Organizational Chart Narrative

Reporting Structure for Each Level of the Corporation

Arizona Virtual Academy is divided into six departments for reporting purposes: Title I, Special Education, High School General Education, K-8 General Education, Business and Operations Support, and Administration. Reporting structure is similar for most departments.

Title I

Our current Title department consists of twenty-two staff. These teachers and coaches report to Cindy Wright, our Title I Coordinator. Cindy is assisted by Sarah Alexander, her department lead in training and communication; however, Cindy is the Title staff members' direct supervisor and conducts all observations and evaluations. In her role as Title I Coordinator, Cindy reports to Denese Wierzbicki, Academic Services Director.

Special Education

The special education department consists of twenty special education teachers, four (two job share) lead special education teachers, and the special education manager, Brenda Kreitinger. This department has been subdivided into K-5, 6-8, HS, and Support Services. Each area, with the exception of the Support Services, has been assigned a lead teacher. Teachers within K-5, 6-8, and HS first go to their lead teacher for support, questions, or training. The leads then escalate questions or issues to Brenda Kreitinger. While the leads help with communication and training, they do not directly supervise the teachers. All teachers and lead teachers directly report to Brenda Kreitinger. Brenda reports to Denese Wierzbicki, Academic Services Director.

High School General Education

The high school department consists of four school counselors, four academic advisors, twenty-nine teachers, six essay markers and tutors, and two special project coordinators. All individuals report directly to Erica Cunningham, High School Director. Kim Hughes, Assistant High School Director assists Erica in communication, management, observations, and evaluations of staff. Kim Hughes reports to Erica Cunningham, and Erica Cunningham reports to Megan Henry, Head of School.

K-8 General Education

The K-8 department has been subdivided into the following sections: K-6, 7-8, Middle School Pilot, Intake, and Support. K-6, 7-8, and Intake combined have 54 teachers and 2 paraprofessionals who are each assigned to one of six lead teachers for training, communication, and support purposes. Three leads, Intake, and the 7-8 teachers escalate issues and questions to the K-8 Assistant Principal, Linda Lehmkuhl. Three leads, K-6 and K-8 teachers escalate issues and questions to the K-8 Principal, Nichole McCauley. The four middle school pilot teachers

report directly to Linda Lehmkuhl and the three member support team report directly to Nichole McCauley. Linda Lehmkuhl, K-8 Assistant Principal, reports directly to Nichole McCauley, K8 Principal.

Business and Operations Staff

The business and operations department is comprised nine employees. Seven work in our Phoenix office. All office staff are supervised and report to Sondra Randall, AZVA's Office Manager. Sondra Randall reports directly to Laurie Roberts, AZVA's Operations Manager. Kumi Rao, our SAIS Data analyst, also reports directly to Laurie Roberts. Sharon Slater, our Compliancy Coordinator reports directly to Patti Giovannini, our Business Manager.

Administrative Staff

AZVA's administrative team consists of Patti Giovannini, Business Manager; Laurie Roberts, Operations Manager; Denese Wierzbicki, Academic Services Director; Nichole McCauley, K-8 Principal; Erica Cunningham, HS Director; Melody Williamson, Testing and Research Coordinator; and Tiffany Seidemann, Local Development Manager. All members of this administrative team report directly to Megan Henry, Head of School, with the exception of Tiffany Seidemann, who also reports to K12's Marketing Director, Brandon Krueger. Additionally, Mike Kunz, Central Region Technology Manager, is a part of the administrative team, but reports directly to Mary Gifford, K12 Regional Vice President. Megan Henry reports to the K12 regional vice president and the governing body.

Reporting Structure and Communication between AZVA and K12

AZVA receives corporate provided services from K12 Inc. These services include:

I. Educational Products, Pupil Recruiting and Product Related Services

1. Online School, the K12® Curriculum, and associated learning management systems
2. Instructional Tools
3. Product Related Services
    a. Additional Instructional Support
    b. Pupil Recruitment.
    c. Admissions.
    d. Family Services.
    e. Computers for Full Time Students
    f. High School Services
        i. Social Networking
        ii. Counseling Tools

II. Administrative Services

1. Educational Program Consulting
2. Personnel Assistance
3. Business Administration
4. Budgeting and Financial Reporting
5. Financial Management
6. Maintenance of Financial and Student Records
7. Teacher Effectiveness and Training
8. Instructional Property Management
9. Public and Governmental Relations

