



**Lower School Site Co-Administrator Agreement**  
East Bay Innovation Academy and Francesca Fay  
2021

Francesca Fay shall serve as turn-around Site Co-Administrator for the Lower School campus, 3400 Malcolm Avenue, from October 16, 2021 through December 31, 2021. In addition to her current duties as Director of Instruction, Ms Fay shall partner with Mr. Mick Terrizzi to provide site administration at the Lower School, including:

- Create and implement clear and consistent structures that support positive student behavior, effective learning spaces, and build community.
- Establish and communicate EBIA policies and procedures.
  - With students and families. Includes academic policy, behavioral expectations, EBIA norms and culture.
  - With staff. Includes consistent and equitable application of human resource policies and CBA provisions, and training staff to have the clarity and tools to implement student-facing policies.
  - With community. Be the face of EBIA with greater community and third party agencies.
- Ensure the successful day-to-day operations of the school, including securing school property, exercising leadership and decision-making authority in unplanned circumstances, implementing procedures during emergencies.
- Be a flexible team player, providing coverage as needed, for teachers and operations.

EBIA shall also offer a turn-around site administrator stipend of \$10,000 for these months, subject to all regular taxes and withholdings. The stipend shall be paid in four equal installments with the 10/31/2021, 11/15/2021, 11/30/2021, and 12/15/2021 payroll.

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Michelle Cho, EBIA Executive Director

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Date

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Francesca Fay, EBIA Director of Instruction

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Date