Estrella Educational Foundation (EEF) is a non-profit corporation organized exclusively for educational purposes, including provision of a public school educational experience to all students free of charge in the areas of science, technology, engineering, and mathematics.

Estrella Educational Foundation became an approved incorporated non-profit in the State of Arizona on April 19, 2013. EEF has an Employee Identification number, 46-2629295, and DUNS number, 079192749. All legal documents are attached along with all required exhibits: EEF Articles of Incorporation as they are on file with the Arizona Corporate Commission along with any amendments, a copy of the most recent Annual Report, Director or Officer Changes since its submission, and a copy of current Corporate Bylaws. Also, in the documents is the resolution of intent to apply for a charter. As stated in the Bylaws, the Estrella Educational Foundation Board of Directors will be referred to as the governing board and will serve as the governing body of Maricopa Institute of Technology (MIT). The EEF board members have a shared vision and passion along with extensive knowledge and experience in education, financial, and business management. In year two, the Principles of EEF will continue to seek additional board members that represent relevant expertise and contribute to adding resources that ensure EEF advances in its mission to support MIT.

Estrella Educational Foundation Inc. has two main strategic units. These are: Education Charter Schools for Science Technology, Engineering and Mathematics (STEM) and Educational Services for Underserved/Economically Disadvantaged Student Populations. Estrella Educational Foundation is committed to the mission of improving student achievement by providing option and resources to parents who would like to send their children to a school with an advanced curriculum for Science, Technology, Engineering, and Math. It is the intent of Estrella Educational Foundation to provide educational services, financial start-up and operating support to Maricopa Institute of Technology.

In a highly competitive world, families need a school that provides the highest level of academic instruction with a safe, supportive community and family-oriented environment. This need for a Science, Technology, Engineering, and Mathematics (STEM) High School in the Riverside District was established through parent surveys conducted by Mario E. Diaz and Associates for the Riverside School District #2, from November through January of 2014, to determine the level of support for a potential STEM high school. The lack of a STEM Charter School within the district boundaries is a major contributing factor in the development of the charter school. The support for a STEM high school was universal across all demographics with almost nine in ten parents saying they would “consider” sending their child to a STEM school should the school build it.

It is the intent of Estrella Educational Foundation to support the development of Maricopa Institute of Technology, a STEM school, with governance, financial start-up, and operating support. Also, EEF will support MIT with educational outreach programs and early intervention programs to aid the educational system.

B. Organizational Chart and Reporting Structure

Maricopa Institute of Technology's Organizational Charts outline the reporting relationships of the Governing Board, Authorized Representative, Headmaster and all the school staff for the first three years of operation.

