*THIS IS A COPY. The original is in the* [*Succession Plan folder*](https://drive.google.com/drive/folders/1GyDn6K_Ul4sgDVGrdDnMo30ygKLO9mRH?usp=drive_link)*. Currently the individuals who have access to the contents of the Succession Plan folder are:*

*Tricia DeGraff, Executive Director*

*Phoebe Bassue-Devorce, Operations and Enrollment Coordinator*

*Brad Epsten, Board President*

*Cara Newell, Board Treasurer*

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**Emergency Succession Plan**

**Academy for Integrated Arts**

*Updated 8.10.2023*

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**Summary**

The Board of Directors of Academy for Integrated Arts recognizes that this is a plan for contingencies due to the disability, death or unexpected departure of the Executive Director. If the organization is faced with the unlikely event of an untimely vacancy, Academy for Integrated Arts has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

In addition to planning for an emergency departure, Academy for Integrated Arts is engaging in ongoing succession planning to ensure the organization’s readiness for the next leadership transition.You can access the current organizational chart [here](https://drive.google.com/file/d/15yjCsJV-lljwmSXNF6PYB7HBqKGcn6mV/view?usp=sharing). Succession planning action steps for the next 6-12 months can be found in [this document](https://docs.google.com/document/d/1TOGrFHRz0NTKpvLa86LgAWi5KPZthAZz2ELsRz9R7_0/edit).

**Short Term Absence**

A short term absence is one of less than three months in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. In the event of an unplanned absence, The Board of Directors authorizes the committee chairs of the Board of Directors to implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director.

In the event of an unplanned absence of the Executive Director, the Executive Director, Operations Coordinator or Principal is to immediately inform the Board Chair of the absence. As soon as it is feasible, the Chair should convene a meeting of the Board or Committee Chairs to affirm the procedures prescribed in this plan or to make modifications as the Committee deems appropriate.

As of the time that this plan was approved, the position of Acting Executive Director will be: **Karren Colbert, Principal.** Ms. Colbert will take the lead on all communications and instructional aspects of the organization and report to the board. **Phoebe Devorce Bassue, Operations and Enrollment Coordinator,** will take the lead on operations, including payroll and approving invoices.

**Authority and Compensation of the Acting Executive Director**

The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the regular Executive Director.

The Acting Executive Director and Operations Coordinator may be offered a bonus during the short-term succession period.

## **Board Oversight**

The board member responsible for monitoring the work of the Acting Executive Director shall be the Board President. The Board President will be sensitive to the special support needs of the Acting Executive Director in this temporary leadership role.

## **Communications Plan**

Immediately upon transferring the responsibilities to the Acting Executive Director, the Board President will notify staff members, members of the Board of Directors and key volunteers of the delegation of authority. As soon as possible after the Acting Executive Director has begun covering the unplanned absence, Board members and the Acting Executive Director shall communicate the temporary leadership structure to the following key external supporters of Academy for Integrated Arts:

* Organizations with current grant agreements in place (Operations Coordinator will review the list to confirm that it is up to date)
* Executive Director of the [Missouri Charter Public School Commission](https://mcpsc.mo.gov/) (AFIA’s sponsor)
* Executive Director of the [Missouri Charter Public School Association](https://www.mocharterschools.org/)
* Organizations that support AFIA as a contractor, including but not limited to:
	+ Ed Ops, Paul Greenwood (paul@ed-ops.com) and Tony Kline (tony@ed-ops.com)
	+ Student Transportation of America (dprince@ridesta.com)
	+ American Dining
	+ Assured Partners, Matt Benge, Regional Sales Leader (matt.benge@afiakc.org)

**Completion of Short-Term Emergency Succession Period**

The decision about when the absent Executive Director returns to lead Academy for Integrated Arts should be determined by the Executive Director, the Board President and committee chairs. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board President, with the intention of working their way back up to a full-time commitment.

**Long Term Absence**

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: **the AFIA Board of Directors will give immediate consideration, in consultation with the Acting Executive Director, to temporarily filling the management position left vacant by the Acting Executive Director.** This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting Executive Director needs assistance.

**Completion of Long-Term Emergency Succession Period**

The decision about when the absent Executive Director returns to lead Academy for Integrated Arts should be determined by the Executive Director, the Board Chair and the committee chairs. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working the way up to a full-time commitment.

**Permanent Absence**

A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition: **The Board of Directors will appoint a Transition and Search Committee within 30 days to plan and carry out a transition to a new permanent Executive Director.** The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board’s capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Executive Director, and plan for the recruitment and selection of an Interim Executive Director and/or permanent Executive Director.

