

INTERNAL MONITORING REPORT
Submitted November 14, 2013
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Policy #2.5 EMERGENCY CEO SUCCESSION

Policy Language:

The CEO shall not permit there to be fewer than two other Directors sufficiently familiar with Board and Horizon Charter School issues and processes to enable either to take over with reasonable proficiency as an Interim Successor as well as appropriate Interim Successors at all facilities and/or sites.

Reasonable Interpretation and Justification:

This policy addresses the expectations that there will be qualified Interim Administrators for the school as a whole as well as the individual sites. The policy clearly requires at least 2 upper level administrators be competent and capable to step in case of absence and/or departure of the Superintendent.

HCS is a large, complex and multi-faceted organization. In the absence of the Superintendent, the Interim Successor must be highly familiar with both the educational and business aspects of the school as well as Board policies and issues. At the individual site level it is important that the Interim Successor understands the daily workings and safety procedures at a specific learning center/facility.

Data Directly Addressing the Interpretation:

Data collected to assess compliance with Policy #2.5:

- *The Superintendent is in regular communication with the Deputy Superintendent/CAO and works closely and currently works closely with the Interim CBO. These communications and meetings focus on school wide issues and upcoming projects. Both the CBO and Deputy Superintendent meet individually with the CEO regarding division specific issues.*
- *The Deputy Superintendent has served as a Superintendent prior to working for Horizon. She is fully capable of serving as Interim Superintendent and assuming all duties with complete command in the absence of the current Superintendent.*
- *The CBO and Deputy Superintendent routinely prepare Internal Monitoring Reports and deliver information to the Governing Board.*
- *In addition, other administrative staff members have been brought into high levels of central office planning, operations, and oversight, and are additional resources to assist in running Horizon in the need of an emergency. The Director of Montessori is particularly qualified to serve in an Interim capacity as Interim Superintendent during an emergency.*
- *The Lincoln Montessori Director has trained certificated teachers to serve in her absence. In addition, the office staff at the school is well versed in the daily school procedures and safety plan.*

- *Other site and program Principals have designated experienced teachers who take charge in their absence. Classified staff at the sites and programs is knowledgeable as to the daily routines and safety procedures at each site.*
- *Should additional support be required due to absence and/or illness, administrative staff from Lincoln are available on an on-call, interim basis.*

Based upon the above information, I report compliance with Policy #2.5.