

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

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| <b>Book</b>          | CHPA Administrative Procedure Manual  |
| <b>Section</b>       | Chapter 5 Human Resources   |
| <b>Title</b>         | AP 5000 Recruitment and Hiring – (A) President/Chief Executive Officer  |
| <b>Number</b>        | AP 5000 (A)   |
| <b>Status</b>        | Active  |
| <b>Legal</b>         | Chavez/Huerta K-12 Preparatory Academy Board of Directors<br>Title VII of the Civil Rights Act of 1964 (Title VII)<br>The Colorado Charter School Act 22-30.5-101<br>24-102-202 (1)<br>24-103-204 |
| <b>Adopted</b>       | July 14, 2020   |
| <b>Last Reviewed</b> | Tuesday, June 30, 2020  |

The following option may be exercised at the approval of the Chavez/Huerta K-12 Preparatory Academy Board of Directors for the selection or replacement of the President/Chief Executive Officer (CEO):

### **1. Permanent Replacement Strategy**

- A. Resignation is given — A plan to transfer leadership on a specific date (retirement, resignation, planned separation)
- Human Resources and Board of Directors will review job description for potential changes and updates
  - Board of Directors will choose the selection process to be utilized
    - Utilize Internal HR Department for recruitment and interview process
    - Hire a professional search firm for recruitment and selection
    - Determine funding amount for search firm
  - Determine timeline for replacement of the President/CEO

### **2. Emergency Replacement Strategy / Utilize an Interim Plan during Selection Process**

- A. Emergency Succession Plan — A plan to assign leadership in the event of an unexpected separation (illness, death, sudden exit)

B. Options include:

- Identifying and appointing internal Interim President/CEO from existing staff
- Appoint an Interim President/CEO from a local resource/candidate
- Identify a professional search firm to find Interim President/CEO candidates
- Funding for selection process will be identified
- Determine length of assignment

**3. Finalize Selection (after one of the above options have been utilized)**

A. Selection of President/CEO candidate is identified

- The Board in coordination with CHPA's legal council will create, negotiate, and issue an official contract offer
- The length of Term will be identified
- Start date will be identified

**Last Revised**

Tuesday, June 30, 2020