SECTION 1 BUSINESS PLAN - ORGANIZATION CHART

For purposes of the Business Plan Sections, references to PPEP & Affiliates, CTDS 10-87-44-000, ENTITY 4431, are: the charter, the district, PPEP TEC High School, and/or PTHS.

ORGANIZATIONAL CHART

The purpose of this section is to provide an organizational chart with graphics that reflect the operation and flow of communication from the corporate level to school operations, including narrative that clearly describes the reporting structure for each level of the corporation.

In order to illustrate a comprehensive overview of the relationships between the corporate charter holder and the charter and to provide further understanding in addressing other sections of the Detailed Business Plan Section, three visuals have been provided. The purpose of including more than one visual is to illustrate a progressive, step-by-step understanding of the sustaining and cohesive relationship between the charter holder and the charter school. In order that they are presented, the visuals are:

The First Step - *What is our guidance?*

The Second Step - *Who is PPEP Inc.?* **PPEP Inc. Organizational Chart**

The Third Step – *Who is PTHS?* **PTHS Organizational Chart**

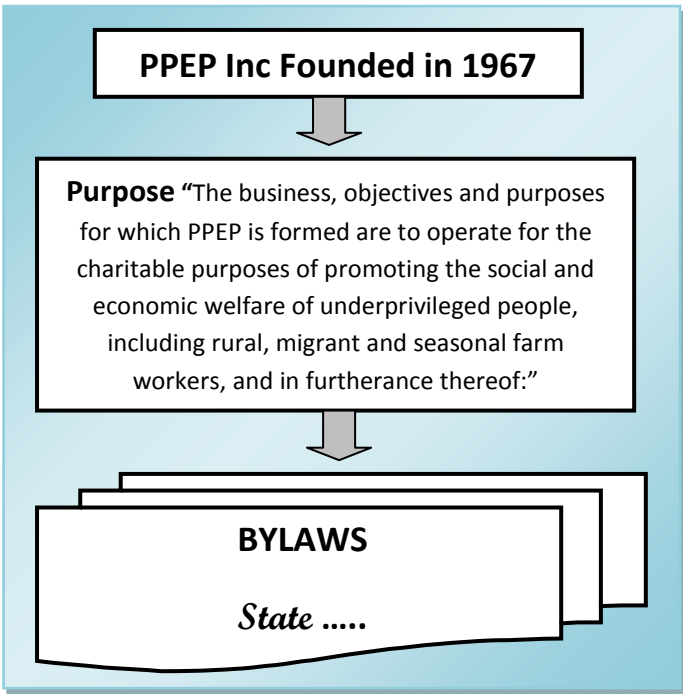
PORTABLE PRACTICAL EDUCATIONAL PREPARATION

The charter holder for PPEP TEC High School (PTHS), Portable Practical Educational Preparation (PPEP Inc.), was founded in 1967 and dedicated to the improvement of rural economic life in Arizona. Dr. John David Arnold, Ph.D., founder and Chief Executive Officer built and based PPEP Inc. on an unwavering belief that, for the less fortunate, the road to self-sufficiency through education, training and economic support could be traveled successfully. Hence, the corporate motto, “Si Se Puede – Si Se Puedo (Yes You Can – Yes I Can)” has been the driving force, the battle cry, if you will, which has touched the lives of thousands over the years. Regardless of role, working for PPEP Inc., or working with PPEP Inc., the results remain the same, irrefutable success in improving the quality of life for others. Since the inception of PPEP Inc. in 1967, the seeds of one vision, one motto, one goal, has grown into a multi-corporate, multi-state non-profit entity. PTHS, the charter, is a purposeful and necessary extension for self-sufficiency through education.

The First Step - What is our guidance?

The First Step graphic illustrates the foundational guidance and governance of PPEP Inc. The graphic illustrates the basic governance structure as filed with the Corporate Commission and as stated in the PPEP, Inc. Bylaws. All entities remain true to purpose, structure and guidance.

The First Step – What is Our Guidance?



1. Appointment of a Board of Directors
2. Board of Directors appointment of a CEO
3. Election policies for Board of Directors
4. Composition of Board of Directors
    a. Public Sector,

Farm Workers and Rural Poor

Also members shall be officials or members of business, industry, foundations, labor, faith based, welfare, education, or other major groups and interests in the communities served by PPEP.

