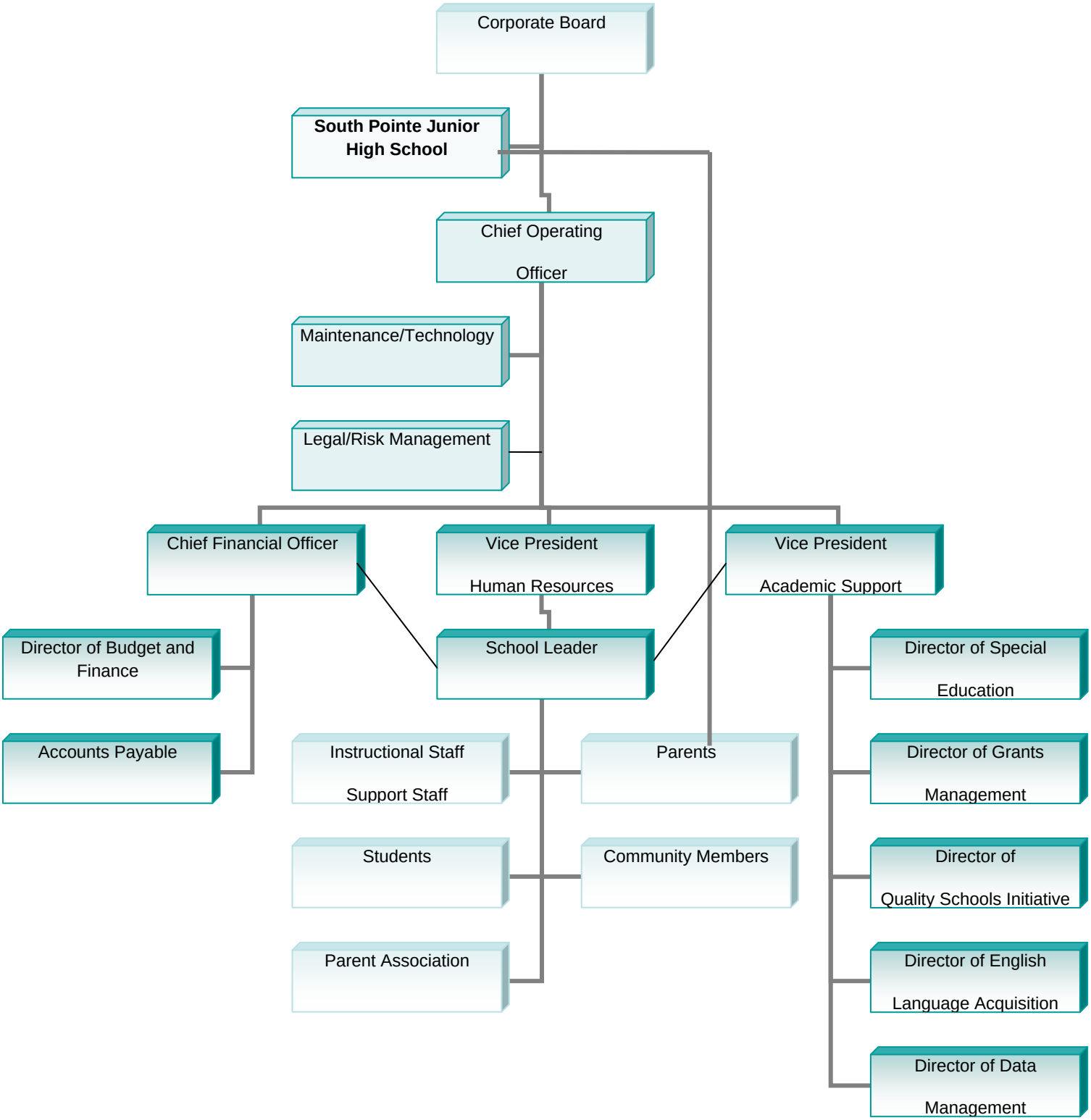
IIIB Detailed Business Plan Section

I. Organizational Chart



I. Organizational Chart

Provide an organizational chart that illustrates the structure of the organization by showing the different levels of management. The chart should include graphics that identify key positions and reflect the operation and flow of communication from the corporate level to school operations. For this section, provide a narrative that explains the organizational chart and clearly describes the reporting structure for each level of the corporation. For key personnel, the narrative should include position titles, rather than names and specific responsibilities.

The chart above represents the organizational structure and levels of management within the school's operation. The chart graphically illustrates both the reporting structure as well as the flow of communication from the corporate level to the school level. Primarily, the chief operating officer reports and communicates directly with the board on the major developments, accomplishments and issues pertaining to South Pointe Junior High School. The chief operating officer is responsible for overseeing the overall operation of the school to include all financial, human resource, academic, building and maintenance, technology, marketing and community relations.

The governing board communicates directly with the chief financial officer when dealing with financial, accounting and budgetary matters. The vice president of human resources communicates directly with the board when dealing with contractual agreements, federal and state compliance, employee disciplinary actions and other employability issues that arise. Similarly, the vice president of academic support services communicates directly with the board when dealing with academic accountability and school performance, curricular and instructional programs, special education compliance, English language learner programs, and grants management. The chief financial officer, vice president of human resources and vice president of academic support services all report to the chief operating officer.

The school leader reports directly to the chief operating officer. When necessary, the school leader may directly communicate with the governing board providing updates, reports and other information pertinent to the operations and status of the school. The school leader also has the ability to communicate directly with the CFO and VP's when dealing with specific specialized issues.

Parents have a direct line of communication with the school leader and the management company and the governing board. They are encouraged to set appointments with administration, attend school events, as well as attend board meetings. At any time, if they are dissatisfied with a school level decision, parents are able to take their concerns to the vice president of academic support at The Leona Group. Here they will be heard by an impartial party. At such point that they so wish, they may also email the governing board to discuss any

concerns they may have. The governing board sets aside time at each meeting to hear from the public on any such issues, allowing parents another avenue of communication.

The day to day operations of the schools are the responsibility of the school leader. All instructional staff and school employees report directly to the school leader. The school leader may seek support and assistance from the Finance Department, Human Resources and Academic Support Services at any time to ensure a quality, compliant and fiscally sound operation. Instructional staff, support staff, parents and students will work, communicate and collaborate directly with the school leader. If any such issues arise and cannot be resolved at the site level, all parties involved reserve the right to move directly to the next level of administration in the organization, including the governing board.