

## **LEADERS Summer Academy**

***(uses the PCM – nonLEA activity operational pathway)***

**Nutshell Purpose:** The goal is to provide a safe environment for students that inspires social confidence, promotes creativity and encourages academic development. We will accomplish this through group and individual based learning, diverse enrichment experiences, and relationship building opportunities. The program will offer a variety of activities including a time for snack, indoor/outdoor science exploration, games, art, and various enrichment projects and activities.

**Operating Entity:** PCM private nonprofit

**Program Manager:** Timothy Green LEADERSSummerAcademy23@gmail.com

*Program Staff:* Demond Roberts, Katie Kendrick

**PCM point of contact (for Program Manager):** Laylah Sullivan

**\*\*All employment agreements will be a separate agreement from their agreement with PCM regular school operations. These contracts will be retained in a separate folder from PCM LEA employee contracts. Payment for services will be from the private PCM account. Bookkeeping/Accounting services for this will be provided by Joule Growth Partners and the cost for these services will be billed separate from LEA related PCM services and will be paid from the private PCM account.\*\***

**Duration of Program:** July 3 – July 27, M-Th only, 8:00 AM to 12:00 PM

**Money management:** Program costs will be invoiced August 25 for the service period (July and will be collected by the Program Manager using checks made to PCM – LEADERS Summer Academy or a SQUARE linked to the PCM private checking account. All program materials costs will be covered by this private checking account only. LEADERS Summer Academy staff costs will be covered by these private checking accounts as well.

**Separation of Operations and Moneys:** All efforts will be made to clearly separate the activities of the PCM nonLEA operations from the PCM LEA operations. Separate bank accounts have been established and will be used appropriately, separate employment agreements will be used (see note above), private moneys from the private PCM account will be used to pay program staff and cover any other expenses, and bookkeeping/accounting services will be paid for separately.

**Family Handbook:**

[https://docs.google.com/document/d/1F0afcHNuCO-RIfzU\\_CrTUKAnCQhv6DeJ\\_CL9IgOMJ0c/edit?usp=sharing](https://docs.google.com/document/d/1F0afcHNuCO-RIfzU_CrTUKAnCQhv6DeJ_CL9IgOMJ0c/edit?usp=sharing)