5. Meetings, Actions, Terms, Policies and Procedures, Committees.

The Second Step - Who is PPEP Inc.?

PPEP INC ORGANIZATIONAL CHART

Whereas the guidance graphic illustrated the foundational core of the charter holder, the following PPEP Inc. Organizational Chart illustrates several key graphics: one, the organizational structure, two, the key personnel (PPEP Inc. Management Team), three, the PTHS Superintendent as a member of the PPEP Inc. Management Team, and four, the PTHS Governing Board. All key personnel graphics are identified in bold-weight. As illustrated by the PPEP Inc. Organizational Chart, heading the reporting structure is the Board President, followed by the Chief Executive Officer (CEO). The CEO is responsible for the operation and oversight of the management team, committees, and boards. The PPEP Inc. Management Team is comprised of the following key personnel positions: Chief Administrative Officer's (CAO's), Directors, Executive Directors, PTHS Superintendent. Each of the management team members, key personnel, is responsible for one or more program oversight within the corporation. Committee member responsibility is determined by committee purpose.

It is important to note the inclusion of the PTHS Superintendent and the PTHS Governing Board. The graphics clearly indicate a substantive relationship illustrating the flow of communication from the school district to the charter holder. Additionally represented are the interagency resources and support systems that are provided to the charter.

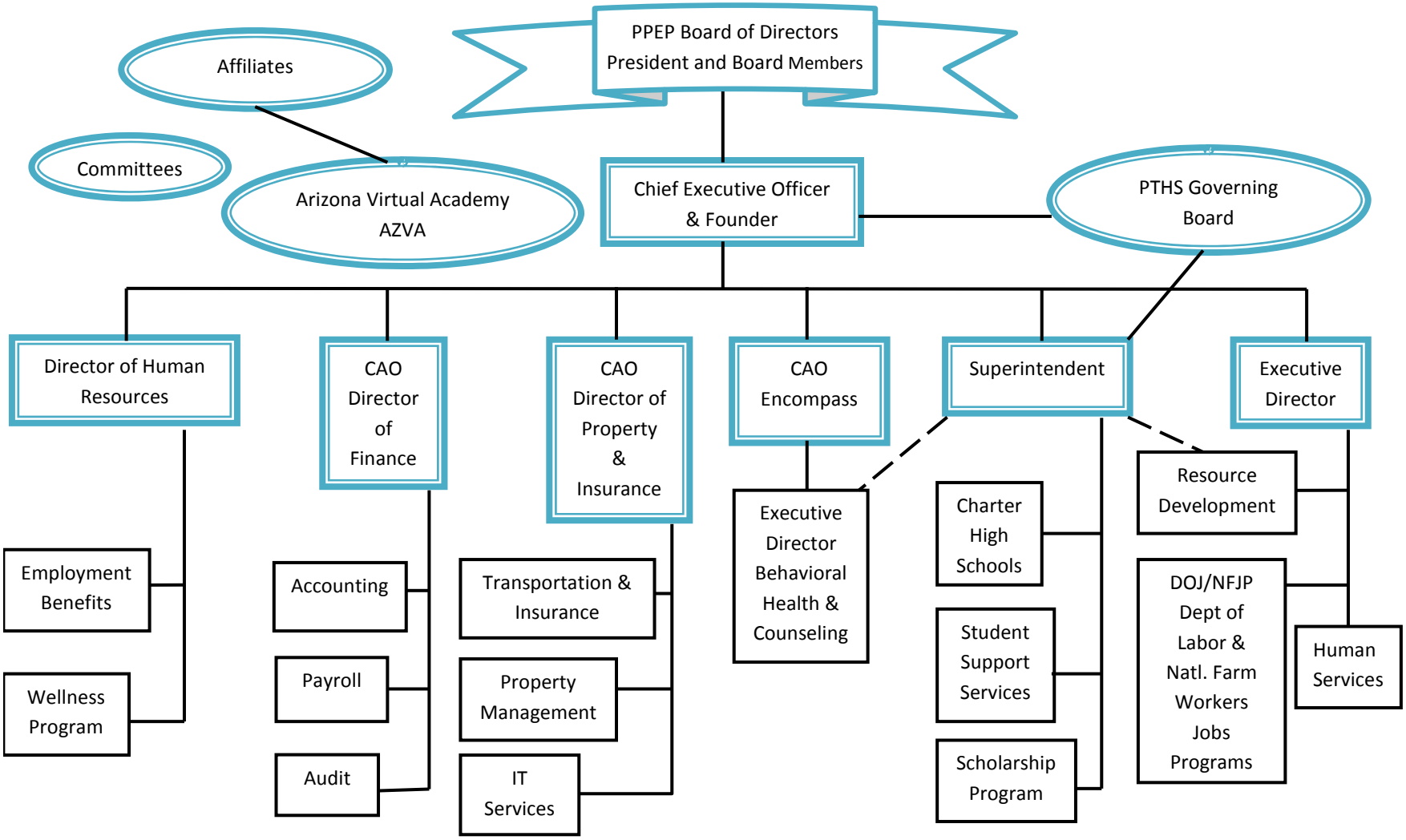
Conversely, the CEO and the PTHS Governing Board ensure that the flow of information is communicated to the school district in their direct governing relationship with the district, as does the PTHS Superintendent in direct oversight and responsibility of every aspect of the school district.

