

Suffolk Academy for Godly Education (SAGE)
Peninsula Academy for Godly Education (PAGE)
Complete Handbook
2009-2010

SAGE-PAGE Executive Board

President/Director Donna Harris – 356-0959 sage-page@charter.net

Responsibilities:

1. To make sure the running of the co-op is in agreement with the Bible
2. Show leadership qualities in dealing with God's people.
3. Make sure the handbook is used and policies are carried through.
4. Make sure Incorporation papers are turned in (March).
5. Be able to appoint any predecessor upon the leaving of this ministry.
6. Appoint an assistant each year.

Secretary Renee Carey – 852-2855 careygolf@msn.com

Responsibilities:

1. To keep minutes of each board meeting.
2. To email or send a hard copy of the minutes of each board meeting to each member of the board by the first Monday of each month.

Assistant to the Director Rosemarie FitzGibbons – 480-5150 2ofeach2teach@verizon.net

Responsibilities:

1. Will be appointed by the director.
2. Is to distribute monthly payroll checks and be a second signature on the checking account.
3. Reimburse faculty for all receipts of supplies.
4. List monthly accounts receivable, keep deposit notebook and get deposit ready to take to the bank.
5. Send necessary paperwork to the treasurer.
6. Assist the director with her classes and in any other tasks needing to be accomplished each week at the coop.

Treasurer Vickie Slater-Cammel – 484-6553 family@cammel.com

Responsibilities:

1. Will submit monthly reports to the Director on or before the first day of the month.
2. Give a financial report either in person or submitted to the chairman for each management meeting.

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3. Balance SAGE checkbook monthly.
4. Report payroll data to Director on or before the last Tuesday for SAGE and the last Saturday for PAGE of each month.
5. Train bookkeepers to fill in as needed.
6. Maintain records of all financial transactions for SAGE and PAGE.
7. Do quarterly taxes and submit with coupon to Director by the first Friday of October, January April, and July.
8. Send in Federal and State taxes before due date.
9. Bill parents for volunteer hours not performed as state within the policies of SAGE and/or PAGE and for unexcused absences.

Members	Donna Harris	356-0959	sage-page@charter.net
	Rosemarie FitzGibbons	480-5150	2ofeach2teach@verizon.com
	Renee Carey	852-2855	careygolf@msn.com
	Vickie Slater-Cammel	484-6553	family@cammel.com
	Caroline Kim	483-1502	carolinek@cox.net
	Chris Carter	595-4655	chris@extremehope.org

Responsibilities:

1. Will consist of 3 to 15 members.
2. Meet in February to vote on directors for following year so incorporation papers can be sent off.
3. Vote on how to run SAGE and PAGE by simple majority with quorum.
4. Set budget for entire organization.
5. Review financial statements.
6. Scholarships and salaries will be decided by the Director and approved by the board.
7. Decide upon, amend, and execute policies in handbook.
8. Write and amend By-Laws.
9. Review teacher intents and interview new teachers.
10. Meet whenever decisions by vote are needed, at least three times per year.
11. Any member can call for a meeting, giving 24-hour notice.
12. Each member is voted in for a one-year term - - a board member's term may be terminated by unanimous decision of the other board members for ungodly behavior.
13. Assure non-profit status be maintained as necessary (July).

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SAGE-PAGE Management Committee

Chairman Donna Harris

Responsibilities:

1. To call for and direct meetings on the 2nd Friday of each month, or as needed.
2. Will appoint a substitute if he/she cannot attend the meeting.
3. Is to oversee and enforce Management Team responsibilities as listed in the Management Team handbook.
4. Will need to contact Director for a list of gift ideas for the host church.
5. Help create and oversee the budgeted amount and submit a budget on or before October 31st to the Director.

Secretary Rosemarie FitzGibbons

Responsibilities:

1. To write down and email or send a hard copy of all minutes taken at each meeting.
2. They need to be sent by the first Friday of the next month to the members of the Executive Board and management team.

**Bookkeeper/Fundraising
Coordinator** Georgianne Mitchell

Responsibilities:

1. Will keep track of budgetary expenditures of \$500.00 allotted from the Executive Board.
2. Any teacher gift amounts must be reported to the Director for tax purposes.

Faculty Representative Lourdes Knapp

Responsibilities:

1. To receive and address the Director with acknowledgements, complaints and any other necessary information from the teachers.
2. To be notified by staff of any absences and to give this account to the Director's Assistant for accurate payroll.
3. Is responsible to help the parent representative take care of the suggestion box, either in person, by phone, or by email.
4. Any matter that cannot be handled will be given directly to the Director as soon as possible.

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Parent Representative Lourdes Knapp

Responsibilities:

1. To receive and address the Director with acknowledgements, complaints and any other necessary information from parents and/or students.
2. Is responsible to help the faculty representative take care of the suggestion box, either, in person, by phone, or by email.
3. Any matter that cannot be handled will be given directly to the Director as soon as possible.

Volunteer Coordinator

Responsibilities:

1. To be available at the co-op during the school day.
2. To keep a time schedule for all volunteers and be able to explain their responsibilities to the teacher(s) they are helping.
3. To keep track of absences and weekly sign-in sheets.
4. To keep the Director away of no-shows and be responsible for sending a bill to the Treasurer.
5. To stay current on new members and/or withdrawals from the co-op.
6. To keep an updated schedule and inform teachers of necessary changes as they occur.

Field Trip Coordinator Kate Van Camp

Responsibilities:

1. To coordinate field trips for the co-op.
2. Keep the field trip notebook up to date.
3. Keep the Director up to date on all planned field trips.

Member at Large Tammy Harris

Responsibilities:

1. Attend all management team meetings.
2. Support other members of the team with ideas, prayer, and as needed.