B.3 Management & Operation

Maricopa Institute of Technology's governance responsibilities are the primary responsibility of the Governing Board. The Governing Board's primary responsibility, is aligned to Arizona state statutes, shall be to make policy decisions for the school. The Governing Board will hire a Headmaster to oversee the day-to-day management of the school. The Headmaster will report directly to the Authorized Representative of the Governing Board.

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 authorized representative/Chief Operations Officer is not a paid school employee of MIT.

This section will define the roles and responsibilities of the Headmaster and other school leaders.

A. Management Roles and Responsibilities

The Headmaster, Dean of Students/STEM Academic Support Services, and Office Manager/Registrar are the school leaders and will assist the Headmaster in his/her management responsibilities of Maricopa Institute of Technology.

Headmaster

The school Headmaster is recruited, selected, hired and evaluated by the Governing Board to manage the day-to-day operations of Maricopa Institute of Technology. The Headmaster is responsible for working to accomplish the school's mission and vision.

The following are the primary responsibilities of the Headmaster:

- Hire all faculty and staff
- Oversee curriculum development and implementation
- Facilitate the selection and purchasing of high-quality, aligned curricular materials
- Create and submit academic calendar
- Create school schedules (student and teachers)
- Plan staff orientation and summer professional development
- Oversee professional development for instructional staff

- Monitor, coach, and evaluate the performance of faculty and staff
- Oversee mandatory assessments, including AZELLA, Stanford 10, AzMERIT, ACT, PSAT, SAT, ACT Aspire
- Oversee and manage school-wide academic achievement
- Monitor individual class and school-wide academic achievement
- Lead data analysis meetings
- Oversee English Language Development Programs
- Oversee Response to Intervention programs
- Report academic progress to the Governing Board
- Monitor compliance with FERPA and FMLA
- Solicit and manage community partners
- Solicit and manage college partners
- Oversee and approve out-going communications
- Manages and oversees marketing efforts
- Speak to media and oversee public relations plan
- Oversee and evaluate contracted services
- Oversee and manage fundraising plan
- Long-term financial planning, including recommend budget
- Approve expenditures
- Communicate with authorizer
- Compile and submit authorizer review and renewal requirement

As Maricopa Institute of Technology grows, responsibilities will evolve as new leaders are hired. Information on those changes in responsibilities are found in listing of positions.

The following are the skills and experiences of an effective Headmaster at Maricopa Institute of Technology:

- Strong commitment to the school's mission, vision, and core values
- Minimum of Master's Degree in education
- Effective experience leading to growth in academic outcomes on the classroom and school-site level
- Proficiency in gathering and utilizing data and evidence to make instructional and operational decisions
- Excellent communication skills (written and spoken)
- Demonstrated experience in budgeting and finance
- Demonstrates taking personal ownership for both the school's success and his or her own development
- Valid fingerprint clearance card
- SEI endorsement

The Headmaster oversees the school-wide performance of the school. The Headmaster manages the administrative staff, teachers, and all contracted services. The Headmaster works with external partnerships and conducts fundraising.

Dean of Students/STEM Academic Support (Year 3)

(In years 1 & 2, the Headmaster will be responsible for the following responsibilities)

The Dean of Students/Stem Academic Support is recruited, selected, hired and evaluated by and reports to the Headmaster. The Dean of Students/STEM Academic Support is primarily responsible for building a strong school culture among students, families, staff, planning and implementing positive behavior support systems. The Dean of Students/ STEM Academic Support maintains relationships with parents.

The following are the primary responsibilities of the Dean of Students/STEM Academic Support:

- Plan family and student orientations
- Oversee character education program
- Manage discipline/incentive systems
- Meet with and manage disruptive students
- Process/document major student discipline incidences
- Monitor safety plan and the safety of facility
- Oversee student drop-off and pick-up procedures
- Oversees Title 1 Programs
- Coordinate special events (student led conferences, open house, etc.)
- Assist the Headmaster in recruiting, selecting, monitoring, and evaluating contracted business service providers

As Maricopa Institute of Technology grows, responsibilities will evolve as new leaders are hired. Information on those changes in responsibilities are found in listing of positions.

The following are skills and experiences of an effective Dean of Students/STEM Academic Support Services:

- Strong commitment to the school's mission, vision and core values
- Minimum of Bachelor's Degree in education
- Effective experience building a strong culture in the classroom, school-wide, or organizational level
- Proficiency in gathering and utilizing student data and evidence
- Excellent communication skills (written and spoken); some proficiency in a second language is preferred
- Demonstrates taking personal ownership for the school's success and his or her own development
- Excellent computer and organizational skills
- Valid fingerprint clearance card

The Dean of Students/STEM Academic Support will assist the Principal in managing daily operations.

Office Manager/Registrar

The Office Manager/Registrar is recruited, selected, and hired by the Headmaster. The Office Manager/Registrar is evaluated by and reports directly to the Headmaster. The primary responsibilities

of the Office Manager/Registrar are to support the school's operations and maintain all school records. The Office Manager/Registrar is the custodian of records for Maricopa Institute of Technology.