Figure 1: Organizational Chart--Operation Year 1

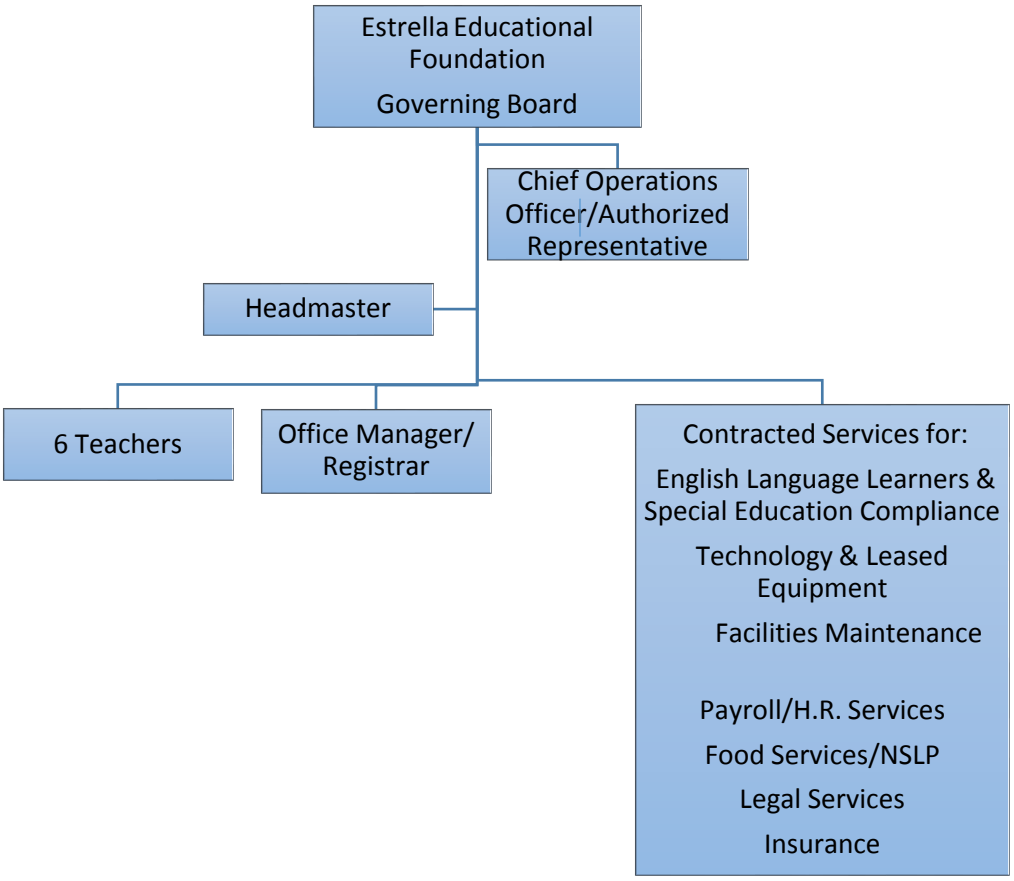
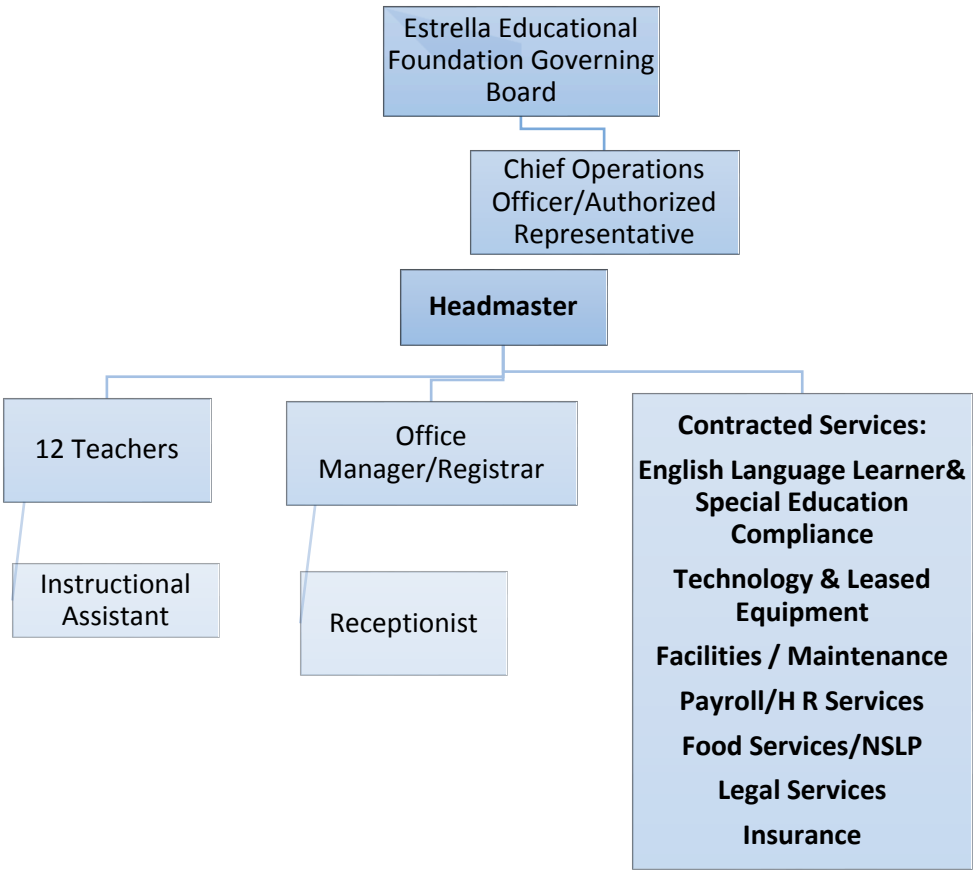


Figure B.1.1 Year 1 Organizational Chart

Maricopa Institute of Technology (MIT) will open with one administrator, the Headmaster and an Office Manager. MIT will hire six full-time teachers for 150 students in 9th grade. MIT will hire 1 English Teacher, 1 Math Teacher, 1 Engineer Teacher, 1 Science Teacher, 1 Technology Teacher, and 1 Computer Based Education Teacher. The student-teacher ratio will be 25:1, and the student to staff ratio will be 19:1.

