

Succession Plan for Hawthorn Academy

Adopted: April 23, 2014

Succession Plan

The Board of Directors of Hawthorn Academy (or “HA”) has developed the following succession plan in order to ensure continuity in governance and in operations at the school in the event of the departure of a board member or the principal.

Board Succession Plan

The Succession Plan for the loss of any HA board member shall be to comply with the HA Bylaws, which provide for the prompt replacement of any HA Board Member by a qualified individual.

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

When conducting a search for new board members, the board 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. Once applications have been received, the board will identify a short list of applicants to interview. 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 the school, and whether applicants understand and are willing to act in accordance with the board’s governance role.

Administrative Succession Plan

Planned Departure of Principal

The board asks that the Principal give the board at least three months’ notice of the principal’s intent to leave the school. Upon learning of the principal’s intent to depart the school, the board will appoint a search committee that includes members

of the board to coordinate the search for a successor. The search committee will develop a search process to present to the full board for approval.

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

- Ensure that the board is unified in its understanding of the school's mission
- Ensure that the board is unified in its understanding of the school's strategic direction
- Ensure that the board is unified in its understanding of the roles and responsibilities of the administrator
- Ensure that the board is unified in its understanding of the key competencies of an effective administrator

Unplanned Departure of Principal

If the principal's departure is unplanned or occurs in advance of the completion of the search process, the board will appoint an acting principal. It is likely that the school's assistant principal will be appointed, but the board will make the decision that is in the school's best interests and is not bound to select the assistant principal in this situation. The board may also decide that it is in the school's best interest to identify individuals outside the school to provide additional short-term administrative assistance to the school during the search process.

Capacity Building of Administrative Team

The Board realizes its responsibility to adopt the vision and goals of the School. The principal is expected to develop delivery practices of curriculum that aligns with the mission and vision of the school. When an entire educational team understand the mission, and clearly understand their role, it will help strengthen the school and facilitate an orderly transition in the event of the principal's departure.

School Oversight During Search Process

During the search process, the board or a committee of board members will meet regularly with the acting principal, review reports about the progress of the school

and its programs, the performance of the organization, the financial condition of the school, and personnel issues in order to ensure adequate oversight on the part of the board during the transition period.

The search committee will use the results of the prior board 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 board for consideration. The board will interview the candidates recommended by the search committee and make the final selection.

The Succession Plan will be considered and updated periodically.

Signature

Wade L. Scott

Date

April 24, 14