

**GOVERNING BOARD of SAN CARLOS CHARTER LEARNING CENTER**  
**Resolution Number 1:2014/15**

**Modification of the “Office Manager” Position**

Whereas

- San Carlos Charter Learning Center (SCCLC) has operated as an independent corporation since March 10, 2011; and
- SCCLC, operating as an independent corporation, is responsible to adjust administrative staffing levels to best meet the needs of the school while maintaining budgetary prudence; and
- the administrative reorganization of SCCLC, approved on January 8, 2014, created the Director of Business Services position; and
- some of the responsibilities previously assigned to the “Coordinator of Operations and Community Relations” position are now assigned to the Director of Business Services role; and
- as SCCLC continues to increase enrollment and better assess its organizational needs operating as an independent corporation, the need for a full time office manager is recognized,

It is therefore resolved by the governing board of SCCLC that

the current staff position titled “Coordinator of Operations and Community Relations”, Position Index number 121, be renamed to the title “Office Manager”, and the position increased from its currently authorized FTE of 0.500 to 1.000, beginning with the 2014-2015 school year.

Approved by the Board of Directors of SCCLC on July 9, 2014