New School for the Arts & Academics Business Plan

NSAA Organization (organizational chart included)

Corporate Board
The Corporate Board is comprised of volunteer members and initially established the Articles of Incorporation and created the status of our non-profit, 501(c) 3. The Corporate Board is not involved in day-to-day operations. The Corporate Board members, upon removal or resignation, will be replaced according to our Articles of Incorporation and By-Laws; the Governing Board will make nominations to fill any membership of the Corporate Board member under the guidelines of the By-Laws and Articles and provide support for basic operations. All members must be supportive of the Charter mission, and follow NSAA Guidance for Governance.

Governing Board
The Governing Board consists of no less than three members and no more than twenty-one members, including a President, Vice President, and Secretary/Treasurer. The Governing Board is responsible for following the open meeting laws, By-Laws, and Articles created for the organization. The Governing Board is also responsible for staffing and evaluating the position of the Executive Dean, whom the board entrusts with all authority for daily operations and decisions in the best interest of the stakeholders. The Governing Board is responsible for approving the annual audit, budgets, school calendar, and any other reports or documents the Executive Dean may present. In addition to communication at meetings, the board member contact information is available to all stakeholders for communication regarding NSAA. Upon retirement or resignation of a board member, candidates from the community in the arts, education and business will be nominated and interviewed by the remaining board members and Executive Dean to find a replacement member in accordance with the By-Laws.

Charter Representative/Executive Dean
The Governing Board has designated the Executive Dean as the primary Charter Representative and reports directly to the Governing Board. The Executive Dean has the authority to make all curriculum decisions, create faculty and staff organizational teams, make all faculty and staffing decisions, conduct media communication and determine the route of media communication, and communicate with law enforcement agencies. The Executive Dean answers to the Governing Board as well as the Arizona State Board of Charter Schools, Arizona Department of Education, in accordance with the Governing Board's policies and the Charter. The Executive Dean must hold a Masters Degree in Education, have teaching experience, and demonstrate knowledge in Education and Charter School Policies. The Executive Dean and the Business Manager will participate in annual audits and create the budget and allocate funds according to the needs of NSAA and in accordance with all statutes and laws. On a daily basis, regarding the day-to-day operations, the Executive Dean may be responsible for providing guidance to stakeholders in relation to NSAA, have direct involvement regarding student discipline issues, attend special education meetings, assist in creating and providing professional development, participate in community out-reach, comply with grant reporting, and

allocation of funds, create or modify district tests, evaluate faculty, submit data to ADE, hire staff, enroll students, implement corrective action plans for staff, communicate with parents and community members, coordinate and attend conferences, create schedules for faculty and students, allocate 301 funds, work and monitor ESS personnel, create and implement 504 Accommodation Plans, assist with fundraising events, create and provide professional development, enroll students, maintain student data system, report and meet with NCA representatives, assist in managing the school web site, disseminate student data to stakeholders, assist with testing, advise students regarding college, communicate with parents, and attend IEP meetings. In the event the Executive Dean is unavailable, the Administrators will step in to fulfill the needs required at the time. The Executive Dean directly supervises the Administrators, the Department Chairs, the Business Manage/Human Resource Personnel, and the ESS Faculty. In the event of replacing the Executive Dean, the Governing Board will solicit nominations of possible candidates that meet the underlying requirement for education and experience, not to overlook current faculty and administrators who may fulfill the requirement and a team of board members, faculty, staff and parents will be created by the president of the Board and candidates will be interviewed and the team will agree to hire a suitable successor.

NSAA Administration

Since opening in 1995, the needs of NSAA have frequently been assessed through surveys and conferences with stakeholders and have evolved. In 2005 the Founder/Executive Dean retired and with the help of the Governing Board, Administrators, and Faculty a new Executive Dean was hired. In addition to a new Executive Dean, the administrative structure was reviewed and revised to meet the needs of NSAA stakeholders. Since 2005, the administrative staff includes: part time Administrators who are also faculty members, two Department Chairs, a Business/Human Resource Manager, a Registrar, a Security/Building Maintenance Manager, and an Attendance Clerk/Office Manager.

One part-time Administrator includes a Student Support Liaison, whose duties include offering community outreach to students and faculty, working with families with homebound needs or behavioral plans and advising students, evaluating staff members, and providing professional development.

The Academic Coordinator, a second of four part time administrators, is responsible for reporting, training and implementing state and district testing, student-scheduling and academic planning, and reporting on graduation rates. In addition, the Academic Coordinator is the school liaison with universities and community colleges and assessing transfer credits and evaluating staff members and planning and providing professional development.

Both above mentioned Assistant Administrators may also work directly with students, parents and teachers in resolving issues or concerns and may also attend and participate in Student Study Teams and Exceptional Student Service meetings. In the event of replacing one of these members, the Executive Dean will create a team comprised of

faculty and staff, and solicit applicants, and conduct interviews, ultimately, however, the team will determine the replacement and training regimen.

