

### Official Emergency Succession Plan

Acting Head of School would be Anne Nguyen. Karen Schuler would be the Acting Administrative Head at 100%. Tyler Bourcier would temporarily step out of the classroom part time to support Anne Nguyen as the Assistant HOS as Anne determines necessary. Any of Tyler's time outside of the class would be compensated by hiring a part time teacher in the upper elementary class.

Karen Schuler and Anne Nguyen would outline the role of a part time temporary administration person to support standard process activities as determined by Karen and Anne (eg: bookkeeping, purchasing).

The Board President or Board Vice President would call a community meeting and introduce the emergency plan. All board members would be present.

### Notes for how we visualize this (not part of the plan):

Initially Ann's main role would be to fill the spiritual needs interfacing with the school community on issues of grief and support and communication. She would gradually take over the HOS administrative responsibilities currently owned by WandaWhitehead.

Karen Schuler's role as Business Manager would increase to take responsibility for the administrative tasks currently shared with Wanda.