

TERMS TO KNOW

The following is a list of the most common acronyms, or terms, you will hear during your training and beyond. This is not an exhaustive list. This list also contains many of the Operations-specific terms that you should know working on a school campus. As always, if you hear a new one, ask what it is.

- **Academy:** the designation used for our elementary schools; grades PK4 – 5 or K-5 **ALP:** Action Learning Program
- **API:** Assistant Principal of Instruction
- **APO:** Assistant Principal of Operations, he/she is the person you report to on campus. The Transportation Manager, Facility Manager, SIS coordinator, and business clerk also report to the APO.
- **BOY:** Beginning of Year, this term is used a lot during the summer in preparation for next year.
- **CAM:** Cafeteria Assistant Manager
- **Campus:** the single site / facility which typically houses two schools (academy & college prep)
- **CGL** Closed Grade Levels - grade levels that are filled primarily by currently enrolled students moving up; only exist in scaling and scaled schools.
- **CM:** Cafeteria Manager
- **CMIT:** Cafeteria Manager in Training
- **CNP:** Child Nutrition Program
- **COB:** Close of Business Day
- **College Prep:** the designation used for our middle and high school; grades 6 – 12
- **CTX:** Central Texas, this is how we refer to our sites in Austin and San Antonio **EOY:** End of Year
- **FDOS:** First Day of School
- **FM:** Facilities Manager
- **FSS:** Food Service Specialist **FTE:** Full Time Employee(s)
- **HA:** Depending on context, Health Aide or Human Assets
- **HODR:** Hire, Onboard, Develop, Retain
- **HQ:** Headquarters
- **Huddles:** Small, quick meetings in the morning with your team to keep them informed on important news.
- **IT:** Information Technology; each campus has an “IT” person who can help you with issues around technology.
- **Launching School:** IDEA typically opens with limited grades at new campuses, and

- gradually expands as the launching-students progress. The rationale is to build a student body over time that grows in conjunction with the campus itself. IDEA usually launches schools with grades PreK, K, 1, and 6 or K, 1, 2 and 6 depending on the region. For launching schools, all grade levels are considered open grade levels because they do not have any students already enrolled who will fill those seats.
- **LDOS:** Last Day of School
- **Mileage:** We pay mileage at a rate of X/mile in case you need to use your vehicle for school purposes. The complete form is due on the first of every month. Your team coordinator can assist.
- **NSLP:** National School Lunch Program
- **Operating Mechanism:** A repeating process (i.e. meetings, reports, cohorts, committees, etc.) that systematizes and 'locks-in' the highest impact actions needed to organize your work in pursuit of your vision/goals.
- **OGL:** Open Grade Levels - grade levels that do not have currently enrolled students moving up to fill the grade level; all grade levels for launching schools, and entry grades for academy (PreK or K) and college prep (6th until fully scaled)
- **PD:** Professional Development – this is IDEA's internal way of continuing an individual's development with skills and knowledge
- **PIR:** Principal in Residence
- **PTG:** Progress Towards Goals – the act of reporting out (sharing) your goal, progress towards, factors for success or what can derail you from goal attainment.
- **RGV:** Rio Grande Valley – this includes all sites south of San Antonio
- **Scaled School:** Once a school has enrolled students at every grade level, they are considered a scaled school and only keep their academy entry grade level (PreK or K) as their open grade level
- **Scaling School:** After a school's launching year, they begin scaling up, adding to the grade levels served each year as enrolled students move up until they've reached fully scaled and offer all grade levels PreK or K through 12. In their first year as a scaling schools, a campus that launched PreK, K, 1, & 6 will then serve PreK, K, 1, 2, 6 & 7 as the launching 1st graders move into 2nd grade and the launching 6th graders move into 7th grade. In this example, the open grade levels are PreK and 6th as the campus still doesn't have currently enrolled students to fill those grade levels and K, 1, 2, and 7 are considered.
- **School:** the grouping of similar grade levels on a campus (academy or college prep)
- **School Operations:** Formerly Known as Auxiliary Services; Departments comprised of team members from CNP, Facilities, Transportation, Health Services, Student Information System Coordinators, and Receptionists.
- **SCM:** Senior Cafeteria Manager
- **SIS:** Student Information Systems Coordinator
- **SoLa:** Southern Louisiana
- **TCP:** Teacher Career Pathway

- **TDA:** Texas Department of Agriculture
- **TL:** Team Leader; CNP has 4 CM that function in this role. These are selected by their peers on an annual basis.
- **TM:** Transportation Manager
- **Tyler Munis:** An internal system used by IDEA Schools for documenting time sheets, request time off, paying for our vendors, etc.
- **WTI:** Welcome to IDEA, a campus hosted orientation event in May for new families