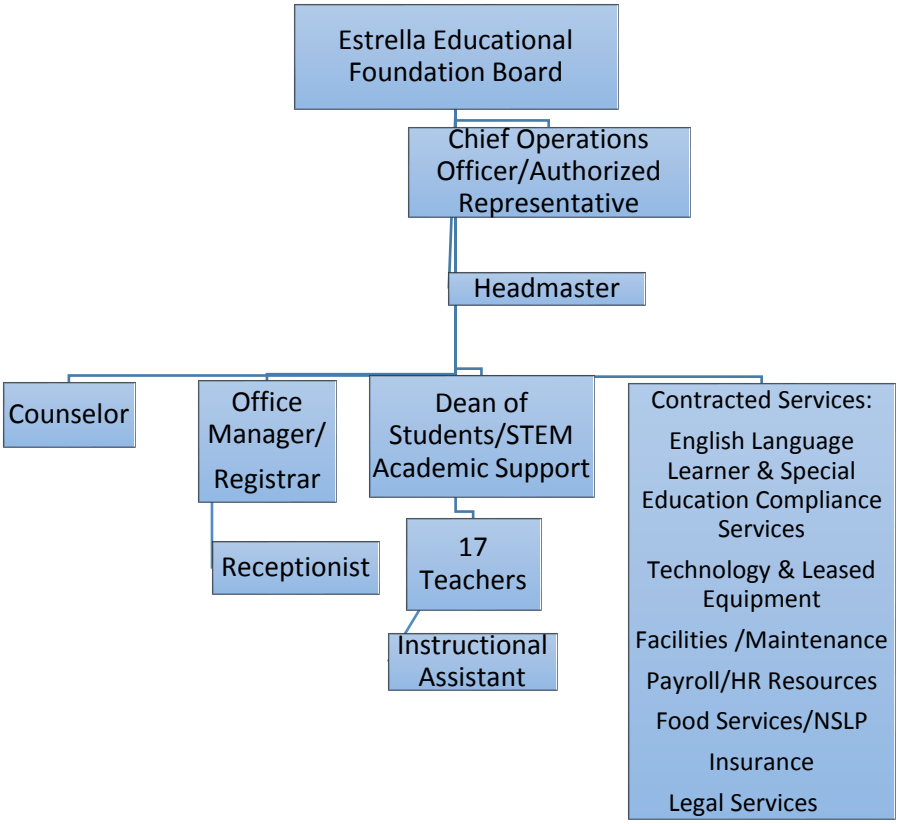
Figure 2: Organizational Chart --Operation Year Two



B.1.2: Year 2 Organizational Chart

In Year 2, additional staff will be hired as the student population grows to 300 students. MIT will serve 9th and 10th grade students. There will be 12 full-time teachers; 6 more teachers have been added. An instructional assistant is hired to support the instructional program. A receptionist is hired to support the Office Manager/Registrar. The receptionist reports to the Office Manager/Registrar. The student-teacher ratio will be 25:1, and the student-staff ratio will be 19:1.

Figure 3: Organizational Chart --Operation Year Three



B.1.3: Year 3 Organizational Chart

In Year 3, Maricopa Institute of Technology (MIT) will serve 450 students in grades 9, 10, & 11. There will be 17 teachers. MIT will have a full-time Dean of students/STEM Academic Support and a full-time Counselor. The student-teacher ratio will be 26:1, and the student-staff ratio will be 20:1.

Reporting Structure

The reporting structure within the entity for the positions detailed above is described in this section. The power to hire and terminate employees belongs to the Headmaster and the power to hire and terminate the Headmaster lies with the Estrella Educational Foundation Governing Board.

