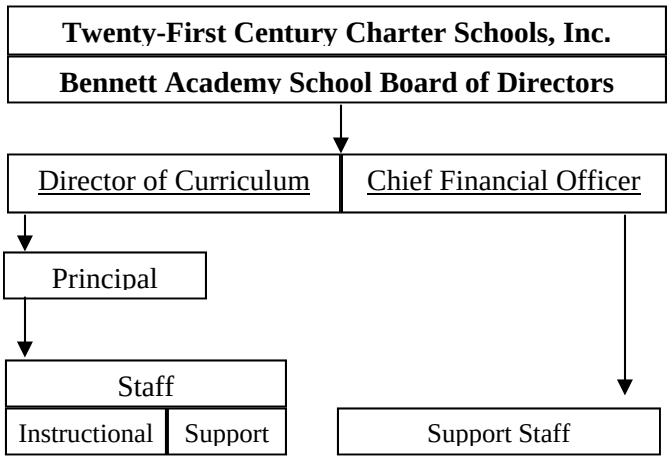
Bennett Academy Organizational Chart & Narrative

Twenty-First Century Charter Schools, Inc. (21stC) is an Arizona non-profit 501(C) 3 corporation. The founding and ongoing operators are Mr. Fred and Dr. Nancy Bennett. The corporation operates two charter schools and the boards of the corporation and both schools work together to share resources (most notably part time faculty and contracts for services) and best practices.

The Bennett Academy/21st C Board of Directors is responsible for adopting and directing school policies and procedures, assuring that policies and procedures are implemented and maintaining compliance with the charter contract, applicable State and Federal laws and the school's accounting requirements. As the succession plan takes place, the Board will hire and oversee the Chief Educational Officer (CEO), principal, and Chief Financial Officer (CFO). Currently the Board oversees these two executive positions, but the board was developed initially by the founders.

Bennett Academy employs 16 professionals—7 teachers, 2 paraprofessionals, 3 (1 FT & 2 PT) administrators, and 4 support personnel.

Organizational Chart



Bennett Academy operates as a collaborative organization. The corporate board serves as the school board and includes a Bennett Academy teacher, community members, and Dr. or Mr. Bennett. The Bennetts alternate serving as board members. All major decisions are made at open meetings of the Board with the Principal as a participant.

Key Positions: Founders, Dr. and Mr. Bennett hold the two lead executive positions of Chief Educational Officer (CEO) and Chief Financial Officer (CFO). They report to the School Board on which they alternate their terms of membership so that they do not both sit on the school board at the same time. The Board consists of 4-6 members.

While the full Board is ultimately responsible for maintaining the school's mission and for compliance to all applicable rules and regulations, the **Chief Educational Officer** takes

leadership in this area. The addition of a Principal position several years ago, separate from the CEO, has allowed the CEO to concentrate on curriculum, assessment, and policy compliance. The CEO oversees the alignment of the state standards to the Core Knowledge sequence and assessment as it applies to the multi grade model. The CEO supervises the Principal, is responsible for public relations, oversees human resource issues, and assures that the mission and values of Bennett Academy are evident in all classrooms. The CEO develops and provides professional development opportunities; supervises the Special Education program; and assists in the development of long-range academic plans.

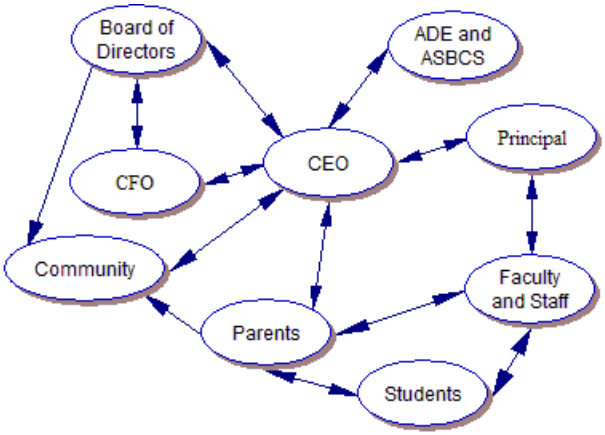
The **Chief Financial Officer** oversees all expenditures, approves contracts, and works directly with an accounting service to develop and track the school budget. The CFO develops long-term financial goals and works with the CEO and Board of Directors in strategic planning. This position is also responsible for facility selection, and the support staff areas of transportation and maintenance.

The **Principal** of the school reports to the C.E.O. and is in charge of managing the academic program at Bennett Academy. Specifically, the Principal oversees and manages the day to day operations and the mission of the school; serves as liaison between the school and parent/students; continuously evaluates student learning; enforces student disciplinary policies; hires faculty and evaluates teacher performance and has direct oversight of aide and food service support staff. He works collaboratively with the CEO to set data based academic goals for the school.

The **Classroom Teachers**, who report to the Principal, provide instruction – both direct and project based – in an environment that supports the Core Knowledge philosophy of the school using the school-adopted curriculum. Teachers work with the Principal and CEO as a team to ensure that lesson plans, time lines, and skills are consistent within the grade level, meet state standards, and align to Core Knowledge curriculum. Teachers also work vertically with other grade levels to ensure a cohesive, sequential K-8 education.

As indicated on the organizational chart, the school support staff includes Clerical – a school secretary and attendance clerk, maintenance, transportation, and food service. Other services (accounting, special education, grant writing) are outsourced and do not show up on the organization chart.

Communication: Internal and External



Bennett Academy is a collaborative organization. The only boundaries to two-way communication are that the community members are expected to contact the CEO and not the Board of Directors or the parents. The CEO's contact with faculty and staff is primarily in supplying professional

development and should be filtered through the principal.

The school communicates with its constituencies in a number of ways, including:

- Monthly newsletters to parents
- The school website at www.bennettacademy.com. The website features the latest news, news about the Parent Organization, information for prospective employees, teacher and staff information, federally mandated information, school events, and much more
- Bi-monthly public board meetings
- Meetings with the Parent Organization
- New Parent Orientation seminars
- New Parent guided tours through the school
- Flyers and letters sent home via students
- Teacher to parents emails through schoolnotes.com share class information including homework assignments
- Parent-Teacher conferences
- One-on-one email or telephone communications

As a small school, much internal communication occurs informally, however formal communication tools include but are not limited to:

- Monthly bulletins to faculty and staff from Principal
- Monthly school faculty meetings (With a faculty of 9, the Principal is able to see each teacher face-to-face on a daily basis.)
- New Employee orientation meetings
- Staff Development activities
- Monthly Learning Community meetings
- Weekly professional development between CEO and individual teachers

Bennett Academy prides itself on maintaining a welcoming campus with an open door policy in which parents are encouraged to communicate frequently and openly with the school. Several of the parents, especially those with children who have IEPs, have Dr. Bennett's direct phone number.