III. Succession Plan

A. Submit a succession plan for the charter holder, which describes replacing the officers, members, partners, or board in the event of retirement, resignation, or other circumstances.

YPIC has been in existence for twenty-two (22) years and is committed to quality customer service and continuous improvement. Knowledge transfer has been a key component in the organizations structure for the last ten (10) years. Dr. Sheila Murphy, a Human Resources Consultant has been working with YPIC on the transferring of knowledge between key areas in the organization to build our corporate capacity. The Yuma County Workforce Investment Board and the Charter School Board is very supportive of capacity building strategies and has provided opportunities for staff to participate in ongoing training in a variety of areas. Recently, several staff members were involved in Executive Team Coaching with Dr. Murphy to develop skills to become exceptional leaders. We feel strongly that we want YPIC to continue providing quality services long after the current directors have retired.

The Yuma County Workforce Investment Board has the ultimate authority to determine the replacement for the Executive Director of YPIC. However, the Executive Director has been mentoring the Operations Director to be prepared to replace the Executive Director when he retires. The Operations Director has been mentored by the Executive Director for the last ten (10) years and has continually taken on more responsibility for the organization. The Operations Director has been mentoring the Program Administrator for the last five (5) years and she has taken on more responsibility for the programmatic areas of the organization. The Charter School Manager has been mentored by the Operations Director since taking the position of Charter School Manager. The Charter School Manager has mentored key staff in the school.

In the event of a resignation, YPIC would advertise and recruit key personnel that met the qualifications of the school and the job description. YPIC has a human resources department that is responsible for the recruitment, screening, and selection of personnel for the organization. This department has personnel policies and procedures in place to ensure hiring of qualified personnel.

B. Submit a succession plan for the school's instructional leadership team which may include:

- **Development of a clear career course at the school (e.g., teacher to master teacher to assistant principal, etc.)**
- **Creation or refinement of incentive plans (e.g. merit pay, flex hours, etc.)**

- **Ongoing professional development**
- **High standards for hiring qualified personnel**
- **Appropriate resources to bring in new personnel**

The Charter School's succession plan for the school's instructional leadership team is to continue to hire highly qualified instructional staff. The Charter School Manager has been with YPIC for eight years and during that time has been mentoring with various key staff. We have a small school with eleven (11) staff.

Through the school's and YPIC's Comprehensive Professional Competency Plan, a master teacher is identified that would be the best interim principal in the case of removal or sudden loss of the principal. The identified master teacher completes preparation activities that include becoming familiar with Federal Programs, School Finance/Budgets, and Administrative Policies and Procedures. In the presence of an interim principal, YPIC administration assists with coordination of Federal Programs and School Finance. The interim principal will act as the on-site leader until a permanent principal is hired.

We have a Proposition 301 incentive plan and offer returning bonuses for teachers. YPIC has a merit pay system based on annual evaluations. We provide ongoing professional development for staff and have high standards for hiring qualified personnel. Our human resource policy and procedure manual is available for review at our administrative offices. The Charter High School is an important component of YPIC and we strive to hire quality staff for all components of YPIC. We utilize the resources necessary to attract and hire new personnel when they are needed.