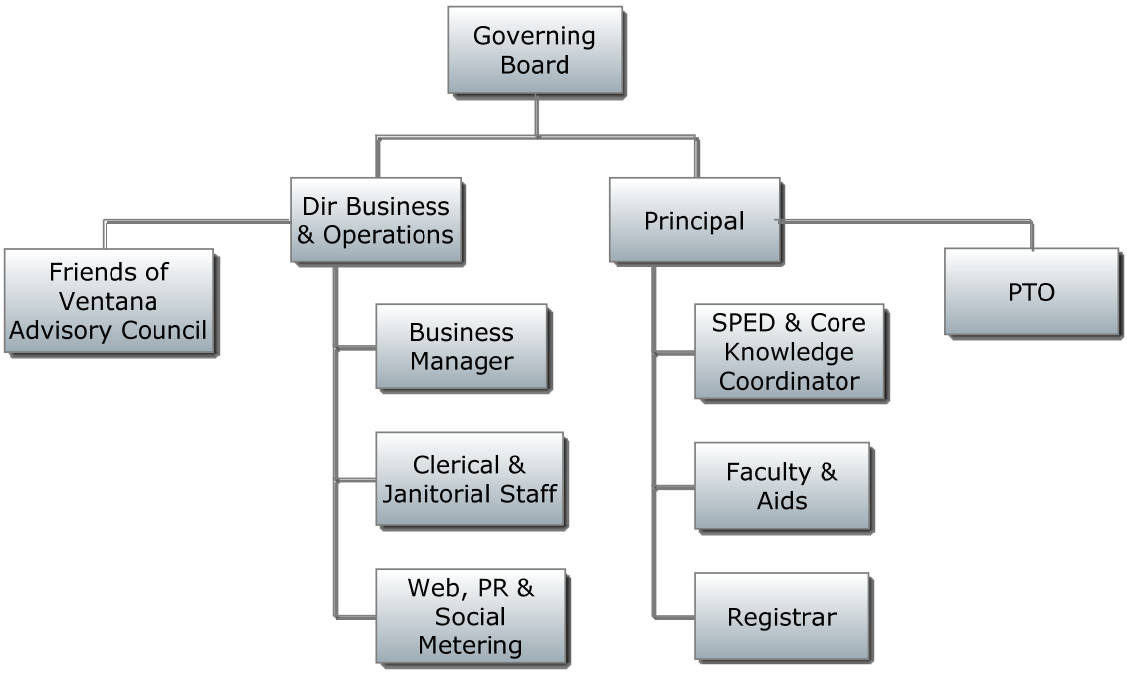
Business Plan – Organization Chart and narrative

Note: The bylaws will be changed in May to reflect the management changes described here

Ventana Academic Charter School Organization Chart



The Governing Board and Charter Holder are one and the same. The Bylaws state:

Section 1 Powers of the Governing Board

- The activities, affairs and business of the Academy shall be conducted by or under the direction of the Governing Board.
- The Governing Board shall formulate all major school policies.
- All issues presented to the Board shall be decided by majority vote. Each Board member shall have one vote. There shall be no proxy voting. In the case of a tie vote, the vote of the Chairperson shall prevail.
- The presence of a majority of the members of the Board at a meeting duly assembled shall constitute a quorum for the transaction of business. If less than a quorum is present at the time and place of any meeting the Board members present may adjourn the meeting until a quorum shall be present.
- A Board member may be considered present if he/she communicates telephonically and or electronically.

Section 3 Duties of the Governing Board

- Board members shall perform any and all duties imposed on them collectively and individually by law and will comply with all State of Arizona regulations as they apply to charter schools.
- Board members shall discharge the duties of their respective positions in good faith and with that diligence and care which reasonably prudent persons would exercise in similar circumstances and like positions.

