



Emergency Succession Plan: Responsibilities for Emergency Replacement and a Vacated Position

In the event of the Chief Executive Officer lacking the capacity to lead the organization in an emergency situation or if the position is ever vacated, this chart serves the purpose of a guide for replacement. For each organizational area, the status in the “as of” column is a brief list of duties. In the “next steps” column, any upcoming deadlines or next steps are listed. Items or actions that are high priority or that would need to be addressed immediately are listed in the “special attention” column.

Category	Duties as of July. 2023	Next Steps	Items Requiring Special Attention	Emergency Replacement	Vacated Position	
STATEWIDE COMMITMENTS	ESSA Planning Committee: REA Representative	Attend regularly scheduled (quarterly or more) planning meetings for ESSA plan in ND, offering a regional perspective	Contact Jolene Garty, SEEC, to notify and inform her to contact Laurie Matzke with newly appointed REA representative	If short term, set term limit	NDREA	NDREA
	ND Statewide Visioning Committee: REA Representative	Attend quarterly meetings with representatives from every entity associated with education in ND to continue planning for the statewide vision	Contact Jolene Garty, SEEC, to notify and inform her to contact Laurie Matzke with newly appointed REA representative	https://www.nd.gov/dpi/sites/www/files/documents/Superintendent/NDEducationVisionAlignedInitiatives2020.pdf If short term, set term limit	NDREA	NDREA
	ND Coordination Council: Chair	Plan, organize, and oversee Coordination Council Executive Director and meetings	Contact Kirsten Baesler, NDDPI,, to notify and inform her to contact Governor’s Office for a new appointment for REA representative	If short term, allow Melissa Vollmer to make decision	NDREA	NDREA
	NDCEL Board: REA Representative	Attend regularly scheduled (quarterly or more) meetings for NDCEL as REA representative	Contact Jolene Garty, SEEC, to notify and inform her to contact Aimee Copas with newly appointed REA representative	Must be a NDREAL member; If short term, set term limit	NDREA	NDREA
	NDFIRST State Advisory Team	Plan, communicate, operationalize statewide efforts relating to NDMTSS with SEEC, NDDPI SpEd, NDDPI Innovations, NDDPI Academic Support, NDDPI Title, and NDCEL. Ensure continued vision of NDMTSS ESSA operations	Contact Jennifer Glasheen, SEEC, for NDMTSS alignment; Contact Amanda Pederson, NDDPI for ESSA planning	If short term, no change	NDREA	NDREA



	NDREA President	Work with other REA Directors to plan agenda for bi-monthly meetings with 7 REAs and NDDPI REA Liaison. See lobbying restrictions or register as lobbyist.	Contact Jolene Garty, SEEC, to notify and inform her to assume the position or activate vote within NDREAL	New vote for position October 2025 and every two years after that; If short term, set term limit. Lobbying rules	NDREA	NDREA
ORGANIZATION	Board Development	Onboard new board members to Governance Culture for 1 st meeting in January; Prepare and send adequate reports one week prior to board meetings of OE and R policies according to General Policy Monitoring Schedule.	Take board to Wisdom Sharing or other PD for coherent governance	Board TEAMS– Central Regional Education Association Governing Board Policy TEAMS – Central Regional Education Association Governing Board_Files_General_Policy Monitoring_CREAPolicies	COO – Lyndsi Engstrom	New CEO
	Strategy	Create strategic plan, including R policy indicators, mission, vision, values, and VOI Prepare for next Cognia Visit – Fall 2025	Complete Diagnostics, Assurances, System Quality Factors, Strategy Map, Schedule for Review	New process for REAs expected fall 2024	CSO – TBD	New CEO
	Mission, Vision, Values	Embed CREA materials to include mission, vision, values. Complete Values-Driven planning for staff reviews. Monitor R policies by measuring indicators and program outcomes.	Prepare logic models for all programs	If short term, no change	COO – Lyndsi Engstrom	New CEO
	Culture and Climate	Conduct CREA Culture and Climate Survey	Due 2024	If short term, no change	COO – Lyndsi Engstrom	New CEO
	Foundation Leadership and Board Development	Hold one meeting/year. Plan for financial advances and reimbursements with Foundation and CREA. Continue support to Oun.	Contact Foundation Board members.	Make note of each funder for the Foundation	CFO – Brandt Dick	New CEO
	OPERATIO	Financial Accountability and Health	Review and approve budget for upcoming year based on YTD and 3-year budget, considering plans for program change and needs assessment results as they come in through spring. Assess new grants to	Update Adam Tescher, NDDPI, for Flowthrough Changes. Update ND Secretary of State for Articles of Incorporation status July; SAM.gov for DUNS eligibility March; IRS for	G5, DUNS and accompanying numbers, ND Secretary of State, EIN, Grants.gov, JustGrants, Swift, Wex, DIAMD,	CFO – Brandt Dick