**Information and Contact Inventory**

In the case of an emergency or unplanned departure, Succession Plan Documents can be found in two places:

1. Google Drive (current location): [Succession Plan Documents](https://drive.google.com/drive/folders/1GyDn6K_Ul4sgDVGrdDnMo30ygKLO9mRH?usp=drive_link)
2. Network folder on K12Itc servers (will upload folder to this folder once this draft is more final)

Additionally, important links and contact information can be found in this section.

**Important Links**

| **Document(s)** | **Location** |
| --- | --- |
| **IRS Determination Letter** | [IRS Tax Determination Letter](https://drive.google.com/file/d/1eAN2RoxwfyQLDCjPE2sKTMjwmUY23AuS/view?usp=drive_link) |
| **IRS Form 1023** | **Is this necessary?** |
| **Bylaws** | [Second Amended & Restated Bylaws (2016)](https://drive.google.com/file/d/1f-mXBAAkv9UmkiA_6Unzdd4j5udtty_f/view?usp=drive_link)[2021 Amendment to the Bylaws](https://drive.google.com/file/d/1JJBKfKZS9ThcNOgtFS5ZQPKHPtqSAoTh/view?usp=drive_link)[2022 Second Amendment to Bylaws (2022)](https://drive.google.com/file/d/1ZLr95c--DSQYr5jHl13Z_aqW5qztvD02/view?usp=drive_link) |
| **Mission Statement** | <https://afiakc.org/about-us/> |
| **Board Minutes** | Board minutes are store in Epicenter and on AFIA’s website: <https://afiakc.org/board-documents/> |
| **AFIA Logo** | [Logo](https://drive.google.com/file/d/1Bhf7yVwSwJn3xG5DwGABqO-cDNOZlb9N/view?usp=drive_link) |
| **Employee Identification Number** | 27-0781816 |
| **Current and Previous 990’s** | Form 990’s are stored in Epicenter and [990's](https://drive.google.com/drive/folders/1UavNSHxmwjV9sVOA-pDLEDzugWXYkSq4?usp=drive_link) |
| **Audited financial statements**  | Hard copies of the audits are stored onsite in the business office file cabinet. They are also store in Epicenter and [Audited Financial Statements](https://drive.google.com/drive/folders/1AUfKKw1Pxg_cCuHbIlo8rmUM5KH8qPTV?usp=drive_link) |
| **Financial Statements** | Financial statements are stored in [Board Materials](https://drive.google.com/drive/folders/1Ovw3LPN9HCE9yUV3HRwZ6e1KE4Ozs3SI?usp=drive_link) and <https://afiakc.org/board-documents/> |
| **State or District Sales-Tax Exemption Certificate** | [AFIA Tax Exempt Certificate](https://drive.google.com/file/d/1iS7rmYf2qD1-nc5hdFsVcYrBOtwFAxq8/view?usp=drive_link) |
| **Blank Checks**  | Stored in the business office file cabinet when we have them onsite. Lynne Brown & Cara Newell also secure blank checks. |
| **Computer passwords** | [Passwords](https://docs.google.com/spreadsheets/d/1uRLyK9iIgATYsYB6OzzKZtcmSlRVov3KcJt5JM-CeIY/edit#gid=249183113)Need to finalize who has access. Currently the Operations Coordinator and Executive Director have access.  |
| **Donor Records** | Executive Director, Operations Coordinator, Ed Ops and Cara Newell have access to this information. |
| **Client Records** | Student data is stored in our student management system, Infinite Campus. Hard copies of student data are stored in secured filing cabinets and backed up in perpetuity. |
| **Vendor Records** | Executive Director, Operations Coordinator and Ed Ops have access to this information. |
| **Volunteer Records** | Executive Director and Operations Coordinator have access to this information |