Charter holder key personnel duties and responsibilities are provided following the next visual, which is the PPEP Inc. Organizational Chart.

School District key personnel duties and responsibilities are provided following the third visual.

The Second Step – Who is PPEP Inc.?

PPEP INC. Organizational Chart



CHARTER HOLDER KEY PERSONNEL, DUTIES AND RESPONSIBILITIES

The following information describes the primary duties and responsibilities of the charter holder's key personnel. Interwoven through each are the advisory and reporting structures.

Board of Directors

As stated in the Revised Bylaws of Portable Practical Educational Preparation, Inc., the Board of Directors have exclusive authority to operate PPEP's business and affairs, and are vested with the exclusive right to act on PPEP's behalf. Duties of the Board of Directors include:

1. The appointment of the CEO in compliance with PPEP's Human Resource Manual,
2. The hiring and firing of other officers of PPEP (which may be delegated to the CEO) in compliance with PPEP's Human Resources Manual,
3. Oversight in direction, coordination and general supervision of PPEP operations, including rural areas in Arizona and any other areas designated by the Board of Directors (may be delegated to the CEO),
4. Adopting and maintaining PPEP's human resources and finance policies and procedures, including compensation plans and pay comparability studies; and
5. Appointing and supervising independent accountants to conduct annual audits and reviewing and approving audit reports,
6. Reviewing and approving pension and endowment activities,
7. Viewing and adopting the annual budget.

CEO

Appointed by the Board of Directors, specifically, the CEO is responsible for carrying out the directives and policies of the Board of Directors and for making administrative decisions in furtherance thereof and for the daily operations of PPEP Inc., including decisions relating to administrative, compliance, representation, resources and staffing on behalf of the PPEP Inc. Board of Directors. The CEO serves as a non-voting member on all committees.

CAO's, Directors, Executive Directors, Superintendent

The PPEP Inc. organizational chart also illustrates the hierarchy of programmatic responsibilities designated for oversight by PPEP Inc. Management Team members, key personnel. Each of the key members is responsible for advising the Board of Directors in all matters relating to PPEP Inc programs as indicated graphically.

Corporate Committees

Additional organizational chart graphics include Committees. Standing committees are the Executive Committee, the Personnel Committee, and the Finance Committee. In addition to the standing committees, other Committees may be appointed.

The Standing Executive Committee, comprised of the Board of Directors, manages PPEP on an interim basis between the Board of Directors meetings and carries out other responsibilities as assigned by the Board of Directors.

