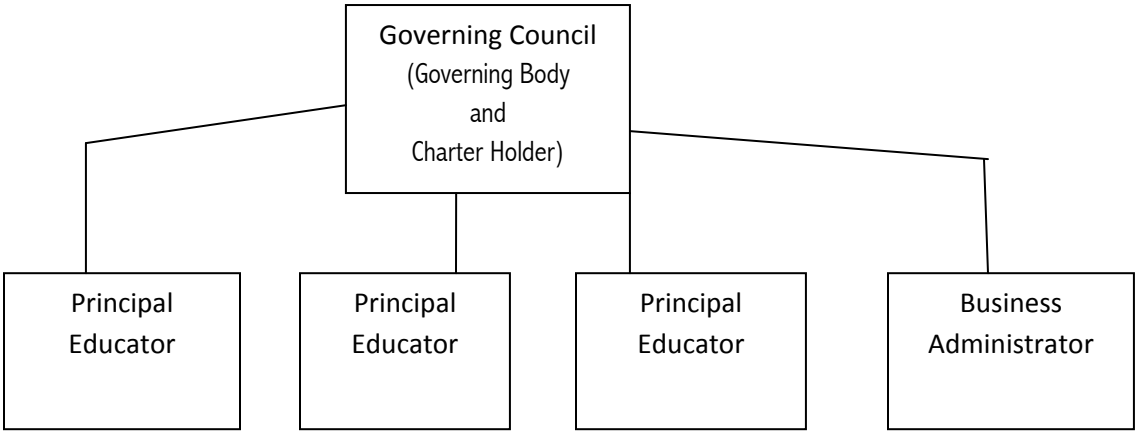
SEDONA CHARTER SCHOOL BUSINESS PLAN

Section I. Organizational Chart and Reporting Structure



Summary of Responsibilities:

Governing Council	Principal Educators	Business Administrator
Organization and use of physical plant Mission and goals of school Strategic planning Hiring, evaluation, discipline, termination, compensation of key personnel Approve budget and budget parameters Length of school day and calendar Evaluation of school's performance regarding mission, goals, learner outcomes, and community interaction	Allocate educational funds based on Council parameters Continuity of educational program Select core instructional materials Design and implement core competency checklist Curriculum Work with parents, learner, and educational team to design and implement Scopes of Work and Student Assessments Mentor facilitating teachers / enrichment staff	Support Educators and Governing Council: procurement, budget administration Responsible for state reports and developing operating plans Maintenance of physical plant Coordinates other functions, such as admissions process and public relations

Organizational Narrative:

GOVERNING BODY AND CHARTER HOLDER

The Sedona Charter School Charter Application and By-Laws refer to the governing body and charter holder as the Governing Council. Henceforth in this document, the governing body and charter holder will be referred to as the Governing Council.

Principal Educators and the Business Administrator report directly to the Governing Council. The Principal Educators are also members of the Governing Council. The Business Administrator may or may not be a member of the Governing Council.

The Governing Council is fully responsible for ensuring compliance with all of the terms of the contract with the State Board for Charter Schools. The business of the Corporation is conducted by the Governing Council or by those delegated by the Governing Council. All business is conducted in accordance with Open Meeting law. The Governing Council may establish and appoint committee heads as it deems necessary for the conduct of business of the Corporation.

Managing the business and property of the Corporation includes, but is not limited to, establishing policy and giving direction, adopting and managing the budget, hiring and supervising the school's employees, and ensuring that all records, files, and reports are on file at Corporation's main office. A quorum of the Council is fully authorized to perform the duties of the Governing Council.

The Governing Council establishes a budget for all financial and other encumbrances. The Business Administrator is authorized to make routine expenditures within budget limits. The Governing Council must approve all other expenditures by individual Council members, employees, or other representatives of the Corporation.

The people most directly involved in the process of educating children must have the authority to influence decisions which affect them. This requires a “flattening” of the typical hierarchical board structure to broaden the base of decision making. Thus, the Governing Council, which includes principal educators, community members, parents, and an administrator, is the governing authority of Sedona Charter School.

Trust and shared decision-making are critical to the governance process at Sedona Charter School. Shared decision-making does not imply lack of school leadership, lack of personal accountability, or lack of personal responsibility. It does imply a process whereby participants have equal access to information , equal responsibility in decision-making, and equal commitment to school mission and ongoing development. This style of governance usually takes more time, but the benefits lie in the empowerment of the learning community, the level of commitment given, and the increased knowledge base of all involved.

Principal Educators, the Business Administrator, and council officers report on performance and concerns at monthly Governing Council meetings. Meetings are held more frequently when necessary.

The following concepts guide our organizational structure:

- Decision-making authority is assigned to those responsible for producing the desired outcomes.
- Accountability and fiscal responsibility are ensured through open and flattened communication.
- Timely, informed decisions are facilitated and encouraged.
- Cooperation and communication are promoted among all of the entities and people who can influence the success of Sedona Charter School.
- Short lines of communication are maintained to encourage strong working relationships and personal confidence in others.