DETAILED BUSINESS PLAN – ORGANIZATION STRUCTURE

ORGANIZATION STRUCTURE

The Corporate Board of Directors is responsible for selecting the corporate Officers and for the approving the Education Services Management contract with ReSolutions-Education Services Provider.

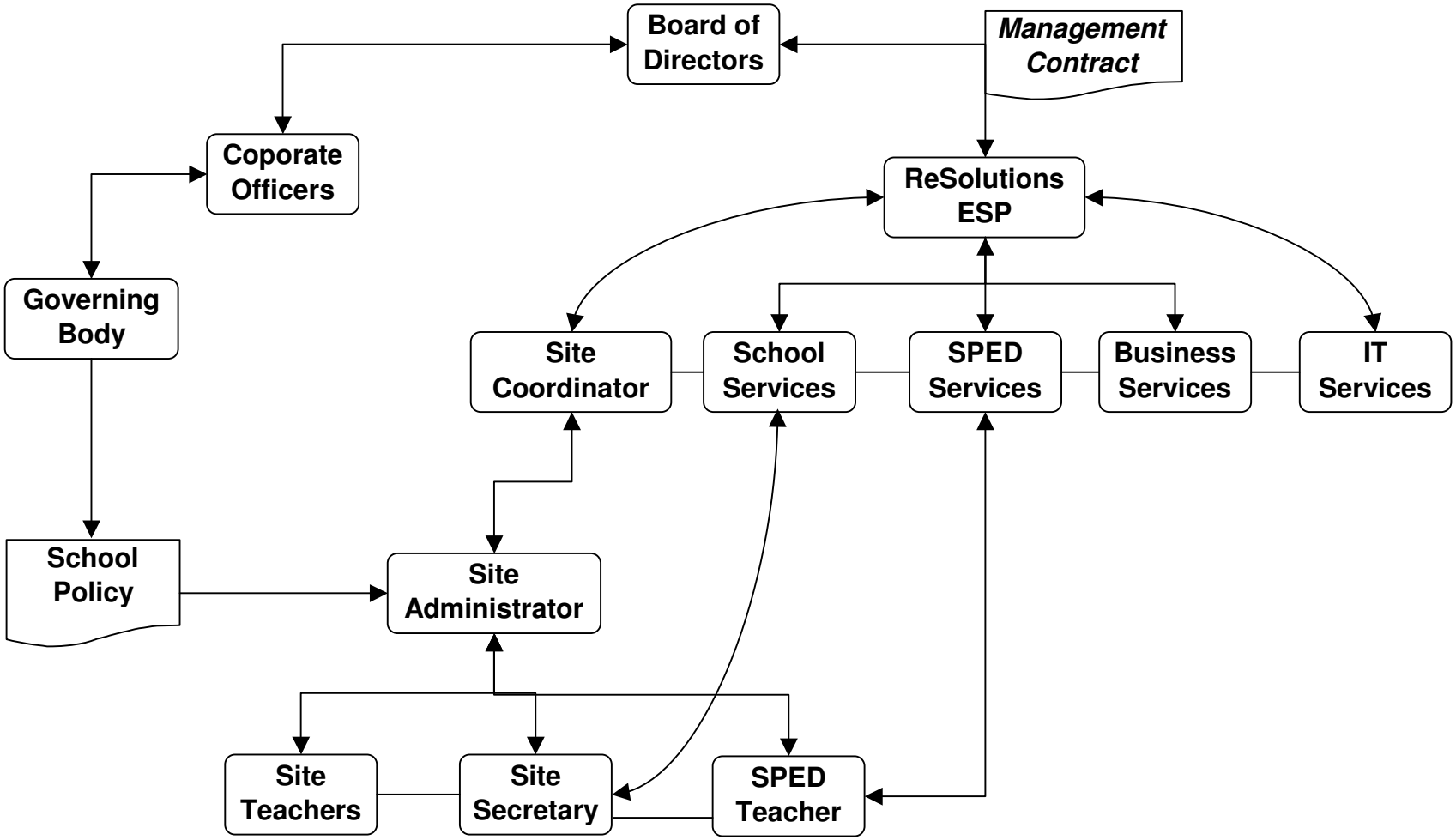
The school believes that communications should be both downward and upward and that effective communication is critical to running an efficient business and creating and maintaining a positive environment for the staff to work in as well as for students to learn in. On the Organization Chart, in order to reflect the importance of this communication, the arrows go both directions, with the exception of school policy, which follows state and federal statute, is approved by the Governing Body and implemented at all levels of the school and ReSolutions.

The relationship and management contract between the school and ReSolutions is designed to allow ReSolutions to provide **ALL** back-office (or district office) services to the school. This enables the teachers at the school to be freed up to primarily educate students, facilitate learning, and manage behavior and productivity in the classroom. While as much as possible, all time consuming tasks that would take school staff away from student interaction is contracted out to ReSolutions, allowing the school to be the most productive and efficient as possible.

Within ReSolutions, each department communicates regularly to make sure the needs of Intelli-School are continually met so that the staff is free to educate the students enrolled. Within ReSolutions the departments provide the following services to the school:

- Site Coordinators-provide management supervision to the Site Administrator; insure that there is consistency in practice and operation between Intelli-School and the other schools doing business as an Intelli-School. Interpret and communicate statute, communications from ADE and/or the State Board for Charter Schools. Provide Professional Development as needed on an ongoing basis. Function as the point of contact if a media event were to occur
- School Services-provides all Enrollment services, creating and maintaining Student Records which includes requesting records, creating 'Student Planners' for teacher use in the classroom, auditing of attendance cards each register period, SAIS reporting to ADE, AIMS and Stanford 10 test coordination, creating and maintaining transcripts. Curriculum development, development of assessments, ensuring that the ALS Curriculum is aligned to Arizona State Academic Standards. All curriculum development/purchase is coordinated with the Business Services and Information Technology Services (IT) for the school. School Services also coordinates any audit activity with ADE or the school's external auditor

- Special Education Services (SPED)-are responsible for creating and maintaining SPED Student Records, coordinating all SPED services for the school, providing Prior Written Notice, scheduling all meetings, and insuring that IEP's are current and timely. SPED Services also coordinates any audit activity with Exceptional Student Services and the school's external auditor.
- Business Services-provides all Account Payable/Accounts Receivable services, payroll and payroll reporting, negotiating employee benefit packages for the school, payment of taxes, payment ASRS, procurement services for the school and maintains all accounts and banking services for the school. Business coordinates with IT and insures that students and staff have adequate hardware and software resources for the school
- Information Technology Services (IT)-provides and maintains networks, personal computers, 'thin client' technology, software licenses and insures interoperability for the school/s. IT provides and maintains all hardware, software, web-page maintenance, communication services, and provides Professional Development on an ongoing basis as needed.

The primary contact between Intelli-School and ReSolutions is through the Site Administrator (school employee) and the Site Coordinator (ReSolutions employee). The Teachers and Secretary (school employees) report to the Site Administrator. The SPED Teacher (school employee) also reports to the Site Administrator but is also in frequent communication with the SPED Department (ReSolutions) to coordinate for services to special education students. T Secretary reports to the Site Administrator but also coordinates attendance and student related issues with School Services Department (ReSolutions). All the communication and coordination is designed to ensure that the school stays in compliance with state and federal guidelines and that audit issues are minimized. Each department within ReSolutions ultimately reports directly to the Charter Holder of the school who is also President of the Board for Intelli-School.

Intelli-School, Inc.
Organizational Chart