The Standing Personnel Committee, comprised of the Board of Directors functions as an advisory committee to the Board of Directors in all matters relating to personnel policies and procedures, and Affirmative Action. The Personnel Committee executes the following actions regarding job classification and compensation schedules:

1. Hear and make final decisions regarding individual employee appeals of pay or classification actions;
2. Approve or disapprove the reclassifications of individual jobs;
3. Approve or disapprove the classification of new jobs on an individual basis;
4. Recommend approval or disapproval to the Board of proposed changes to PPEP's Personnel Policies and Procedures; and
5. Recommend approval or disapproval to the Board of the implementation of the annual pay comparability study or classification and compensation plans.
6. Make recommendations to the Board of Directors (after following the agencies Personnel Policies and Procedures) regarding the replacement candidate of the CEO.

The Standing Finance Committee, comprised of the Board of Directors, serves as an advisory committee to the Board of Directors in all matters relating to accounting and finance.

From time to time, Other Committees such as standing, ad hoc, or business advisory, may be appointed by the Board of Directors to assist in carrying out the Boards duties.

Other Boards

Board selections for entities within PPEP Inc. follow all foundational guidelines and, in service, serve the groups they purport to represent.

Charter Board

In addition to the Board of Directors President, CEO, key personnel, and committees, and other Boards, the PPEP TEC High School (PTHS) Governing Board is indicated graphically on the PPEP Inc. Organizational Chart. Like committees, the PTHS Governing Board is appointed by and comprised of members of the various PPEP Inc. Boards. The primary duties of the PTHS Governing Board are to:

1. Ensure that the district and schools are in accordance and compliance with Arizona Education Code, Article 3. Powers and Duties of School District Governing Boards, 15-341; and
2. Through school board meetings with the CEO, the Superintendent and district key personnel, advise and ensure compliance on matters relating to law or rules prescribed by the state board of education.
3. To advise the Board of Directors in all matters relating to school district.

FLOW OF INFORMATION TO THE SCHOOLS

As stated above, transparency, communication, and support through advisory and interagency resources are answerable expectations and consistent components in duty and responsibility at PPEP Inc. Consequently, mirrored in the organizational structure, the duties and responsibilities of PTHS key personnel convey the same attributes in governance, communication, transparency and support.

The Third Step - Who is PTHS?

PTHS ORGANIZATIONAL CHART

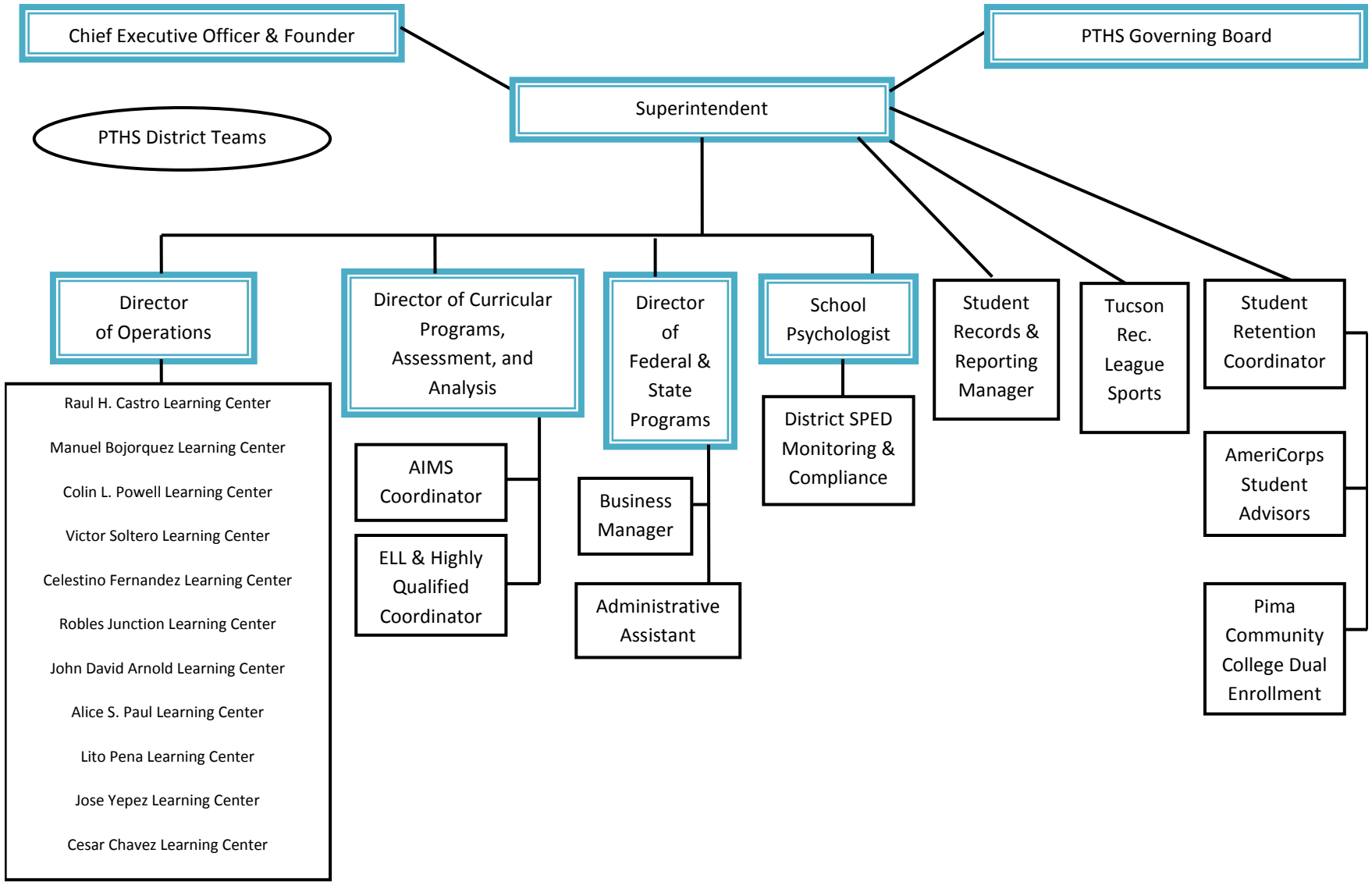
In order to illustrate structural consistency and the flow of information to the schools, a third visual has been included. It is the PTHS Organizational Chart. Dually represented key personnel positions are: CEO, PTHS Governing Board, and PTHS Superintendent. Dual representation insures that all decisions relating to administrative, compliance, representation, interagency resources and staffing are communicated and carried out.

