

## **General School Administration**

### Administrative Procedure - Succession Plan

If the Executive Director is temporarily absent, the succession of authority and responsibility of the respective office shall be as below. If the first person on the succession list is unavailable, the second person shall be the responsible person and so on in order through the list. The designated individual shall communicate with the Operational Board Chairperson in cases of extreme importance and/or emergency.

#### Executive Director

1.     Susan Zikuda
2.     Julie Neenan
3.     Kelly Gould

Updated: 8/2012

Updated: 9/2014

Updated: 7/2016

Updated: 9/2018

Updated: 12/2020

Reviewed: 10/2021