The following are the primary responsibilities of the Office Manager/Registrar:

- Manage student information system and SAIS uploads
- Manage enrollment and attendance
- Process enrollment/withdrawal forms
- Submit estimated student counts
- Maintain personnel files
- Maintain student files and compliance with applicable statutes
- Calls for and manages substitutes
- Manage long term leases (copiers, other purchased items)
- Track and manage inventory
- Manage Accounts Payable
- Manage purchase order process and implementation
- Record and report tax credit donations
- Post board meeting agendas
- Work with the Headmaster to prepare board meeting packets/act as board clerk
- Greet visitors/answers general phone line

The following are the skills and experiences of an effective Office Manager/Registrar:

- Strong commitment to the school's mission, vision, and core values.
- Minimum of an Associate's Degree
- Excellent communication skills (written and spoken) in both English and Spanish
- Excellent computer and organizational skills
- Demonstrates personal ownership for his or her own development
- Valid fingerprint clearance card

As Maricopa Institute of Technology grows, responsibilities will evolve as new leaders are hired. Information on those changes in responsibilities are found in listing of positions.

B. Operations Plan

The table below identifies the staffing plan for years 1-3.

Staff	Position	Full-time	Year 1	Year 2	Year 3
Headmaster	Administrative	1	1	1	1
Dean of Students/ STEM Academic Support Services	Administrative	1 year	0	o	1
Office Manager/Registrar	Administrative	1	1	1	1
Registrar	Administrative	1 (year 2)	0	1	1
Teacher	STEM Teacher	1	6	12	17

Counselor	STEM Counselor	1 (year 3)	0	0	1
Instructional Aide	Paraprofessional	1	0	1	1
Totals			9	18	24

Table B.3.1: Staffing Plan

The following tables describe the positions and responsibilities for instructional and/or operational services.

Headmaster	**Dean of Students/ STEM Academic Support Services — (Headmaster will have these responsibilities years 1 - 2) Year 3**	**Office Manager/ Registrar**	**Contracted Services**
Instruction Recruiting, hiring, monitoring, coaching and evaluating instructional staff	**School Safety Plan** • Oversee student drop-off and pick-up procedures • Fire Drills • Lockdowns • Emergency Safety Plan • Oversee facility maintenance	**Student Accountability Information System (SAIS)** • Manage SAIS Uploads • Manage Student Info System • Submit estimated student counts	Contracted /Collaborative Services will be provided by Riverside Elementary School District #2 (RESD2)
Curriculum Development & Assessment • Report academic progress to board • Oversee curriculum development and implementation • Facilitate the selection and purchasing of high-quality, aligned curricular materials	**Student Discipline** • Manage discipline/incentive systems • Meet with and manage disruptive students • Process/document major student discipline incidences **Oversees Title 1 Programs** • Compliance Paperwork • Title 1 Parent Meetings • Program monitoring	**Student Records Management** • Process enrollment & withdrawals • Maintain student files and compliance with applicable statutes **Receptionist** • Greet visitors/	**Special Education Director (RESD2)** • Oversee instruction for students receiving special education services • Lead and manage IEP process and compliance • Lead 504 process and compliance • Ensure compliance with special education laws

• Oversee mandatory assessments: AZELLA, Stanford 10, AzMERIT, etc. • Oversee and manage school-wide academic data collection • Monitor individual class and school-wide academic achievement • Lead data analysis meetings • Oversee English Language Development programs • Oversee Response to Intervention programs • Create and submit academic calendar • Create school schedules for teachers and students The Headmaster will be responsible for recruiting, hiring, monitoring, and evaluating academic staff	**Coordinate special events** • Student led conferences • Open house, etc. • Plan family and student orientations	answers general phone line • Record and report tax credit donations • Post Board meeting agendas • Prepare Board meeting packets/act as Board clerk	and regulations • Track and/or administer special education testing for incoming students • Deliver Special Education services • 504 Process and Compliance
Staff Development • Plan staff orientation and summer professional	**Staff Development** • Character Education Program •		

development • Oversee professional development for instructional staff			
Financial Management • Oversee and manage fundraising plan • Long-term financial planning, including recommending budget • Approve expenditures Recruit, hire, monitor, and evaluate the Dean of Students/STEM Academic Support	**Financial Management** • Solicit and manage community partnerships • Solicit and manage college partnerships • Manages marketing strategies		**Financial Management (RESD2)** • Report financials to Governing Board • Submit budget and Annual Financial Report to Arizona Department of Education • Monitor Procurement policies • Facility Maintenance • Student Transportation • Information Technology Services; internet, networking, communications, hardware, software • Grants Management
Contracted Services Responsible for recruiting, selecting, monitoring, and evaluating the performance of contracted services, including legal,	• Assist the Headmaster in recruiting, selecting, monitoring, and evaluating contracted business service providers	• Manage long-term leases (copiers, other) • Purchase needed supplies	Currently receiving quotes for services • Payroll Assistance • Prepare for and oversee audit • Manage IRS