As illustrated by the PTHS Organizational Chart, heading the immediate reporting structure for the district is the Superintendent, followed by key personnel comprising the PTHS Management Team. The Superintendent is responsible for the overall operation and oversight of the school district and the management team. The PTHS Management Team is comprised of key personnel designated by title as: Directors and the School Psychologist, representing Special Education. Structurally and akin to the charter holder, each of the management team members, key personnel, is responsible for one or more program oversight within the district. Management Team member responsibility is determined by district and program purpose.

Charter school key personnel duties and responsibilities are provided following the next visual, which is the PTHS Organizational Chart.

The Fourth Step – Who is PTHS?

PTHS ORGANIZATIONAL CHART



SCHOOL DISTRICT KEY PERSONNEL, DUTIES AND RESPONSIBILITIES

The following information describes the primary duties and responsibilities of the charter school's key personnel. For purposes of providing thorough information, the descriptions are extensive and detailed to include the responsibilities of operational guidance provided by the Arizona Department of Education (ADE). Additionally, interwoven through each are the identical answerable expectations and consistent components that were stated in the PPEP Inc. personnel duties and responsibilities section.

PTHS Superintendent

Position Summary

As the Superintendent of the PTHS Management Team reporting to the Chief Executive Officer, the PTHS Governing Board, and as a member of the PPEP Inc. Management Team, the Superintendent is responsible for the direction and supervision of the day-to-day operation of all PPEP TEC High School functions in its entirety.

