

## School Leader Succession Planning Templates for Charter School Boards

### Strategic Succession Plan

#### Information and Contact Inventory

| Nonprofit Status Information | Person Who Has Access & Owns Updates                    | Location (link when appropriate) |
|------------------------------|---------------------------------------------------------|----------------------------------|
| IRS Determination Letter     | Liana McLaren Director of Finance and Operations        |                                  |
| IRS Form 1023                | Not applicable                                          |                                  |
| Bylaws                       | Board Chair & Director of Accountability                | <a href="#">AMSA By-laws</a>     |
| Board Minutes                | Board Chair/Committee Chairs/Director of Accountability | Housed in Board on Track         |

| Financial Information                | Person Who Has Access & Owns Updates                                                | Location (link when appropriate) |
|--------------------------------------|-------------------------------------------------------------------------------------|----------------------------------|
| Employee Identification Number (EIN) | Liana McLaren Director of Finance and Operations<br>Virginia Burke, Human Resources | 134278108                        |
| Current and previous form 990s       | Not applicable                                                                      |                                  |

|                                                   |                                                                                         |                                 |
|---------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------|
| Current and previous audited financial statements | Liana McLaren Director of Finance and Operations<br><a href="#">Posted to Website</a>   | <a href="#">2022-2023 Audit</a> |
| Tax Exempt Certificate                            | Liana McLaren Director of Finance and Operations<br><br>Virginia Burke, Human Resources |                                 |
| Donor Records                                     | Marcy Eckel, Director of Development                                                    |                                 |
| Vendor Records                                    | Liana McLaren Director of Finance and Operations<br><br>Virginia Burke, Human Resources |                                 |
| Bank Account Passwords                            | Liana McLaren Director of Finance and Operations                                        |                                 |
| Loan or Lease Documents                           | Liana McLaren Director of Finance and Operations                                        |                                 |
| Insurance Information                             | Liana McLaren Director of Finance and Operations                                        |                                 |
| HR System                                         | Virginia Burke Director of Human Resources                                              |                                 |
| Payroll System                                    | Liana McLaren Director of Finance and Operations                                        |                                 |

| Other Critical Information | Person Who Has Access & Owns Updates                    | Location (link when appropriate) |
|----------------------------|---------------------------------------------------------|----------------------------------|
| Building Keys              | Eric Lane Director of Facilities <span>Eric Lane</span> | 774-249-3777                     |

|                                                         |                                                       |                                                                                    |
|---------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------|
| Email System Admin Access<br>Student Information System | Erica Piotrowski Director of IT<br>Erica Piotrowski   | 781-510-9482                                                                       |
| Website and Social Media Admin                          | Mike Finkle Director of Communications<br>Mike Finkle | 508-736-9209                                                                       |
| Registrar                                               | Linda Edwards                                         | 617-290-7435                                                                       |
| Charter                                                 | Sara Snow Director of Accountability<br>Sara Snow     | 617-571-8333<br><a href="#">AMSA Charter</a><br><a href="#">AMSA Annual Report</a> |
| -Accountability Plan                                    | Sara Snow Director of Accountability<br>Sara Snow     | 617-571-8333<br><a href="#">AMSA Accountability Plan 2020-2025</a>                 |

#### Points of Contact

Capture important POCs and link to any relevant documents or information.

*Bank Name: Boston Private*

*Bank Representative or POC: Thatcher Freeborn*

*Authorized Check Signers: Lisa C. Mobley, Roger Jarret and Bela Gorman*

*Auditor Name: David Kelleher*

*Auditor Contact Information: dkelleher@aafcpa.com*

*Lender Name: Boston Private*

*Lender Contact Information: Tfreeborn@svb.com*

*Legal Counsel Staff: Andrew Waugh awaugh@mhtl.com*

*Legal Counsel Students: Michael Joyce mjj@snclegal.com*

*Funder Name: DESE*

*Funder Contact Information:*

**Update Job Descriptions / Create Task Lists**

| <b>Role</b>                               | <b>Date Last Updated</b>  | <b>Person Who Owns Updates</b> | <b>Location of Job Description (share link)</b> |
|-------------------------------------------|---------------------------|--------------------------------|-------------------------------------------------|
| Executive Director                        | June 30, 2023             | Board of Trustees              |                                                 |
| <i>Director of Finance and Operations</i> | Will be updated 2024-2025 | Executive Director             | <a href="#">Job Descriptions</a>                |
| <i>School Leader/ Principal</i>           | Will be updated 2024-2025 | Executive Director             | <a href="#">Job Descriptions</a>                |
| <i>School Leader/ Assistant Principal</i> | Will be updated 2024-2025 | Executive Director             | <a href="#">Job Descriptions</a>                |
| <i>Director of Outreach</i>               | Updated 2024              | Executive Director             | <a href="#">Job Descriptions</a>                |
| <i>Director of Accountability</i>         | Updated 2024              | Executive Director             | <a href="#">Job Descriptions</a>                |
| <i>Director of Human Resources</i>        | Will be updated 2024-2025 | Executive Director             | <a href="#">Job Descriptions</a>                |
| <i>Director of Operations</i>             | Will be updated 2024-2025 | Executive Director             | <a href="#">Job Descriptions</a>                |
|                                           |                           |                                |                                                 |
|                                           |                           |                                |                                                 |
|                                           |                           |                                |                                                 |

## Annual Calendar

[AMSA Annual Planning Calendar](#)

[AMSA Annual School Calendar](#)

## Emergency Succession Plan

Who:

|                                                                                          |                                                                                                       |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>The person who will take over as School Leader in case of emergency</b>               | Executive Director: Mike Nawrocki Mike Nawrocki<br>School Leader/Principal: Amanda Cence Amanda Cence |
| <b>Their current role</b>                                                                | School Leader/Principal<br>School leader/Assistant Principal                                          |
| <b>The last time they had a conversation about being the pre-approved interim leader</b> | School year 2023-2024                                                                                 |

WHAT:

|                                                                                                                                   |                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Which leader responsibilities would the interim leader inherit? Who will take on any responsibilities they do not inherit?</b> | All Executive Director Responsibilities to M. Nawrocki<br>All Principal Responsibilities to Amanda Cence |
| <b>How will the former responsibilities of the interim leader be redistributed?</b>                                               | All School Leader Principal Responsibilities to Amanda Cence                                             |
| <b>What are the reporting lines?</b>                                                                                              | <a href="#">AMSA Organizational Chart</a>                                                                |
| <b>How will the board support the interim leader?</b>                                                                             | An ED Support Task Force will be formed to support the Interim/New Executive Director.                   |
| <b>How will the interim leader be compensated?</b>                                                                                | Negotiated between the individual and the Board of Trustees.                                             |

**COMMUNICATION PLAN:**

| <b>Audience</b> | <b>Messenger</b> | <b>Timeline &amp; Method of Communication</b>                                                                                                                           |
|-----------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Board members   | Mike Nawrocki    | M. Nawrocki, the Board of Trustees, will design the appropriate communication. We will communicate using our electronic system, have group meetings, and use messaging. |
| Senior staff    | Mike Nawrocki    |                                                                                                                                                                         |
| All staff       | Mike Nawrocki    |                                                                                                                                                                         |
| Families        | Mike Nawrocki    |                                                                                                                                                                         |
| Students        | Mike Nawrocki    |                                                                                                                                                                         |
| General Public  | Mike Nawrocki    |                                                                                                                                                                         |