

Greetings families,

I hope this email finds you well and ready for the year ahead!

I would like to introduce to you the members of our administrative and support services team for the year ahead. Our hope is to help you identify all of the resources and support you have in our academy so that we can get you most the effective help possible throughout the school year.

As **Headmaster**, my doors are always open to any questions you have or if you would like to have a conversation together! My chief responsibility is to make sure our vision, to cultivate the hearts and minds of students in the pursuit of Truth, Goodness, and Beauty, is implemented into all of the affairs of our academy. Please know that at any point in the year, you are more than welcome to reach out to me to sit down together and share anything that is on your mind.

**Lisa Picazo** will be serving as our **Assistant Headmaster** this school year. She oversees areas relating to the implementation of the curriculum and assists with teacher development. She works closely with the Headmaster in executing the day-to-day operations and fulfilling the vision of the school.

**Mary Pim** will be serving as our **Dean of Students**. She oversees both the academic and behavioral growth of all students. She works to oversee the intervention system at the school, and she is responsible for overseeing schoolwide discipline. She works alongside the Headmaster and Assistant Headmaster to create a culture of virtue on the campus, and to support teachers, students, and parents/guardians to ensure that all students are developing their character through the nine core virtues.

**Amy Hickman** will be serving as our **Office Manager**. She manages the front office and works closely with the Headmaster in communicating information to the families. She manages school enrollment and re-enrollment. She also assists families with records and school business unrelated to student discipline, curriculum, or the classroom.

**Tina Swartz** will be serving as our **Academy Giving Manager**. She works with families to help bridge the funding gap between our charter school and public district schools. She oversees Community Investment and Tax Credit Programs, which are vital to the operation of our academy and the implementation of our vision.

**Kristin Jackson** will be serving as our **Lead Exceptional Student Services Coordinator**. She oversees all students with an IEP. She is responsible for screening incoming students for special needs and testing when necessary.

**Rachel Johnson** will be serving as our **504 Coordinator**. She oversees all students with a 504 plan and assists families in acquiring support for students with disabilities.

**Rachael Mann** will be serving as our **School Nurse**. She oversees that health department at our school and is trained to support health and safety for our students on campus.

I am thrilled to have the privilege to work alongside such talented and, if I may say, great-hearted individuals. If you have any questions at all, as always, please do not hesitate to reach out to me!

Thank you very much for your time, and we look forward to seeing you at Meet the Teacher on August 3<sup>rd</sup>!

With Devotion,



Stephen Philabaum