## B.3: Management and Operation

Copper Point High school will provide sufficient oversight of the areas listed below as part of its Operation plan. Following a general description of oversight areas, we have outlined a management plan for the first three years.

1. Instruction

The Principal ultimately will be responsible for reviewing curriculum maps which will be submitted on an annual basis to ensure alignment with Common Core and State Standards and alignment with the philosophy of the school including planned expeditions. Lesson plans will be submitted on a weekly basis to the curriculum coach electronically for random auditing to ensure alignment to the established curriculum maps. Lessons will be reviewed for best practices and alignment to the standards. Along with the principal, the curriculum coach (year one) will be responsible for observing and providing feedback for classroom instruction. The Vice Principal (years two to three) will work with the curriculum coach and the principal to use this feedback to assist in providing effective feedback and using the data from observations for teacher evaluations.

2. Curriculum and Assessment (mandated State testing)

Curriculum and assessment will be controlled through department heads that will ensure correlation of established curriculum and established standards. Department heads will hold department meetings to further assist in accurate and authentic assessment of established standards on an ongoing and consistent basis (no less than monthly). Department heads will meet with the curriculum coach monthly and the principal no less than on a quarterly basis to review and report on curriculum and assessment within the department. The curriculum coach works in tandem with the principal to prepare reports on curriculum and assessment that the principal will convey to the School Governing Board no less than bi-annually on the data that has been accumulated in order to identify areas of growth and areas that need improvement as well as the steps to address those deficiencies.

3. Staff Development

Staff development will be addressed through multiple means. The principal will be responsible for meeting with teachers to evaluate and determine in conference with teachers the individual and collective needs for professional development. Further, the principal, vice principal and curriculum coach as a team will be responsible for organizing professional development through other organizations whose specialty aligns with Copper Point's project based model. Such organizations as Expeditionary Learning, Multiple Intelligences, and B.I.E. (Buck Institute for Education) for example may assist with professional development. The principal will report on a bi-annual basis to the board of the efforts being put forth for professional development of the staff.

4. Financial Management

The ultimate responsibility will be the Principal. Copper Point will contract its financial management out to Red Apple Financial. Red Apple will be responsible for the day-to-day business operations of the school. The Firm at a minimum will oversee accounts payable, accounts receivable, payroll, deposits, treasury management, record keeping, reporting, budgeting, forecasting, fiscal training of governing board, Form 990 preparation and annual 3rd party audits. The annual budget will be submitted to the governing board of Copper Point and further approved by the board of directors of IHEC. A proposed budget will be provided no later than the last day May for the upcoming academic school year.

5. Contracted Services

The principal (year one) and the vice principal (year two and beyond) will hold responsibility for contracted services that may affect day-to-day operations; however, IHEC must approve any long-term contracts on behalf Copper Point High School.

6. Personnel

The principal (year one) and the vice principal (year two and beyond) will be responsible for any emergency or immediate personnel issues. IHEC will be responsible for approval of hiring or dismissing personnel as well as approval for any long-term absences that may be requested.

7. Grants Management

Red Apple will be in charge of grants management and must report to the principal on a monthly basis for proper management of funds. Red Apple will also present financial reporting of restricted funds to the governing board of Copper Point and IHEC board of directors no less than on a quarterly basis.

8. Student Accountability Information System (SAIS)

SAIS: Attendance Clerk will be responsible for the school student management system, Jupiter grades, including upload and download to SAIS and oversight of attendance and other student issues. The school secretary will be directly supervised by the principal. In addition, the principal, other office staff and other administrators, year two and after word, will be thoroughly trained in the student management system. The principal will be responsible to relaying the findings to the governing board of Copper Point and IHEC board of directors within one month of the audit.

**Qualifications for fulfillment of each oversight responsibility listed in operational plan:**

The positions of principal and curriculum coach will have the experience and skills required to be effective leaders of instruction, curriculum and assessment. The principal will have documented experience as a classroom teacher, as a leader of teachers, and have the schooling and certification recognized by the state to possess such a role. Curriculum coach will have documented experience of effective classroom teachers and leading teachers of desired quality.

As leaders of instruction, the principal, curriculum coach and vice principal (year two and beyond) will possess the following skills:

- the ability to communicate effectively
- a deep understanding of how human learn
- the willingness to be an active, visible presence, focusing on learning objectives, modeling behaviors of learning, and design in programs and activities on instruction
- the ability to serve as instructional resources on current trends effective instructional practices issues relating to curriculum effective pedagogical strategies and assessment.

