The Executive Director and the Business Manager will carry out all administrative responsibilities. They will co-execute The Grande Innovation Academy's vision and mission. These two directors will hire highly qualified individuals to execute the day-to-day operations of the school.

A. Management Roles and Responsibilities

In year one the Executive Director will be full-time and the Business Manager will be part-time. In year two the Business Director will be full-time going forward. The Executive Director will oversee instruction, curriculum, assessment, special education services, and staff development. The Business Manager will oversee the financial management of the school, contracted services personnel, grants management, the office manager, and the Student Accountability Information System. The Grande Innovation Academy will contract for payroll services in year one then beginning in year two the Business Manager will handle payroll. Both the Executive Director and Business Manager will oversee the office manager and scholar enrollment. Figure B.3.1 shows the details of the staffing plan.

Figure B.3.1 Staffing Plan Y1-Y3

	Year 1 FTEs	Year 2 FTEs	Year 3 FTEs
Executive Director	1	1	1
Business Manager	.5	1	1
Academic Coach	1	1	1
Special Education Teacher(s)	1	1	1
Classroom Teachers	21	24	27
Office Manager	1	1.5	2
Special Area Teachers	4	6	8
Nurse	1	1	1
Facilities	2	2	2
Instructional Assistants	4	6	6

B. Operations Plan

The oversight responsibilities for each administrative position are listed in Figure B.3.2

Figure B.3.2 Oversight Responsibilities for Administrative Positions

	Responsibilities in Years 1-3
Executive Director	1) Carry out vision/mission 2) Report academic progress to governing board 3) Hire/Fire all faculty and staff with assistance of the Business Manager 4) Monitor and evaluate all instructional staff with the assistance of the Academic Coach

	5) Oversee curriculum development and implementation with the assistance of the Academic Coach 6) Oversee and manage school wide academic data collection with the assistance of the Academic Coach 7) Oversee professional development for instructional and classified staff with the assistance of the Academic Coach 8) Ensure compliance with Special Education and ELL laws and regulations 9) Manage scholar discipline 10) Oversee and evaluate Business Manager
Business Manager	1) File annual corporate reports 2) Submit budget and Annual Financial Report to ADE 3) Reconcile bank accounts 4) Manage accounts payable 5) Manage accounts receivable 6) Manage benefits 7) Initiate and monitor insurance coverage 8) File tax returns 9) Process payroll: (Aspire Y1 only) 10) Manage IRS compliance 11) Oversee office management to ensure efficiency 12) Oversee contracted businesses services and other contracted services 13) Grants management
Academic Coach	1) Coach and assist all teachers to implement curriculum and programs 2) Oversee academic benchmark testing and State assessment 3) Disaggregate scholar academic data 4) Schedule, organize, implement professional development for instructional and classified staff 5) Oversee Instructional Assistants
Office Manager	1) Manage scholar information system and SAIS uploads 2) Manage enrollment and attendance 3) Purchase needed supplies 4) Track inventory 5) Greet visitors/answer phone 6) Process enrollment/withdrawal forms

C. Critical Skills and Experiences for Administrative Roles
The Grande Innovation Academy will seek out the best individuals to fulfill administrative positions described above. These individuals will need critical skills and experiences to fill these roles. Descriptions of these critical skills and experiences are as follows:

Executive Director
Critical Skills:

- Degree in education
- Strong alignment to mission/vision
- Experience in adult leadership
- Ability to make strategic decisions and create policies and procedures
- Experience working with scholars of all ages and all abilities
- Ability to create strong community partnerships
- Experience creating strong parent involvement
- Understanding of Special Education laws and regulations
- Knowledge of charter school law and compliance
- Understanding of scholar data and implications
- Strong verbal, written and organizational skills
- Hold fingerprint clearance card

The Executive Director will be Patty Messer. Mrs. Messer has been an Odyssey Preparatory Academy employee for five years in the positions of Academic Coach, Curriculum Coordinator, and Principal of the Casa Grade location. Prior to that she worked as a classroom teacher and district gifted coordinator for 22 years. Mrs. Messer's skills include strong organizational skills and ability to multi-task. In her two years as a Casa Grande resident she has built many community partnerships and serves on the Chamber of Commerce Government Affairs Committee. She regularly attends service organization meetings as a guest speaker and creates many opportunities for the community to access the school through the Fab Lab, Community Garden, yoga classes, and volunteerism. Mrs. Messer's knowledge of charter school compliance, Special Education, and data collection will enable her to effectively lead the school.

