

School Management

- Ensure compliance with charter
- Board development and support
- Oversee hiring of principal and training
- Assist principal in hiring of staff/implementing budget
- Oversee academic progress
- Assist in development of all school policies
- Assist in development of academic programs
- Assist in enrollment effort
- Contract and coordinate with outside school auditors for academic review as necessary
- Assist in community relations and developing partnerships

Human Resources

- National criminal background checks
- Payroll services
- Benefit administration – Health insurance
- Retirement plan administration (PERA (Colorado), PERF (Indiana), TRF (Indiana), 403B)
- Wage garnishments
- COBRA compliance
- Unemployment claims
- Worker's Compensation claims
- OSHA compliance

Operations

- Transportation – negotiation contracts, plan routes
- Food Service – negotiate contracts, ensure federal compliance
- HVAC – maintenance contract, repairs
- Furniture – negotiate quantity purchases
- Landscaping, snow removal – negotiate contract, oversee implementation
- Janitorial – negotiate contract, oversee implementation
- Vendor relations
- Other services as needed

Business Services

- Evaluate and implement health care program
- Evaluate and implement property and casualty programs
- Federal and State reporting (IRS, Secretary of State)

Board Services

- Preparation of Board meetings, agendas, minutes, distribution to members
- Maintenance of Board history
- Provide Board training as requested

Legal Services

- Non-Profit status management (IRS requirements, observance of bylaws, etc.)
- Employee issues – hiring, discipline, termination
- Insurance, worker's comp, unemployment issues
- Respond to lawsuits and claims

Special Education Services

- File maintenance (Authorizer requirements)
- IEP assistance
- Facilitated case conference meetings
- Professional development, teacher trainings
- Ensure compliance with Article 7 and IDEA

Marketing/Graphics

- Design of signage, brochures, school materials, cable and radio advertising
- Maintenance of web site

Financial Management

- Account and cash management
- Maintenance of financial records - including deposits, vouchers, claims, all State Board of Accounts reporting
- Grant management and reporting - Title I, Federal IDEA application, others
- Provide school treasurer
- Development of school office business procedures and training of office staff – purchasing, receiving, maintenance of extracurricular account
- Preparation and completion of annual audits (State Board of Accounts, off-year as required)
- Tax Returns – 990, Personal Property
- Development and maintenance of budgets
- All Accounts Payable, including contractors, vendors, utilities and others
- Processing of annual 1099 contractor statements

Technology Services

- Evaluate and implement technology systems, including internet, hardware/software, VoIP phones
- Support for all systems, including email, filtering, servers and storage, backups, printing
- Support for all software, testing, and student management systems, including NWEA, ISTEP, Acuity, ARK, Waterford, A+, Successmaker, etc.
- ERate Administration – grant planning and writing, compliance with federal requirements (resulting in tens of thousands of dollars in free equipment and services to schools)

DOE Reporting Compliance

- Over a dozen annual DOE reports, including enrollment, special education, charter school reporting, attendance, minority reports, others.
- Processing and maintenance of student Federal Free Lunch applications

Authorizer Liaison/Compliance

- Monthly, quarterly, annual reporting to Authorizer