- The major responsibilities of the Board include oversight of all financial matters, establishment of school policy and the employment and removal of the Principal and all paid employees and contractors/vendors of the Academy. All such decisions of the Board are will be made by a majority vote at any meeting at which there is a quorum.
- The Board, collectively or individually, shall be available to the Principal of the Academy for consultation, advice and assistance in the resolution of any questions or issues with members of the community, parents or staff personnel. The Board shall at all times recognize that in addition to safeguarding the school finances and establishing school policies, its duty is to provide support to the Principal in the overall administration of the school.

Director of Business & Operations is a new position created in March 2010.
The Director of Business & Operations is instrumental in the school's long term success by providing the means for maintaining and increasing enrollment, by ensuring community awareness of the existence and desirability of the education provided by Ventana and by consistently building, promoting, and safeguarding the image of Ventana Academy. The director is a co-administrator along with the Principal, reports directly to the school's Governing Board and works with the school's management team in driving the school's vision, mission and goals.

The Director of Business and Operations is responsible for budget administration, student recruitment & retention, community outreach, the school's physical safety and student transportation. He/she is responsible for planning and implementing procedures that improve the clerical staff performance.

Business Manager
The Business Manager is a key member of the school's management team. He or she is an individual with varied business experience who pays keen attention to detail. The Business Manager reports to the Director of Business & Operations and is responsible for the financial record keeping, including assistance to the finance committee in building the annual budget, and with the aid of the external accountant, manages banking, purchasing, payables, fixed asset, and payroll functions for school.

The Business Manager meets regularly with school's management team, in driving the school's vision, mission, goals and impacting student learning.

Friends of Ventana Advisory Council is a new committee created in March 2010
The purpose of this group is to:
- Assist the school in promoting itself and in retaining & recruiting students
- Provide a two way communication avenue for all stakeholders
- Serve as a training ground for potential Board members

The membership of this group is
- Faculty/Staff (at least 2)
- Parents (at least 5), preferably some from the active PTO
- Interested community members (at least 1), perhaps someone from Town Council
- Perhaps a current Governing Board member (no more than one,)
- Perhaps a middle school student from Student Council (no more than 2)
- Director of Business and Operations as an ad-hoc member and the organizer of the council
- Principal as available

Structure:
- The committee will have a Chairperson and a Secretary, elected by the committee

Meeting times
- Monthly at start up, then no less that quarterly
- Time set by the council for the convenience of its members

ARS Regulations

- As a committee of a public body, the council will post (in the office and on our web site) their agendas at lease 24 hours prior to each meeting and their minutes no later than 3 business days after the meetings.

Principal

The school Principal is instrumental in the school's success, providing the instructional, and administrative leadership necessary to ensure successful student and faculty performance. The Principal is a co-administrator with the Director of Business & Operations and reports directly to the Governing Board. He/she also works with the Challenge Foundation's National Schools Director, and the school management team in driving the school's vision, mission, goals and impacting student learning.

The school Principal is responsible the academic success of the school and is expected to guide certified and classified staff in understanding and implementing the Core Knowledge Sequence across each grade level and content area. He or she organizes, administers, supervises, and evaluates all aspects of the school's curriculum design within the school and the greater school community. The school Principal will be held accountable for the continuous improvement of the school and its certified and classified employees and for increased student achievement.

Parent Teacher Organization

Purpose

- The purpose of the Parent Teacher Organization (PTO) is to provide support and feedback for the teachers and Principal in carrying out the daily Academy's activities.
- Additionally, the PTO may serve as a fund raising arm of the Academy.

Membership and Meetings

- Membership in the PTO may include parents/guardians of children enrolled in the Academy, teachers, non-certified school employees and members of the community.
- The PTO shall have publicly announced meetings that are open to all interested parties and as a committee of a public body is governed by the public meeting laws of the state to the extent that they shall post an agenda 24 hours in advance of their meetings.
- The Principal is an ad-hoc member of the PTO

Registrar

The school Registrar is responsible for all student records and assists the Principal in submitting all mandated reports to the ADE, ASBCS and any other required government agencies.