**Important Contact Information**

| **Name** | **Contact Information** |
| --- | --- |
| **Auditor** | **Name:** Marr and Company P.C, Clarkson W. Hanner, CPA**Phone Number/Email:** (816) 363-8700/clark@marrandcompany.com  |
| **Security Bank Checking** | Account Numbers: 110300109508 Website: https://www.securitybankkc.com/Branch Representative(s): Kelly A. SpencerPhone Number: 913-652-4888 (The Security Bank Treasury TeamEmail: Kelly A. Spencer KSpencer@securitybankkc.comPurpose/Notes re account: This is our operating account - All disbursements and income go through this account.Which individuals currently have log-in access to this account: Johnny Dolan of Ed Ops, Cara Newell |
| **Security Bank Sweep** | Account Numbers: 110300347173Website:https://www.securitybankkc.com/Branch Representative(s): Kelly A. SpencerPhone Number: 913-652-4888, The Security Bank Treasury TeamEmail: Kelly A. Spencer KSpencer@securitybankkc.comPurpose/Notes re account: Repurchase Agreement “Repo” account through the US Government Securities Program) allows for designated funds to be swept out of that account nightly for the protections over and above the $250,000 FDIC insurance coverage, then back into the account for immediate availability of funds. With your Repurchase “Repo” account, your deposits are swept into a repurchase sweep each night where the bank pledges securities for your deposits. AFIA would receive the pledged securities if something happened to Security Bank. Which individuals currently have log-in access to this account: Johnny Dolan of Ed Ops, Cara Newell,  |
| **Community First Money Market** | Account Numbers: 70173Website: https://www.cfbkc.com/Branch Representative(s): *Carolyn C George VP/Controller*Phone Number: 913-551-8028Email: cgeorge@cfbkc.com Purpose/Notes re account: Money market account. Note that any amount over $250,000 is collateralized by pledged securities.Which individuals currently have log-in access to this account: Johnny Dolan of Ed Ops, Cara Newell |
| **Morgan Stanley Brokerage** | Account Numbers: 919-039345-165Website: https://advisor.morganstanley.com/the-4520-groupBranch Representative(s): *Shaun Flanigan*Phone Number: 816-932-7691Email: Cara - Shaun.M.Flanigan@morganstanleypwm.comPurpose/Notes re account:Account used to invest excess funds in interest income producing US Treasury Note and money market. Highly liquid and safe. Below $250,000 FDIC thresholdWhich individuals currently have log-in access to this account:Johnny Dolan of Ed Ops, Cara Newell |
| **Legal Counsel** | **Name:** Tammy Somogye, Lathrop GPM LLP**Phone Number:** 913.451.5106**E-mail**: tammy.somogye@lathropgpm.com  |
| **Human Resources** | All employee records are stored in Bamboo HR. Phoebe Devorce Bassue is the main administrator of the Bamboo HR account. Tricia DeGraff also has administrator privileges. Phoebe manages and maintains the HR files.  |
| **Facilities** | Office Lease /Building Deed: AFIA Holding Company, Cara Newell, PresidentBuilding Management Company Name: Kessinger Hunter Contact Name: Ariel Earhart Phone Number/Email: aearhart@kessingerhunter.com*Office Security System* Company Name: Atronic Alarms  |
| **Retirement Plan** | [Kansas City Public School Retirement](https://www.kcpsrs.org/)  |
| **Insurance** | Contact: Assured Partners is the insurance broker for AFIA. All insurance policies are located in this [folder](https://drive.google.com/drive/folders/1pDL_ofT_qV8oMHeC2aFWaSNRYvJCsPLO?usp=drive_link). Important Notes: Most policies are set to renew on June 5. In early April, the account manager sends all renewal paperwork to the Operations Manager. We typically hold a renewal meeting in May. Health insurance renews on January 1. We begin the process in October typically, depending on the circumstances. **Account manager:** Mark Herwig (mark.herwig@assuredpartners.com)913-236-30484435 Main St, 4th FloorKansas City, MO 64111**Regional Sales Director**: Matt Benge (matt.benge@assuredpartners.com)**Health Insurance Contacts:** Haylee Slocumb, Senior Account Manager (Haylee.slocumb@assuredpartners.com)Kristen Whalen, Senior Account Manager (Kristen.whalen@assuredpartners.com)***Other policies:****General Liability / Commercial Umbrella**Directors & Officers Liability**Unemployment Insurance**Worker’s Compensation**Colonial Products & ADHD**Disability Insurance - Short Term**Disability Insurance - Long Term**Life Insurance**Dental**Long Term Care* |

**Date of Completion for Information and Contact Inventory: August, 2023**

 **Name of Person(s) Completing Document: Tricia DeGraff, Executive Director and Phoebe Bassue Devorce, Operations and Enrollment Coordinator**

*The Emergency Succession Plan and the supporting documents (the information and contact inventory, job descriptions, and organizational charts) should be reviewed and updated annually.*

**Signatures of Approval**

**Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chosen Acting Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This document was developed by the Center for Nonprofit Advancement. www.nonprofitadvancement.org

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*We acknowledge the leadership of Transition Guides (notably Tom Adams and Don Tebbe, as well as plan guidance from Karen Gaskins Jones, and Victor Chears) in guiding The Center for Nonprofit Advancement in grasping the impact of Succession Planning and Executive Transitions. Additional thanks to Troy Chapman of the Support Center for Nonprofit Management of New York City, Tim Wolfred of CompassPoint Nonprofit Services for their guidance on the development of this document. The Information and Contact Inventory document is adapted by permission from the Nonprofit Coordinating Committee of New York City.*