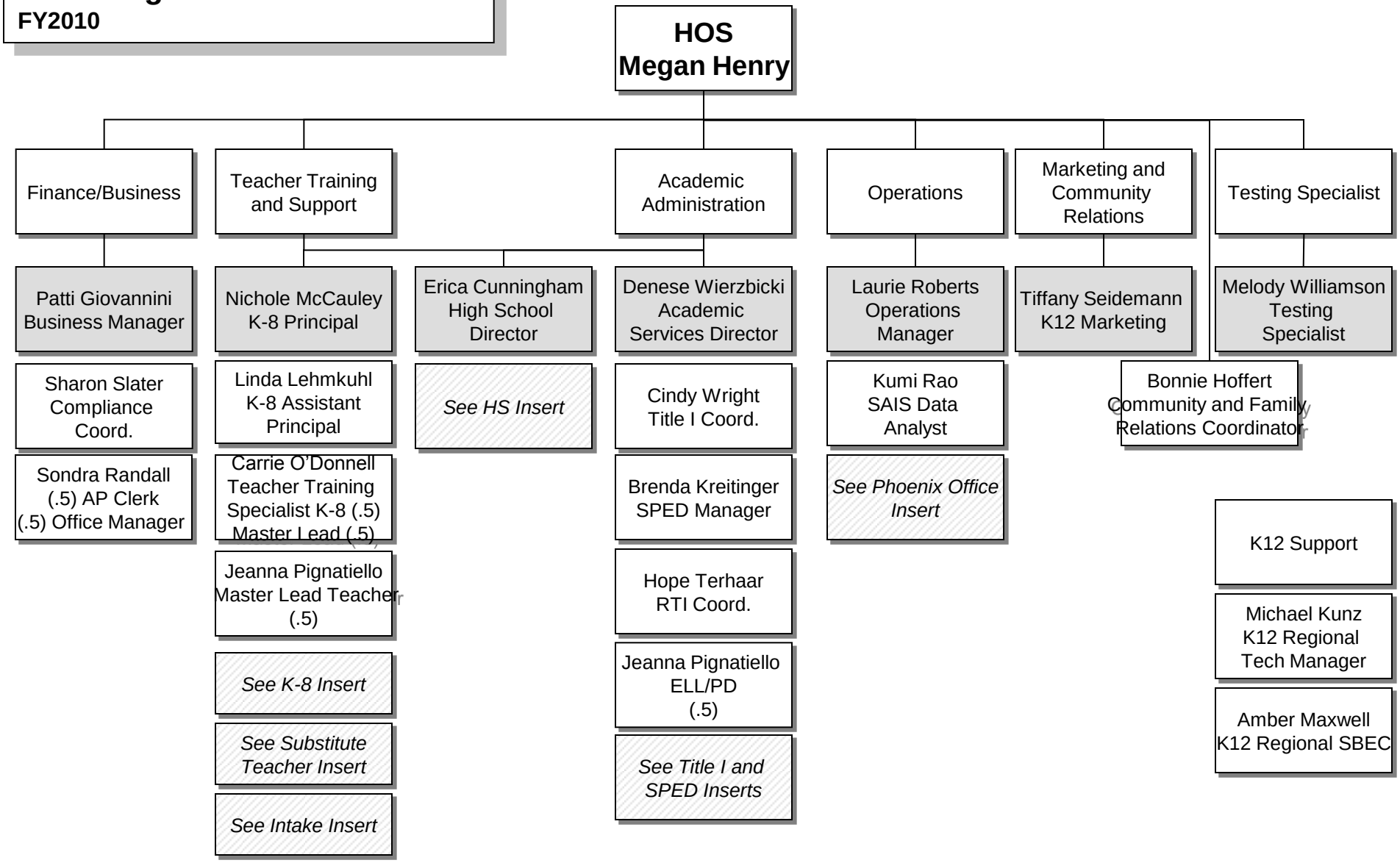
III. Technology Services

1. 24-7 monitoring of production services;
2. Monitor and analyze system data, to fix production issues as they may arise;
3. Generate reports on pupil academic performance, attendance and progress;
4. Seek and secure competitive pricing and centralized purchase discounts for computers, monitors, printers, software and other peripherals for the School;
5. Train staff, and parents and Students, as deemed appropriate and necessary, on technology systems;
6. Develop, design, publish, and maintain the Program's interactive website;
7. Install and maintain the Program's computer network;
8. Generate reports e.g., omnibus report, demographic reports, etc.;
9. Develop community tools on the School's website and K12 platform (including password protected threaded discussion and message boards, moderation functionality, directories, etc.);
10. Determine hardware configurations (including software and operating systems) for the School's technology needs;
11. Provide onsite and telephone support for the Program administration in troubleshooting system errors, and telephone support for students;
12. Propose for the School adoption policies and procedures regarding the responsible use of computer equipment and other School property;
13. Support teachers and School care associates in answering technology-related questions from students, parents, teachers, and administrators;
14. Install software to generate master image of computer configurations for teachers, administrators, and students in order to standardize the user experience and lower costs and turn-around time for implementation and trouble shooting;
15. Ensure electronic security of student records (through the use of encryption, firewalls, etc.);
16. Provide a Web-filtering device to ensure that students do not have access to inappropriate materials on the Internet;
17. Prepare for, supervise, and implement all system roll-overs at the end of each academic year;

