B.3 Management and Operations

The Board of Trustees of The Caepe School will have overall responsibility for administration of the charter school, setting school policy, and legal and financial oversight.

The board of trustees will oversee the Head of School who will be responsible for the fulfillment of all aspects of the school's mission and provide direct leadership for curriculum and instruction, management and culture, recruitment and parent relationships, and community development.

The Caepe School will require one administrator during the three years of operating proposed in this application given the overall population size of The Caepe School based on projected enrolment as well as the student count at full enrollment.

Operational Plan with oversight responsibilities:

Areas of Operating	**Day to Day Performance**	**Oversight Responsibility**
Instruction	Teachers	Head of School
Curriculum & Instruction including mandated state testing	Teachers	Head of School
Staff Development	Head of School with Support and Guidance from Contracted services from an educational consultant	Head of School
Financial Management	Contracted Services- Eno Csontos & Book Keeper	Head of School
Contracted Services	Head of School	Head of School
Personnel	Head of School	Head of School
Grants Management	Head of School with Support and Guidance from Contracted services from an educational consultant	Head of School
Student Accountability Information System	Teacher Input Data, Front Office Clerical	Head of School

Head of School- Tamara Lee
Tamara Lee's qualifications listed below enable her to oversee all aspects of operating The Caepe School and are consistent with her resume included in this application. The qualifications of the contracted service providers also included in this application support the areas of their respective expertise to contribute to the day-to-day operations of the organization. Ms. Lee will oversee curriculum and plan staff development. She will analyze student assessment data and ensure that instruction is result driven based on these findings. She will oversee the operational and financial workings of the school and be in compliance with all expectations with a keen awareness of due dates.

- Masters Degree and certification in Education
- Reading Specialist Endorsement
- Experiences as Founder and Head of The Caepe School
- 19 years of experience as an educator