	be applied for in CREA and Foundation. Ensure Audit is conducted	Foundation June; IRS for CREA July	Authorized Rep for Federal programs		
Property	Pay attention to lease deadlines. Plan for appropriate space with regards to Alternative Work arrangements			CFO – Brandt Dick	New CEO
Communication	Responsible for all communications with Superintendents. Accountable for external and internal communications processes	Follow plan that is created	Plan for superintendent advisories	CSO – TBD	New CEO
Staff Evaluation	Evaluate officers and directors, Includes regular progress meetings, and written report			COO – Lyndsi Engstrom	New CEO
Staff Supervision	Supervise officers and directors. Includes signing staff leave, expense forms, etc			COO – Lyndsi Engstrom	New CEO
Adherence to OE and R Policies	Ensure that adopted OE and R policies are planned for, followed, evaluated, and reported to the board	Indicators are identified. Processes for each OE and R reporting should be followed using the policy, indicators, and reporting template		COO – Lyndsi Engstrom	New CEO
Partnerships/R relationships	Monthly check-in (in-person, as often as possible) with major vendors, contractors, and grantors (STOPit, DHHS (behavioral health, juvenile justice), DPI (all departments), Gov’s office, eCare, NDCEL, NDSBA, Council of the Arts, ND Association of Counties,	Develop relationships quickly. Review grants and contracts in Fiscal office. Visit with program leads		CSO – TBD	New CEO
Human Resources	Ensure that deadlines are met. Verify continuance of EAP programs – choose appropriate one. Consider adjustments of health plans yearly – January Renewal. Review Staff handbook annually or as needed. Provide regular support to all supervisors for difficult HR cases. Directly responsible for determining use of legal counsel	Follow and update Trello when making new hires. Work with Patti to conduct end of year reports for Workers Comp, IRS, BCBS, and TFFR/PERS	Trello has everything known	COO – Lyndsi Engstrom	New CEO

PROGRAMMING	Research/Design/Development	Stay abreast of PD, NDMTSS (ESSA: Targeted; PTR; SEL) Direct Services (Special Ed/Tier III Support;) NDFSCS	Pay attention to grant requirements. Get new Oversight Director for FSCS.		COO – Lyndsi Engstrom
	Delivery	Stay abreast of PD, NDMTSS (TSS; TIPS; Multicultural Coalition Building) Direct Services (eNursing; Counseling, EL; SLP; Title III; ESP Grant; ESP Fee; Reading Corps; CRACTC Hands-On Days; Health Fairs; Sources of Strength) Teacher Center	Check-in with each program monthly or more. Set new Authorized Rep for Title III (sign all bills), PTR, eNursing, ESP Grant at board meeting.		COO – Lyndsi Engstrom
	Infrastructure	Org Chart review and revision. Budget tracker. Admin support review. Standard operation procedure review. Weekly Officer meeting – CREA direction, mission, and initiative needs. Monthly Supervisor meeting – CREA processes, evaluation protocols, feedback	Scheduled by CEO; agenda created by all participants. Intended for group problem-solving, organizational planning, preparation	Talk with Officers to best apply supports	COO – Lyndsi Engstrom
	Evaluation	Needs Assessment in the spring. School Visits in Spring and Summer. Eval data to Chris, SEEC, by June. Conduct regular evals for all programs. Ensure regular adherence to R policies.			COO – Lyndsi Engstrom