Duties and Responsibilities

- Supervises the statewide implementation of the PPEP TEC educational programs and related activities at the main campus and branch campuses for both day and evening programs; provides leadership and coordination of statewide educational programs.
- Directly supervises and evaluates all administrative staff, including PTHS Management Team, support staff, and Student Records staff; advertises and recruits for all open staff positions; interviews teaching and administrative applicants and hires, as needed; coordinates personnel actions for all sites.
- Participates in the development of the annual budget and regularly monitors revenues and expenditures to ensure compliance with the approved budget.
- Provides leadership to and coordinates the activities of the PPEP TEC High School Governing Board.
- Liaisons with and attends the monthly meetings of the Arizona Department of Education, Arizona State Board for Charter Schools and various charter school associations, including the Arizona Charter School Association and the Association for Performance-Based Accreditation; assists the Association of Performance-Based Accreditation with the charter school accreditation process as requested.
- Serves as a central clearinghouse for information disseminated through meetings, email and newsletters by state charter school associations and conveys that information to the management team as needed.
- Monitors and evaluates program performance at each campus to ensure compliance with guidelines, governmental regulations, contractual guidelines, and administrative policies and procedures.
- Administers grant and foundation applications, to include: Title I, Title II, Title IV, Title VI, Title IC Migrant, Emergency Immigrant, and Special Education Funding and others as required.
- Oversees the purchase of furniture, equipment, supplies, and materials for all school sites.
- Directs the preparation of pre-service and in-service meetings.
- Ensures that student enrollment forms and the Parent/Student Handbook are updated as needed.

- Determines required summer maintenance and repairs at all school sites; coordinates same with the Chief Administrative Officer of the Property and Insurance Department.
- After appeals to the Director of Operations, responds to appeals from students and parents for all school sites.
- Ensures the timely and accurate submission of all reports requested by ADE and other state, federal, and private agencies.
- Coordinates and directs Management Team meetings.
- Other responsibilities as assigned.

Director of School Operations

Position Summary

As a member of the PTHS Management Team reporting to the Superintendent, the Director of School Operations is responsible for the day-to-day operation, supervision, administration, training and development of all eleven PPEP TEC High School sites and site personnel.

Duties and Responsibilities

- Directly supervises and evaluates Lead Teachers.
- Responsible for the direct administration and supervision of physical sites and site personnel.
- In conjunction with Director of Federal Programs, coordinates and monitors district summer school programs.
- Responsible for the formation of the district Professional Development Plan, including formation of the committee, oversight, policy, procedure and implementation.
- Coordinate personnel actions for all school sites, including interviewing, hiring, evaluating, and terminating staff.
- Responsible for updates of all student enrollment forms, Parent-Student Handbook, and other documents pertinent to the operations of the schools.
- Monitors and evaluates program performance at each campus to ensure compliance with guidelines, governmental regulations, contractual obligations, and PPEP TEC administrative policies and procedures.
- Assist the Superintendent and the Director of Federal Programs with coordinating repairs and summer maintenance at all school sites.
- Coordinates the annual physical inventory of all sites.
- Answers questions and makes decisions about all aspects of PPEP TEC High School operations.
- Ensures that absenteeism is maintained within certain percentages.
- Ensures active recruitment and retention of students.
- Prepares and conducts operational trainings for pre-service, in-service, and as needed.
- Conducts regional meetings and staff development activities and training.
- Serves as primary contact for parent complaints.
- Conducts activities related to student discipline, suspensions, and expulsions.
- Functions as the appeal person for parent and student complaints.
- Attends statewide training and workshops, which may include, but are not limited to ADE (Arizona Department of Education, Arizona Charter School Board, and the Arizona State Board

- As a member of the Management Team, assists the Superintendent with federal, state, and local compliance and accountability issues including AYP (Adequate Yearly Progress).
- As a member of the PTHS Management Team, actively participates in the school improvement program as applicable to site compliance and operations.
- Other duties as assigned.

Director of Curricular Programs, Assessment and Analysis

Position Summary

As a member of the PTHS Management Team reporting to the Superintendent, the Director of Curricular Programs, Assessment and Analysis is responsible for adherence to, compliance with, and accountability for all federal state, local, and PTHS administrative policies and procedures as applicable to curriculum and curricular programs, all aspects of student assessment, analysis of district data, software and vendor applications as they apply to interfacing and accurate program reporting.