18. Assist with local, state, and federal reporting requirements;
19. Assist the School for audits related to attendance and other subjects;
20. Design and implement inventory management systems with the School's distribution and hardware vendors, as well as reclamation programs, as needed;
21. Support and design the Program's accounting system;
22. Provide online enrollment, registration and placement services;
23. Provide School email accounts for employee hired for the Program;
24. Provide School care and technology support services on the learning management system, computer and software issues;
25. Oversee changes to the Program website to maintain quality assurance and make sure that there are not "version control" problems;
26. Coordinate security, creative, and content issues pertaining to the website;
27. Coordinate Web hosting contracts and relationships with vendors across the State as needed;
28. Handle troubleshooting issues for the school's website and send issues to the appropriate person or division for resolution; and
29. Additional Technology Services in K12's discretion and any other services as agreed to in writing by the Parties from time to time.

AZVA's administrative team is a liaison between the school and K12. For each service provided, K12 has a department that supports that service. Such departments include product development, marketing, government affairs, teacher effectiveness, academic services, operations, technology, finance, and enrollment. Each department holds routine meetings for AZVA administrators to attend. AZVA's Head of School, Operations Manager, and Business Manager maintain regular contact directly with these departments and are assisted routinely by Mary Gifford, K12 Regional Vice President to ensure clear communication and reporting pathways.

AZVA Organizational Structure
FY2010



K-8 General Education

Nichole McCauley
K-8 Principal

K-8 Teachers

Karen Yorksmith
Substitute Teacher

Jeannie West
Lead (7-8)

Homeroom Teachers

Stacey Kirschner
Teacher
(7-8)

Christina Murphy
Teacher
(.5) (7-8)

Christie Mitchell
Teacher
(K-8)

Daniel Stone
Teacher
(7-8)

Pamela Scofield
Teacher
(K-6)

Carrie O'Donnell
Master Lead

Homeroom Teachers

Melissa Briggs
Teacher
(7-8)

Connie Riggs
Teacher
(K-6)

Cinnamon Conrad
ALP Teacher
(K-8)

Amber Russell
Teacher (K-6)
(.8)

Leslie
Howe-Sanders
Teacher (7-8)

Kelli Trainor
Teacher
(.5) (K-6)

Deanne Lialios
Teacher
(.75) (7-8)

Sara Zadorozny
Teacher
(K-6)

Jennifer Munson
Teacher
(K-6)

Daphne Troxell
Teacher
(K-6)

K-8 General Education

Nichole McCauley
K-8 Principal

K-8 Teachers

Sharla Wiatt
Lead (K-6)

Homeroom Teachers

Christine Berg
Teacher
(K-6)

Kimberly Patters
Teacher
(K-6)

Jenny Whelan
Substitute

Kelley Harvey
Teacher
(7-8)

Marsha Segard
ALP Teacher
(K-8)

Melissa Hurst
Teacher
(K-6)

Alysha Tinsley
Teacher
(K-6)

Kelly O'Horo
Teacher
(7-8)

Lorie Webster
Teacher
(K-6)

Adrianna Fairfield
Teacher
(K-6)

Nicole La Rochelle
Lead (7-8)

Homeroom Teachers

Erin
Benefiel-MacDonald
Teacher (K-6)

Sarah Lawrence
Teacher
(K-6)

Brenda Hardin
Teacher
(K-6) (.50)

Tina Littell
Teacher
(.8) (K-6)

Laura Lilly
Teacher
(K-6) (.8)

Amanda Segura
Teacher
(K-6)

Angela Adams
Teacher
(K-6)

Crystal Beach
Teacher
(K-8)

K-8 General Education

Nichole McCauley
K-8 Principal

K-8 Teachers

Jeanna Pignatiello
Master Lead

Homeroom Teachers

Cheryl Davis
Teacher
(7-8)

Vanessa Moseley
Teacher
(K-6)

Amanda Glantz
Teacher
(7-8)

Lori Talavera
Teacher
(K-6)