Department Chairs
The Department Chairs for the Visual and Performing Arts Departments offer instructional guidance to staff, parents, and students, provide college planning services for all families, meet and plan with students for academic success, assist in managing the school web site, create exhibits and performances, and coordinate fundraising events. The Department Chairs also function as community outreach providers, by soliciting and coordinating performing and exhibit events outside of school to increase community art awareness.

Business/Human Resource Manager
The Business/Human Resource Manager assists in grant reporting, manage all finances, review finances with the Executive Dean to create a balanced budget, reports payroll, coordinates building maintenance, secures permits, and supervises the janitorial and Security/Building Maintenance personnel. In the event of replacing this member, the Executive Dean will create a team comprised of faculty and staff members, and solicit applicants and conduct interviews, and the team will determine the replacement and training regimen.

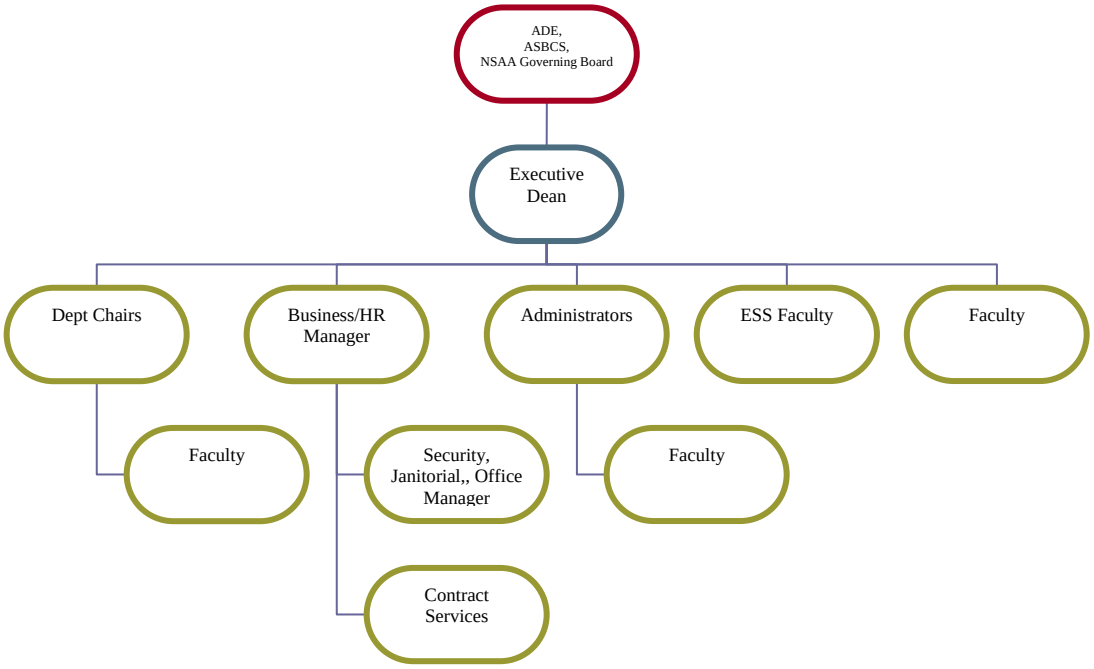
Registrar
The registrar manages student records, will meet with families to enroll students, and is responsible for generating report cards and requesting and verifying transfer credits. In the event of replacing this member, the Executive Dean will create a team comprised of faculty and staff members, and solicit applicants and conduct interviews, and the team will determine the replacement and training regimen.

Attendance Clerk/Office Manager
The Attendance Clerk/Office Manager enters student data regarding attendance, provides faculty with the required attendance-verification sheets and communicates with faculty and families on school events.

Security/Building Maintenance Personnel
The Security/Building Maintenance Personnel works with teachers, students, and parents in resolving discipline issues. In addition he/she coordinates inspections, provides general facility maintenance, and ensures the security of the grounds during school hours. In the event of replacing this member, the Executive Dean will create a team comprised of faculty and staff members, solicit applicants and conduct interviews, and the team will determine the replacement and training regimen.

Faculty
The faculty at NSAA is responsible for providing challenging and stimulating instruction aligned to the Arizona Standards, and NSAA charter mission. Faculty is also responsible for collaborating on course projects, enforcing school policy, participating in professional development, and communicating with students and families. The Faculty understands

and appreciates the importance of maintaining a high quality and nurturing educational environment that helps us to ensure the integrity of our organization. It is expected that all NSAA faculty and staff conduct themselves professionally and act as role models.

For staff grievances, employees are asked to begin at the source and continue upwards until resolution is reached. Inquiries or concerns from parents and students both inside and outside of school may be addressed to any member of the NSAA organization at any time, and all members will work together to solve problems and rectify issues of concerned parents or students.

Flow Chart of NSAA Organization: Parents and students, although not represented in the chart, are encouraged to approach any and all members of the organization with their input.