Duties and Responsibilities

Curricular Programs

- Must maintain current knowledge of all federal and state laws and regulations governing curriculum.
- Supervise or design the development of comprehensive PTHS course offerings insuring academic achievement, alignment with the Arizona Academic Standards, best practices, and graduation requirements.
- Ensures the integrity of all curricular programs in format, goals and objectives, lesson plans, curricular templates, incorporation of technology, texts and materials, and adherence to PTHS administrative policies and procedures.
- Responsible for the integrity of all PTHS curriculum in reviewing and vetting alternative curriculums and/or amended curriculums submitted by PTHS teachers for review and/or approval.
- Maintain system-wide inventory of curriculum materials, assess annual needs, purchase and distribute textbooks, materials, and supplies.
- Responsible for oversight of all areas of PTHS ELL Program to include: ELL compliance, law, policies, procedures, status at all PTHS sites, and annual updated revision of the PTHS ELL Manual.
- Responsible for oversight of all PTHS programs as they relate to academic achievement, curricular interface, compliance and reporting, and optimal student/staff/site performance.
- Research, evaluate and purchase technology programs/software as needed.
- Serve on the Professional Development Team, providing valuable input into the PTHS Professional Development Plan to ensure curriculum-specific and general professional development needs are addressed in a timely manner.
- Work closely with the Superintendent and planning staff to identify curriculum-related funding needs and assist in the development, preparation, and submission of grant requests.

Assessment

- Must maintain current knowledge of all federal and state laws and regulations governing assessments.
- Analysis, development of, implementation and supervision of all district assessments including, but not limited to federal (NCLB), state (AIMS, Stanford 10, AZELLA), student placement, curricular best practices, exit, and programmatic.
- Research, evaluate and purchase standardized assessments as needed.
- Maintains current knowledge of and oversight of AIMS related programs: Reciprocity, Augmentation, Arizona Board of Regents High Honors Tuition Waiver, and any other graduation/ transition to post-secondary education opportunities for effective student application.

Analysis

- Must maintain current knowledge of all federal and state laws and regulations governing the submission of program data.
- Analyses and ensures compliance with all ADE (Arizona Department of Education) rules and regulations regarding accurate program coding and submission of program data.
- Compiles and analyzes data for Superintendent, Management Team, and teaching staff to improve school and student performance.
- Must have the ability to safeguard confidential and sensitive information which, if divulged, would cause an invasion of personal privacy and or organizational embarrassment.

Inclusive to Curricular Programs, Assessment, and Analysis

- Remain current with all NCLB and AZ LEARNS regulations as they relate to curriculum programs, student achievement, ELL, and standardized testing.
- Attends statewide training and workshops, which may include, but are not limited to ADE (Arizona Department of Education), Arizona Charter School Board, and the Arizona State Board for Charter Schools, as required to perform duties and knowledge of comprehensive district compliance issues.
- As a member of the Management Team, assists the Superintendent with federal, state, and local compliance and accountability issues including AYP (Adequate Yearly Progress).
- As a member of the PTHS Management Team, actively participates in the school improvement program.
- Assists in the writing and development of the district technology plan.
- Works closely with the planning department staff to identify curriculum-related funding needs and assist in the development, preparation, and submission of grant requests.
- Prepares and conducts operational trainings for pre-service, in-service, and as needed.
- Conducts regional meetings and staff development activities and training.
- Provides technical assistance to staff regarding data-bases, data entry, reporting and creation of new reports and training of staff on curricular and district software. Seeks training or provides training opportunities for staff in expanding their capability in utilizing current and new software in order to increase academic achievement, teacher effectiveness, and accurate effective district reporting.

- Responsible for thorough working knowledge of all curricular programs, assessment, and analysis operations at each district site through multiple site visits, open lines of communication, and effectively working with the entire diverse PTHS staff.
- Ability to communicate, summarize and advise the Superintendent in curricular, assessment, and analysis decision making processes effecting district.
- Other duties as assigned.

Director of Federal & State Programs

Position Summary

As a member of the PTHS Management Team reporting to the Superintendent, this position oversees the Federal and State Entitlement Programs including: writing, management, reporting & monitoring processes. Responsible for program management and reporting of associated funded grants awarded to PTHS. Provides supervision and direction to front office Administrative staff and coordinates work flow.