Adria Jimenez
Teacher
(K-6) (.8)

Amy Moore
Teacher
(7-8)

Shelley Plumb
Teacher
(7-8)

Jennifer Bultman
Teacher
(.5) (7-8)

Kimberly Young
Lead (K-6)

Homeroom Teachers

Shabnam
Azizi-Rodosta
Teacher (K-6)

Tracy Ripley
Teacher
(7-8)

Nicholle Dulaney
Teacher
(7-8)

Rachel Smith
Teacher
(K-6)

Jill Fifield
Teacher
(.8) (K-6)

Heather Stalnaker
Teacher
(K-6)

Banjjan Judge
Teacher
(K-6)

Kathleen Dubiach
Teacher
(K-6)

Middle School Pilot

Linda Lehmkuhl
K-8 Assistant Principal

Middle School Teachers

- Patricia Hodge, Math Teacher
- Lindsay Statler, Science Teacher
- Kari Hurley, History Teacher
- Kayleen Marble, English Teacher

K-8 Teacher Support

Nichole McCauley
K-8 Principal

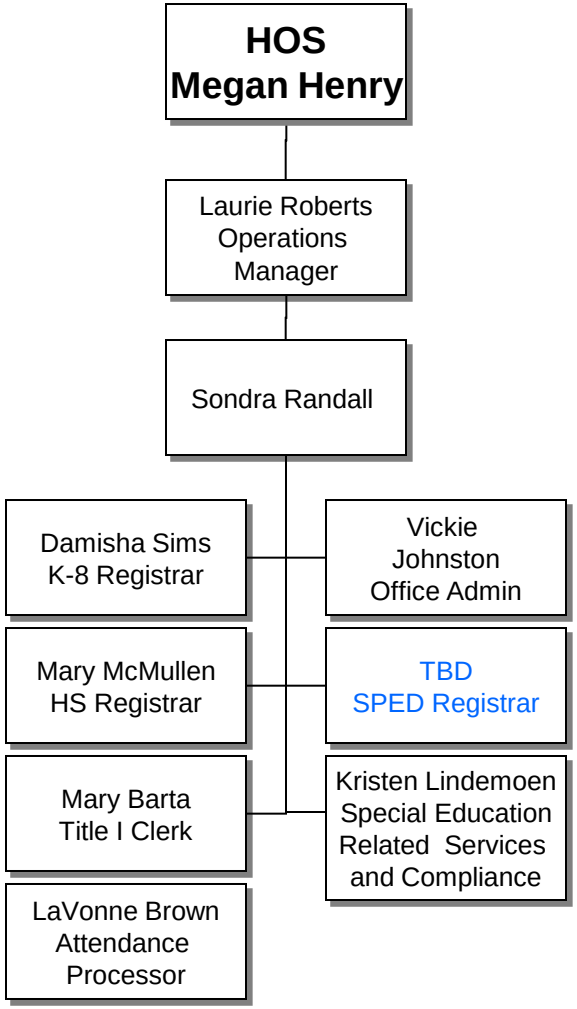
- Lindsay Woods, STI Coordinator, Retention Specialist
- Donna Allman, Elementary Tutor
- Brenda Hardin, Reading Coordinator (.5)

Intake Teachers

Julia Zoutendyk
Intake
Lead Teacher

- Julia Houston-Cunningham, Intake Teacher (K-8)
- LaDawn Shocklee-Cox, Para-Professional (.5)
- Jacqueline D'Ortenzio, Para-Professional
- Lindsey Gibson, Teacher (K-6)

Phoenix Office Structure



K8 Registrar – Works with K8 Principal on projects and office projects as needed
HS Registrar – Works with HS Principal on projects and office projects as needed
SPED Registrar/Para – Works with SPED Director on projects and office projects as needed
Title I Clerk – Works with Title I Director on required tasks any additional projects and tasks discussed with Title I Director

High School General Education

Erica Cunningham
High School
Director

Kimberly Hughes
Assistant Principal

Advisors	HS School Counselors	HS Course Teachers	HS School Essay Graders	HS School Special Projects
Rebekah Stines Advisor	Jeanette Gallus School Counselor	*See HS Course Teacher Insert*	Olivia Bartfalvi Essay Grader	Sarah Berger Academic Probation Coordinator
Diane Claver Advisor	Laura Terry School Counselor		Rachael Olson Essay Grader	Kelly Van Sande STI Coordinator
Sabina Bologna Advisor	Meghan Navarro School Counselor		Jenny Whelan Essay Grader & Substitute	Kristine Cunningham AIMS Tutor
Rissell Larred Advisor	Darrah Driggs School Counselor		Sarah Crago Substitute Essay Grader	
			Millie Cichon Essay Grader	