The Governing Board of Maricopa Institute of Technology (MIT) will serve four principal roles:

1. Governor: The Governing Board will fulfill the governance functions of the school and is responsible for the policy making and overall operation of the school.
2. Ambassador: Estrella Educational Foundation Board focuses on bringing services to the communities to best serve STEM focused students and under privileged students. Governing Board shall reach out to the community and speak with one voice
3. Sponsor: The Governing Board shall give its time and talent to ensure that the school has resources it needs to fulfill its mission.
4. Consultant: The Governing Board shall be comprised of diverse, competent members who shall use their skills and expertise on behalf of the organization.

The Chief Operations Officer/The Authorized Representative will work closely with the Board in the following areas:

- Working closely with the Treasurer to help prepare the annual budget and monthly financial dashboards
- Ensuring the school is in compliance with federal, state, and district mandatory reporting requirements and all financial reporting requirements
- Working with the Board to establish school policies and procedures that ensure financial stability and sustainability
- Collaborating with the Board Chair and Treasurer to ensure financial records are accurate and updated
- Reporting regularly to the Board on the financial position of the school and facilitating Board understanding of the financial health of the organization
- Other duties may be assigned to the COO/Authorized Representative as defined in the contractual agreement and/job description

The Headmaster will be responsible for the organization, planning and day-to-day operation of the school. The Headmaster reports to and is held accountable by the Governing Board. The responsibilities of the Headmaster are listed as:

- School-wide systems are in place to achieve the MIT Vision and Mission
- Implement a System that Provides a Safe Environment
- Recommend and Implement Fiscal Policies and Manage the Maricopa Institute of Technology Budget
- Implement Personnel Policies for the Recruitment, Hiring, Evaluation, and if needed Termination
- Implement and Monitor Systems established for Curriculum, Professional Development, and Instruction
- Address Employee Relation Issues
- Establish and Implement Behavior Expectations, Consequences, and Enforcement of Disciplinary System

- Curriculum Development and Implementation for Academic Growth
- Ensure Special Education Compliance
- Ensure English Language Learner Compliance
- Maintain Compliance Regulations
- Develop Parent and Student Handbook
- Develop Teacher Handbook
- Oversee the Financial and Operational Systems and Resources
- Manage Federal and State Funding Sources and Outside Fundraising
- Oversight of Facilities and Maintenance
- Oversight and Management of Contracted Services

The Dean of Students/STEM Academic Support is responsible for:

- Building a strong school culture
- Implementing behavior expectations, consequences, and enforcing the school-wide disciplinary system
- Enforcing a safe environment
- Maintains systems, documentation, and ensures compliance with state and federal law
- Prepare for the annual audit and work with the school's contracted business service providers
- Meeting with parents regarding educational and parent concerns
- Collaborate and assist the Headmaster with the implementation and Monitoring of Systems established for curriculum, professional development, and instruction

The *Teachers* are highly qualified and responsible for the development, planning and delivery of curriculum, instruction, and assessment. Teachers implement and evaluate the academic systems of the school. Teachers will establish and maintain a highly-effective program of instruction for students receiving special education services and maintain compliance with federal and state laws. Teachers are recruited, selected, hired, and evaluated by, and report to the Headmaster in years 1 and 2. In year 3, teachers will be recruited, selected, hired, and evaluated by, and report to the Dean of Students/STEM Academic Support and the Headmaster.

The Office Manager/Registrar

The primary responsibility of the Office Manager is to enter and maintain student records, collect and maintain daily attendance, manage enrollments and withdrawals, Student Attendance Information System uploads, and maintain personnel records. The Office Manager/Registrar is recruited, selected, and hired by the Headmaster.

The *Receptionist*

The responsibility of the receptionist is to answer the phones, greet visitors, and other duties as assigned by the Office Manager. The receptionist is recruited, selected and hired by the Office Manager/Registrar and the Headmaster. (Year2)

The *Counselor*

The counselor is responsible for providing workshops, courses, and seminars for educating students and families about the process of applying and enrolling in college, maintaining partnerships with colleges, and college visits, enrollment, and the graduation process. The counselor will also continue to establish and develop partnerships for student internships and the process for student application for Science, Technology, Engineering, Math internships. The counselor is recruited, hired, and evaluated by the Headmaster. (Year 3)

The *Instructional Assistant*

The instructional assistant will assist with the delivery of instruction to students and monitor and assist with the online learning. The instructional assistant will report to the assigned teacher. The instructional assistant will be evaluated by the assigned teacher and the Headmaster. (Year 2)

C. Subsidiary Relationships with Other Organizations

Estrella Educational Foundation and Maricopa Institute of Technology do not have a subsidiary relationship with any other organization.

