guide the search process and will evaluate candidates against these attributes.

When a short list of interviewees is identified, the search committee will establish a process for interviewing and evaluating candidates.

The search committee will then recommend up to three candidates to the Executive Director for consideration. The Executive Director will interview the candidates recommended by the search committee and make the final selection.

The succession plan will be considered and updated regularly.

V. References

N/A

VI. Attachments

N/A

VII. Revision History and Approval Date

Version 1: September2018: Original Date of Approval
Version 2: February 16, 2023: Formatting update to include policy number, references, attachments, and revision history. Update to section IV to include planned and unplanned departure of Director.
Version 3: October 22, 2026: Update to Format and Review.