accounting, payroll, transportation, and special education service providers.		• Track and manage inventory • Manage purchase orders and implementation	compliance • Legal Services • Prepare for and oversee audit • 401 (K) Plan Administrator • Auditor Fees
Personnel **Recruiting, selecting and hiring personnel** • Conduct background checks and ensure adequate fingerprint clearance card status for all employees • Monitor teacher Highly Qualified, Highly Effective status and certifications • Monitor compliance with FERPA and FMLA	**Personnel** • Provide Academic Support – skills and classroom strategies	• Maintain Personnel Files • Call for and manages substitutes	**Human Resources (RESD2)** • Check compliance with e-verify,I-9, and other personnel policies • Manage health benefits • Manage retirement benefits • Initiate and monitor insurance coverage
Community & School-wide Partnerships and Plans Oversee solicit and manage community partners Oversee solicit and manage college partners Oversee & approve outgoing communications			

Manage & Oversees marketing Efforts Manage & Oversees School Safety Plan Speak to Media & Oversee Public Relations Plan			

Table B.3.2 Administrative Positions and Responsibilities

C. Critical Skills and Experiences for Administrative Roles

Information regarding the skills and experiences for administrative roles are included in the section A.

D. Fair and Equitable Enrollment Procedures

To ensure fair and equitable procedures, Maricopa Institute of Technology (MIT) will follow procedures in compliance with ARS 15-184: The school shall enroll all eligible students who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade-level, or building.

MIT will inform students in the community about the charter school and give each student equal opportunity to attend. Additionally, MIT will distribute promotional materials to surrounding community organizations and partners.

MIT will continue to establish partnerships to meet enrollment goals each school year.

Open Enrollment, Intent to Enroll, and the Lottery Process

MIT is an open enrollment, public charter school who does not discriminate based on ethnicity, national origin, religion, gender, economic status, disabilities, or proficiency in the English Language. MIT will comply with Federal and State Laws. The school's admissions practices will also comply with Part B of the Individuals with Disabilities Education Act and Federal civil rights laws, including but not limited to, Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990, as applicable.

According to HB2494, enacted in 2013 and which amended ARS 15-184, enrollment preference will be given to students returning to Maricopa Institute of Technology in Year 2 or afterwards, siblings of currently-enrolled students, children of employees of MIT, and children of members of the Governing Board of MIT.

All students will have an equal opportunity to attend MIT. This is ensured by a lottery system. Interested families will complete "intent to enroll" forms for their students to apply according to the established timeline in table B.3.3. The intent to enroll forms will only include contact information. Intent to enroll forms will be available during the advertised Open Enrollment Window. That Open Enrollment Window has been established as August 2015-April of 2016. The window closes at 5 p. m. on April 30th. If there are more students who have completed intent to enroll forms than openings in a given grade level, a blind lottery is held to determine enrollment. On Monday, May 2nd, 2016 a third party will randomly pick names from all students who submitted intent to enroll forms until the grade level is filled. The rest of the forms will be picked to be placed on an established waiting list. Parents and students will be contacted and appointments will be made for student enrollment.

Student enrollment does not begin until the charter contract has been signed.

Enrollment Timeframe

Month	Enrollment Goal	Recruiting	
December2015	50 Students	Headmaster	Intent to Enroll
March 2016	50 Students	Headmaster	Intent to Enroll
May 2016	50 Students	Headmaster	Enrolling students in May
June 2016	10 Students	Headmaster	

Table B.3.3 Goals for Intent to Enroll Forms

Enrollment Procedures and Packet

Students selected to enroll at MIT, will be notified of their selection, asked to bring copies of the listed forms, and scheduled for an appointment to fill out the enrollment packet. The enrollment packet contains the following:

- Enrollment Form
- Emergency Information Form
- Copies or originals collected from the parent or guardian:
    - Immunization Record
    - Birth Certificate
    - Proof of Residency
    - Unofficial Transcripts or Promotion from 8th grade
    - Withdrawal Slip (from previous school)
    - Attendance History (from previous school)
    - Discipline Records (from previous school)
    - Copy of Custody Paper (if applicable)
    - Copy of Current IEP (if applicable)
    - Academic Records (or a request for record will be sent to previous school)
- Forms to be completed by parent or guardian:

Arizona Residency Documentation Form
Home Language Survey (PHLOTE)
McKinney-Vento Eligibility Questionnaire
Consent for Medical/Dental Emergency Treatment and Medical Information Form
Internet Use Policy
Consent for Off Campus Activity
Request for Release of Student Records Form
Records Request for Special Services Form
Media Release Form
School Rules and Procedures--in Handbook
Summary of Child Find Procedures—in Handbook
Section of 504 of the Rehabilitation Act of 1073 – in Handbook
Notification to Parents Regarding Confidentiality of Student Records –in Handbook
Notification of Rights under FERPA—In Handbook
Student Compact and Parent/School Compact
Questionnaire – Marketing

Parents and students must submit paperwork to be enrolled at MIT. Students who withdraw before the last day of the current school year, must reapply for admission and will follow the procedures outlined for new students.