D. Other Charters Operated by the Applicant

Estrella Educational Foundation and Maricopa Institute of Technology do not currently and have not been involved in the operation of any other charter school.

E. Roles of the Charter Principals

The Principals of Maricopa Institute of Technology shall be all Governing Board members and the Authorized Representative.

The biographies and roles of the Principals of Maricopa Institute of Technology are listed below.

Mr. Anthony Calderon graduated with a Bachelor of Science from the University of Portland, in Portland, Oregon. After serving three and a half years in the United States Navy, he traveled to Melbourne, Australia to spearhead a coalition effort between the United States Gymnastics Association and the Victoria Sports Association. His goal was to reach athletes in outlying areas throughout the state of Victoria. He served as Co-President of a non-profit targeting inner city school children in Portland, Oregon between 1989 and 1993. Since 2005, Mr. Calderon has held the position of Executive Director for the Educational Foundation Support Network.

Mr. Calderon is the President of Estrella Educational Foundation. His duties are spelled out in the Bylaws, and include managing the day-to-day business of Estrella Educational Foundation, attending meetings of the board of directors and voting on board decisions.

Mr. Anthony Arano attended San Diego State University from 1998 to 2001. He holds the position of Account Manager for Sub-Zero & Wolf Corporation. Mr. Arano is serving his community by joining local outreach programs and attending community fundraisers.

Mr. Arano is the Secretary of Estrella Educational Foundation. His duties are spelled out in the Bylaws, and include managing the record keeping of Estrella Educational Foundation, attending meetings of our board of directors and voting on board decisions.

Mr. David Burrows graduated magna cum laude from Arizona State University with a Bachelor of Science in Civil Engineering. He has over 21 years of experience in the design and construction industry with a diverse background in structural engineering, construction management, and project management. He is currently licensed as a professional engineer in Arizona, California, Maryland, Virginia, and Washington D.C. Mr. Burrows has worked for a variety of public and private clients and has successfully completed the design of complex highway and transit bridges and associated structures, the design of industrial structures, construction management of school renovations, and the management of design and construction of land development projects. Mr. Burrows currently works as a project manager for Gannett Flemming, Inc., an engineering consulting company on renovation and rehabilitation projects for the Washington Area Metropolitan Transit Authority, the second largest transit in the country.

Mr. Burrows' duties for Estrella Educational Foundation are spelled out in the Bylaws and include attending meetings of the Board of Directors and voting on board decisions.

Authorized Representative

Mr. Ruben B. Gutierrez currently serves as the Associate Superintendent for Teaching and Learning for the Riverside Elementary School District in Phoenix, Arizona. During his 20 year tenure thus far as an educator, Mr. Gutierrez has worked vigorously with the multi-cultural and economically diverse communities in Arizona to provide a first-rate education to students of every age. His resume includes working as a college Academic Advisor, High School Teacher, Adjunct Professor, Principal, District Director, State Director, and currently Associate Superintendent. His expertise is in the areas of Public Education, Governance, Innovative Instructional and Educational Models, Education Finance, School Facility Management, and Systemic Collaborative Reform Initiatives. In addition, Mr. Gutierrez has dedicated much of his free time to providing professional leadership to educational organizations throughout the state of Arizona including many Arizona school districts. Safe and Drug Free Schools Programs, 21st Century Community Learning Center Programs, as well as State and National Initiatives that help support Public Education. Mr. Gutierrez was recognized nationally by the United States Department of Education as the Parents Right to Know Catalyst by Secretary of Education Dr. Rod Paige and locally by the Arizona and National English Acquisition Services for speakers of all languages, and most recently was granted the Excellent Stellar Implementation of 21st CCLC (STEM Focused) Grant Initiative Programs recognition.

Mr. Gutierrez is the Chief Operations Officer and Authorized Representative for the Estrella Educational Foundation. Through his experience, Mr. Gutierrez will be an asset to the Board in terms of his experience in Innovative Instruction and Education Finance.

F. Other Charters Operated by Principals

The Principals have not been involved in the operation or governance of charter schools.