Business Manager
Critical Skills:

- Strong organizational skills
- Three to five years of finance experiences
- Knowledge of accounting software and programs
- Knowledge of charter school finance
- Strong data management skills
- Ability to create strong community partnerships
- Hold fingerprint clearance card

The Business Manager will be Roger Messer. Mr. Messer has worked in the construction industry for 40 years contracting multiple million-dollar construction projects, supervising multiple levels of construction management, and project engineering. His skills include building budgets, cost management of all aspects of the job and estimating million dollar projects using software compatible with those tasks. Mr. Messer's experience includes networking with the owners of various jobs and working closely with funding partners.

Academic Coach
Critical Skills:

- Degree in education
- Strong alignment with mission/vision
- Strong oral, written, and organizational skills
- Experience in adult leadership
- Understanding of how to disaggregate scholar data
- Knowledge charter law and compliance
- Experiences with different pedagogy strategies and scholar engagement
- Hold a fingerprint clearance card

The Academic Coach will be Kristin Boatright. Mrs. Boatright has been in education for 15 years as a classroom teacher and Mrs. Boatright is a native of Southern California but has since been around the world. After marrying a man in the Air Force in 1997 she moved to Germany where she completed her degree in Psychology. In 2004 her family received orders to return stateside and ended up in sunny Arizona. It was then she decided she wanted to pursue a career in school counseling only to discover that she needed experience as a teacher. She then received her Master's in Education in 2006 while teaching 6th grade. Fortunately the change in careers proved to be a great one as Mrs. Boatright discovered her passion for education. The years following included several grade and subject changes. Since then she has accumulated credits in many areas of education to include an endorsement in gifted education. Most recently Mrs. Boatright has taught Gifted Education for the Department of Defense schools in Yokota, Japan where she helps teachers in differentiating their classroom centers, instruction, and homework to meet the needs of every student in addition to proving enrichment for the gifted population grades K-5. Mrs. Boatright has two wonderful children.

The Office Manager
Critical Skills:
Three or more years of administrative experience
Spanish proficient
Strong organizational skills
Strong interpersonal and communication skills
Knowledge of office equipment and software
Hold fingerprint clearance card

The Office Manager will be Mona Lisa Speers. Mrs. Speers has been with The Odyssey Preparatory Academy for three years. She has lived in Casa Grande for most of her adult life and has strong community connections. Mrs. Speers speaks both English and Spanish and has strong communication skills. Mrs. Speers has an excellent knowledge of the office equipment and is a friendly face to all who enter the office.

Fair and Equitable Enrollment Procedures

The Grande Innovation Academy will offer fair and equitable enrollment practices according A.R.S. §15-184. The Grande Innovation Academy's open enrollment period will be December 1st-February 15th of every year. All scholars will be accepted based on grade level vacancies. During the open enrollment period, parents complete a Pre-Registration Form to indicate their interest in enrolling their child(ren). The Pre-Registration Form requires the following information:

- Name and grade level of child(ren)
- Contact information for parents
- Has child been expelled or in process of being expelled from prior school?
- Whether student meets any category for enrollment preference (sibling of current student, child of employee/board member)

If pre-registration per grade level exceeds available capacity the Executive Director and two other people, consisting of either the office manager, academic coach or business manager will hold a blind lottery to fill the vacancies. The winners of the lottery will be notified within 5 business days of the lottery. At that time the full registration packet of materials will be made available for parents to pick-up and complete. The completed registration packet, with all documents, is due by the last business day of February. If the package is not returned by that date then that parent has forfeited their space and another lottery will be done to fill that vacancy. As The Grande Innovation Academy transitions from The Odyssey Preparatory Academy all scholars will be required to apply for enrollment into The Grande Innovation Academy.

The registration packet will include the following documents:

- Enrollment form
- Student Release Form (who will be allowed to pick up child)
- Educational Background Checklist (identifies prior special need placements)
- Suspension/Expulsion Disclosure Form
- Uniform Policy Acceptance Form
- Scholar-Parent-School Agreement
- PHLOTE Home Language Survey
- ADE Residency Documentation Form/Affidavit of Shared Residency
- Health Information Form
- FERPA Statement