High School General Education

Erica Cunningham
High School
Director

Kimberly Hughes
Assistant Principal

History Teachers

- Wendy Ciancio History Teacher
- Shannon Veal HS History Teacher
- Michael Julien US Hist, Gov, Geo Teacher (.8)
- Kristine Hawk HS History Teacher Teacher (.8)
- Melanie Pennell HS History Teacher

English Teachers

- Sarah Berger HS English Teacher (.5)
- Veronica Murray HS English Teacher
- Olga Crook HS English Teacher (.5)
- Cameron Kistemann HS English Teacher
- Allison Powell HS English Teacher
- Kathleen Everett HS English Teacher

Math Teachers

- Geok Ann Julien HS Math Teacher
- Judy Larkins HS Math Teacher (.5)
- Amy Tregaskes HS Math Teacher
- Cassandra Schupp HS Math Teacher
- Eric Carlson HS Math Teacher

Science Teachers

- Abby Rice HS Science Teacher (.8)
- Debra Monroe HS Science Teacher
- Anita Metcalfe HS Biology Teacher
- Kim Wallis-Lindvig HS Biology Teacher
- Luis Echevarria HS Physics/Earth Science Teacher

World Lang Teachers

- Amanda Finney HS Spanish Teacher (.5)
- Laura Griffin HS Spanish Teacher
- Dan Brimhall Chinese Teacher (.1)
- Axelle Villanueva K12 AP Spanish Teacher
- Emybi Caballero K12 AP Spanish Teacher

Electives Teachers

- Sandy Sosnowski HS Art Teacher
- Elizabeth Hall Technology /Elective Teacher
- Sarah Wait HS PE/Health Teacher

Special Education

Brenda Kreitinger
SPED Manager

K-5 Teachers

Celeste J Kolinchak
K-5 SPED
Lead Teacher

Christine Burke
K-5 SPED Teacher

Stephanie Statler
K-5 SPED Teacher

Chelsey Canterbury
K-5 SPED Teacher

Kristi Schafer
K-8 SPED Teacher

Rebekah Dyer
K-5 SPED Teacher

Teresa Smith
K-5 SPED Teacher

6-8 Teachers

Jennifer Campbell
6-8 SPED
Lead Teacher

Melinda Cook
6-8 SPED
Lead Teacher

Andrea Czoka
6-8 SPED Teacher

Denise Pawlowski
6-8 SPED Teacher
MS Model

Jacqui Gardner
6-8 SPED Teacher

Ty Scott
6-8 SPED Teacher
MS Model

Stacey Lotshaw
6-8 Sub
SPED Teacher

Rene' Rowan
K-8 SPED Teacher

Rayna Lynn
6-8 SPED Teacher

Sheri-Lynn Thompson
K-8 SPED Teacher

HS SPED

Emily McMenemy
HS Science SPED
Lead Teacher

Jodee Jacobs
HS SPED
Teacher (.5)

Holly Love
HS SPED Teacher

Marilyn
Piper-Seybold
HS SPED Teacher

SPED Support Services

Leigh Ann Burzynski
Sub SPED Teacher

Elizabeth Bird
Transitions Teacher

Vanessa Southard
K-8 SPED Reading
Specialist Teacher &
HS Readings Fnds

Terri Goss
K-8 SPED Math
Specialist
HS Math Foundations

Title I

Cindy Wright
Title I
Coordinator

MATH

Sarah Alexander
Title I Lead Teacher

Mary Arnett-Perez
Title I Teacher

Sharon Wakefield
Title I HS Teacher

Morgan Linebarger
Title I Teacher

David Beames
Title I Teacher

Dan Tucker
Title I HS Teacher

Holly Missall
Title I Teacher

Sherri Kerr
Title I Teacher

Jennifer Cuevas
Title I Teacher

Lynette Crawley
Title Math
Teacher

Theresa Merrill
Title I Math Coach

WRITING

Krystal Ford
Title I
Teacher

Emily Kerns
Title I Teacher

Kimberly Jaramillo
Title I
Teacher

Vicki Jena Kugel
Title I Teacher

Erin
Jones-Cunningham
Title I Teacher

Kristin Owsley
Title I Teacher

READING

Beverly Morris
Title I Teacher

Lana Armbruster
Title I Teacher

Onowa Bjella
Title I Teacher

Kimberly Torres
Title I Teacher

Kelly Quintanar
Title I Teacher

Heather Carlson
High School
Transition
Advisor/Coach