

# The Kavod Organization Chart

**Main School Number for Time Sensitive Matters: 858.386.0887**

## Teachers/Instructors:

Best resource and first point of contact

To best ensure you are supported timely, it is imperative you reach out to the appropriate team member as your first point of contact for anything pertaining to Explorers and/or general operations of the program. Always begin with, and include, your Explorer's teacher or advisor in communications regarding your child. As our priority is supporting our explorers and we only communicate during our work hours, team members are not readily available to respond to communication; therefore, directing your communication to the correct team member will assist in a timelier response and urgent and/or time sensitive communication must be relayed by calling the main office at 858.386.0887. Please remember to always be respectful in communication. Steps for support on following page.

**The Admin Team:** Each administrator has specific responsibilities to best support our explorers and their families.

### Administrative Support Coordinator

**Ms. Lopez**

[April.Lopez@KavodCharter.org](mailto:April.Lopez@KavodCharter.org)

Oversight of the office and coordinates with the entire Kavod team. The Administrative Support Coordinator is a phenomenal resource for parents and can help direct you to the appropriate team member.

### Director of Accountability and Enrollment

**Eduardo Mezza**

[EMezza@KavodCharter.org](mailto:EMezza@KavodCharter.org)

The enrollment and record keeping of all Kavod Explorers in addition to assessment coordination, and state-reporting data.

Contact to update your information.

### Director of School Culture

**Mr. Lopez**

[Eric.Lopez@KavodCharter.org](mailto:Eric.Lopez@KavodCharter.org)

Ensures a positive school culture through supporting relationships, school expectation adherence and establishing leadership opportunities for our Explorers. The Director of School Culture is a follow up point of contact, after first reaching out to the teacher directly, for anything involving interactions between Explorers, behaviors, or any issues that would be considered school culture.

### Director of Elementary School

**Ms. McDonald**

[Maggie.McDonald@KavodCharter.org](mailto:Maggie.McDonald@KavodCharter.org)

Oversight of our elementary instructional program including the support of the team and Explorers. Supports with the elementary school program, after initially reaching out to a specific class instructor and can provide additional support as needed after the Director of School Culture.

### Director of Middle School & International Baccalaureate Coordinator

**Mr. McKeown**

[Todd.McKeown@KavodCharter.org](mailto:Todd.McKeown@KavodCharter.org)

Oversight of our middle school instructional program including the support of the team and Explorers. Supports with the middle school program, after initially reaching out to a specific class instructor and can provide additional support as needed after the Director of School Culture.

### Director of Languages and Global Studies

**HaMorah Ronit**

[Ronit.Ron-Yerushalmi@KavodCharter.org](mailto:Ronit.Ron-Yerushalmi@KavodCharter.org)

Oversight of our Languages & Global Studies programs. Contact only when pertaining to the language team or Global Studies curriculum.

במידת האפשר, אנחנו מבקשים מכם להימנע מלפנות אליה בנושאים שאינם קשורים לתחומי אחריותה - שפה ולימודים גלובליים. אם יש לכם צורך בעזרה בתרגום מעברית אנא פנו לגברת לופז והיא תאתר חבר או חברת סגל שיוכלו לסייע לכם. תודה רבה!

**The Kavod Parent Committee:** KPC supports with family-fundraising and extra-curriculars to enhance the Kavod program, it does not have influence over the daily operations or general school programming. This organization primarily works in small sub-committee's on various projects. The parent committee chair can be contacted to support with program enhancement outside of the Kavod school hours or with family- fundraising. This committee is a subset of Friends of Kavod.

**Executive Director:** Alexa Greenland [Alexa.Greenland@KavodCharter.org](mailto:Alexa.Greenland@KavodCharter.org)

Oversees the entire Kavod program to ensure the success, stability and growth of the program and often requires prioritization of off-campus commitments. To ensure timely support the teachers and site-Directors should be contacted for all matters and at their discretion they can escalate to the Executive Director level.

**Board Parent Representative:** Rachael Medlin [ParentRep@KavodCharter.org](mailto:ParentRep@KavodCharter.org)

The liaison for Kavod parents to reach out to the Kavod Board and is the board member to contact if you have any questions or concerns that you would like to be referred beyond the Executive Director.

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School Office Hours: 7:45am-11:30am; 1:00pm-2:00pm; 3:00pm-3:30pm.

All visitors, including parents/guardians/volunteers must have an appointment/scheduled visit and sign in at the main office.

Explorer early dismissals must occur during school office hours and be coordinated with the main office and the homeroom teacher/advisor.

Absences: Email Ms. Lopez and the Homeroom Teacher/Advisor.

Steps for Additional Support		
Step	Academic	Behavioral
1	Subject Specific Teacher (Homeroom teacher for Elementary General Studies)	Subject Specific Teacher (Homeroom teacher for Elementary General Studies)  Please include in your communication the Homeroom Teacher (Elementary) or Advisory Teacher (Middle School), even when related to another class/subject.
2	If applicable, Reading or Math Coach	Director of School Culture
3	For General Studies/ Enrichments: Director of Elementary Director of Middle School. For Hebrew/Global Studies: Director of Languages	Director of Elementary Director of Middle School
4	Executive Director	Executive Director
5	Kavod Board Parent Representative	Kavod Board Parent Representative