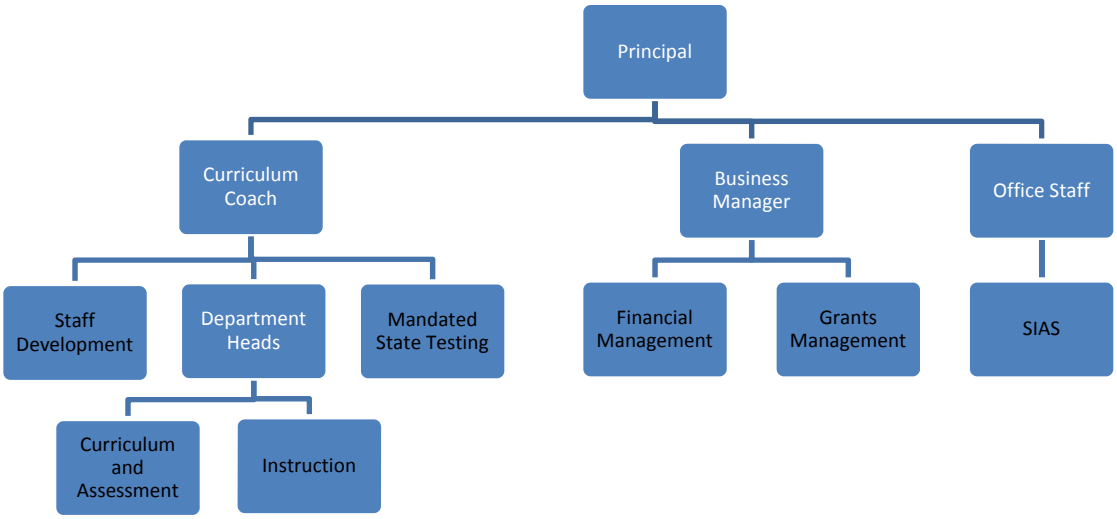
The desired qualities and skills of department heads will be those listed above, in addition to three years of teaching experience and an advanced degree.

Beginning in Year 2, Copper Point Schools will have an additional administrative position of vice principal. In this year, the tasks that the curriculum coach oversaw in year one will be separated so that the curriculum coach is focused on assessment, test coordination, curriculum maps, curriculum alignment and development, and staff development. The vice principal will receive reports from the curriculum coach on the curriculum to ensure that the curriculum is properly aligned. In addition, the vice principal will oversee discipline, recruiting, public relations, managing contracted services, assist with HR and personnel issues and overseeing the curriculum coach, business manager and office staff. This role supports the principal in providing the instructional and organizational leadership of the school. The role serves as the school's advocate and works with all stakeholders to create a common vision for the school

that best positions the school for success and engages students and community. The vice principal also works with others to execute a school improvement plan and works to continually improve student achievement.

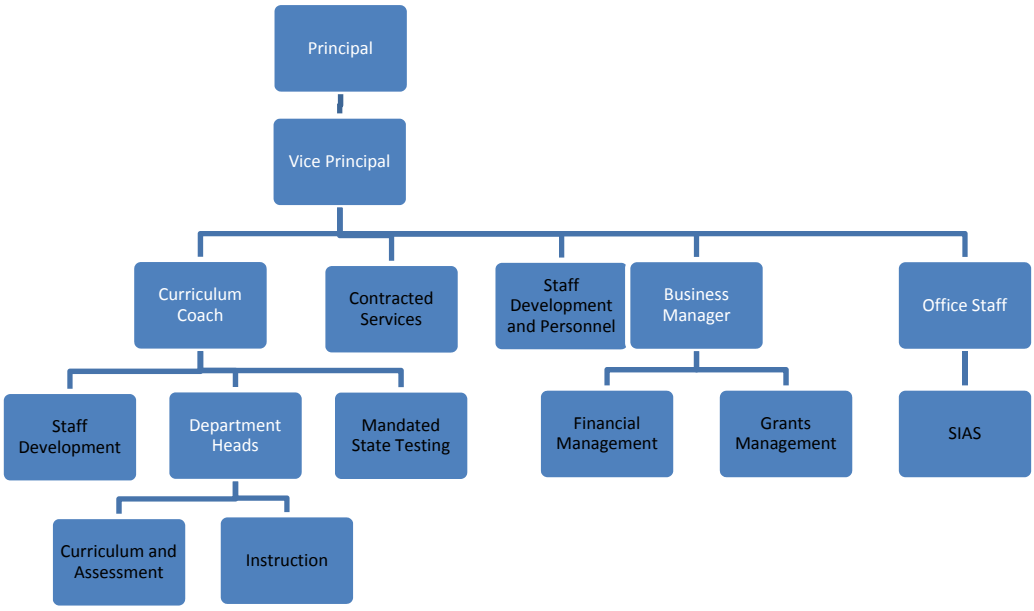
## Yearly Organization Charts

### Year 1




**White=Positions Black=Responsibilities**

### Year 2-3

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