

INTERNAL MONITORING REPORT
Submitted November 8, 2012
By Craig Heimbichner, Superintendent/CEO

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 CEO.

HCS is a large, complex and multi-faceted organization. In the absence of the CEO, 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 CEO holds regular meetings with the CBO and CAO. These meetings focus on school wide issues and upcoming projects. Both the CBO and CAO meet individually with the CEO regarding division specific issues. Both the CBO and CAO are highly trained, experienced and competent in their respective fields. Both have successfully served as Interim Successor in the absence of the CEO.*
- *The CBO and CAO routinely prepare Internal Monitoring Reports and deliver information to the Governing Board.*
- *The Lincoln Montessori Principal 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.