Duties and Responsibilities

- Prepares and oversees all Federal and State entitlement programs, including management and reporting processes including revenue and expense monitoring to ensure compliance with approved budget.
- Directly supervises and evaluates Business Manager and Administrative Assistant.
- Works in conjunction/ coordination with the Superintendent and the Director of Finance to ensure appropriate budgeting and expending of entitlement grants and M & O budget.
- Administers all funded entitlement grant program including completing and submitting grant applications, budgets, amendments, and completion reports to the Arizona Department of Education (ADE).
- Indirectly supervises and evaluates the Migrant Program Specialist/Parent Liaison.
- Completes and ensures timely submission of program reports required by ADE, the US Department of Education (USDE), the Arizona State Board for Charter Schools (ASBCS), and the USAC Schools and Libraries Division (USAC-SLD) for the entitlement grants; assists in preparation of other reports as needed.
- Attends statewide and national training and workshops required to perform duties, as assigned.
- Works closely with the PPEP Finance and IT Departments, ADE, USDE, ASBCS, and USAC-SLD to ensure program compliance with Federal, State, and local requirements as related to the entitlement grants.
- As a member of the PTHS Management Team, assists with the coordination of the school improvement process.
- Coordinates the E-Rate process including the initial preparation and submission of E-Rate applications, forms, and related paperwork to the USAC-SLD; and works closely with the PPEP Finance and IT Departments, as needed.
- Completes and submits Amendments and Notification of Changes required by the ASBCS; and serves as liaison between the ASBCS and PTHS to ensure compliance with state reporting requirements.
- Serves as the PTHS Liaison attending meetings hosted by: AZ Charter School Association, Arizona State Board for Charter Schools, and the following departments at ADE: School Finance, MIS, Grants

- Directs the preparation of pre-service and in-services meetings.
- Coordinates the NCLB Consolidated Plan process, which includes the initial creation of the plan, monitoring, reporting, revising, and recommending changes to Superintendent and PTHS NCLB Committee, as needed.
- Involved in the adequate yearly progress (AYP) process, which includes data verification and the appeals process, as necessary.
- Remains current with all NCLB and Title I regulations and laws, and communicates updates to Management Team and Title I schools.
- Serves on the Arizona Department of Education NCLB Committee of Practitioners.
- Other responsibilities as assigned.

School Psychologist

Position Summary

Reporting to the Superintendent of PTHS, this position is responsible for facilitating learning and to promote the cognitive, social and personal development of all students. Conducts tests and evaluates the needs and educational programs of referred students; plans and assists in implementation of programs to enable students to attain appropriate achievement and adjustment; consults with teachers and parents regarding such needs and/or issues.

Duties and Responsibilities

- Administers and scores a variety of standardized psychological test; conducts evaluations with clients, families, and /or research subjects, as appropriate to the operational setting. May conduct classroom observations if necessary.
- Prepares diagnostic reports, to include test results and interpretation; develops appropriate recommendations based on test results and case history.
- Consults with educational, clinical, researchers and or other team members as appropriate based on student needs.
- Monitors compliance with state and federal regulations, as well as with educational and / or research policies and procedures.
- Prepares and presents educational workshops as appropriate to school personnel on various topics including: classroom management or teaching and learning strategies.
- Develops educational programs and recommendations for students as appropriate; facilitates least restrictive educational plans and program guidelines for students. Advises teachers and administrators on methods to enhance student motivation.
- Refers students and their families to appropriate community agencies for medical, vocational, or social services.
- Other responsibilities as assigned.

DISTIRCT TEAMS

Akin to Committees on the PPEP Inc. Organizational Chart, District Teams are represented on the PTHS Organizational Chart. From time to time, District Teams may be formed to assist in carrying out district development. The Superintendent and one or more PTHS Management Team members are members and are responsible for District Team oversight.

SUMMARY

As described throughout this section, the relationship between the charter holder and the charter school is sustainable, consistent, and supportive. Key traits are traceable and enduring. PPEP Inc. began in 1967, and today, over 40 year later, the rules of governance have sustained and remain the backbone for continued success in helping the less fortunate achieve self sufficiency. Among the most consistent hallmarks are:

Accountability - regardless of level

Oversight – in levels of management

Resources – in interagency support

Communication – within every program

Transparency – in consistent governance structure

Responsibility – in roles and duties, and

Commitment – to foundational purpose

Since its inception fifteen years ago, PTHS has thrived from a strong and supportive relationship with the charter holder, PPEP Inc.