ORGANIZATIONAL CHART NARRATIVE

Kingman Academy of Learning Corporate Board (Corporate Board) meets only as necessary to amend the Articles of Incorporation, By-Laws and to carry out any other corporate duties as required. The Corporate Board is the only entity that has the authority to amend the Articles of Incorporation and By-Laws. The Corporate Board confers to the Kingman Academy of Learning Governing Board (Governing Board) the responsibility of authorization and oversight of Kingman Academy of Learning both fiscally and academically. The Corporate Board members also serve as Governing Board members.

The Governing Board is responsible for establishing by resolution, policies and procedures for the administration, operation and governance of the Charter School including financial and policy decisions, as well as, long term student suspensions and expulsions. Annual Financial Budgets and reports and charter policy approval are the responsibility of the Governing Board. The Governing Board meets at least quarterly and more if warranted.

Day-to-day operations of the schools are the responsibility of Charter Director, Charter Administrator and School Principals. Key personnel within the Kingman Academy of Learning organization are the Charter Director, Charter Administrator and the Charter Business Manager.

The Charter Director oversees all aspects of Kingman Academy of Learning insuring that the philosophy set forth in the Kingman Academy of Learning Charter School Contract is maintained and reflected in the classrooms, schools and at the district level.

The Charter Administrator is responsible to oversee the day-to-day operations of the Business Office and insure policies and procedures are being implemented and carried out by the School Principals at the four schools. The Charter Administrator also oversees the Business Manager, Director of Student Services, Director of Transportation, and the Special Programs Administrator. The Charter Administrator reports to the Charter Director.

The Business Manager is responsible to build and maintain the annual budget based on input from the Arizona Department of Education, Charter Director, Charter Administrator, School Principals, Technology Director, as well as special education needs, transportation needs, short term and long term district goals and financial commitments. Numerous meetings with key personnel, board members and information gathering surveys are involved in building a realistic budget.

The Business Manager is responsible to maintain all aspects of payroll, accounts payable, purchasing and student accounting according to Uniform System of Financial Records for Charter Schools, Arizona Administrative Code, local, state, and federal guidelines.

The Business Manager is responsible to complete all required state financial reports, write federal and state grants, insure grant expenses are appropriate, and complete all

required state and federal grant reports. The Business Manager reports to the Charter Administrator.

The Director of Student Services maintains all aspects of the special education department, in compliance with all state and federal regulations, provides leadership in the development, implementation, and evaluation of all special services programs. Participates in meetings, committees, and other school activities as assigned. The Director of Student Services reports to the Charter Administrator.

Director of Transportation is responsible for a fleet of 10 school busses, transporting eight hundred students, managing all aspects of student transportation, including preparation and presentation of classroom curriculum for school bus driver training, behind-the-wheel driving demonstration, training and evaluations, district-wide scheduling of all transportation routes and activities, dispatching and assistance in driving/monitoring of regularly schedules bus routes and activity routes. The Director of Transportation reports to the Charter Administrator.

The Special Programs Administrator is responsible to implement programs funded through federal and state grants, keep current with all North Central Accreditation (NCA) documentation requirements to maintain Kingman Academy of Learning accreditation, determine if teachers meet Highly Qualified Teacher qualifications, maintain and monitor all teachers who are on Highly Qualified Individual Teacher Plans because they do not meet Highly Qualified status. When notification is received from the Business Manager that federal or state grants are approved, the Special Programs Administrator is responsible to implement programs and document how funds are spent; insuring funds are spent according to the grant guidelines. The Special Programs Administrator works under the leadership of the Charter Administrator. The Special Programs Administrator works with the school principals and federally funded classroom teachers and paraprofessionals to insure federal and state grant program compliance. The Special Programs Administrator reports to the Charter Administrator.

The School Principals provide leadership for the professional staff of the schools in the development, implementation, and evaluation of a comprehensive educational program, and to administer the program in accordance with charter goals, school board policies and administrative rules and regulations. The School Principals are responsible for the total operation of the school including the administration and supervision of all phases of the instructional program, fiscal and facilities management. The School Principals shall provide leadership, administrative, and supervisory skills for the educational development of students as well as to promote parent and community involvement. School Principals report to the Charter Administrator.

Open communication on all levels is an important part of Kingman Academy of Learning. All communications flow both ways, with key personnel meeting with each other as appropriate. Fiscal concerns, plans and future projects are openly discussed with all affected key personnel prior to implementation to ensure that the impact of any fiscal change on all personnel and programs is thoroughly understood by the charter

administration, thus building trust in the charter leadership. Open communication is also an important component of our charter for our parents as well. Parents follow appropriate chain of command for concerns that might arise. Parents are asked to speak with the class teacher first. If parent issues are not resolved to the parent and school's satisfaction, the parent is free to move up the chain of command to resolve an issue. School Principals, charter administration and the Governing Board all have an open door policy with regard to students, parents, staff and the community at large.

REPORTING STRUCTURE

Kingman Academy of Learning has three basic levels of management. Level one includes the Corporate Board and the Governing Board. The Corporate Board meets very infrequently. The sole purpose of such meetings is to amend the Articles of Incorporation and / or By-Laws or a change in Corporate Board membership. The Corporate Board has conferred the responsibility of authorization and oversight, both fiscally and academically, to the Kingman Academy of Learning Governing Board. This is the level at which budgetary, policy, curriculum and student discipline decisions are made. Most policy decisions are driven by federal or state laws that directly affect charter schools.

Decisions by the Governing Board are implemented by level two personnel: Charter Director, Charter Administrator and the Business Manager. These three positions are key personnel for Kingman Academy of Learning, responsible to appropriately implement all Governing Board decisions as they might apply to personnel, funding levels, students, etc. Each of our schools serves a different age population and grade level, thus funding, curriculum, federal and state grants are different for each school.

Decisions for proper implementation made at level two are passed on to level three personnel. Level three personnel are School Principals, Director of Student Services, Director of Transportation, and Special Programs Administrator. These level three personnel carry out the directives generated at level one and level two. Implementation at level three directly affects teachers which in turn affects the students.

All three levels have open communication, particularly levels two and three that are responsible for the day to day running of Kingman Academy of Learning.

KEY PERSONNEL

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