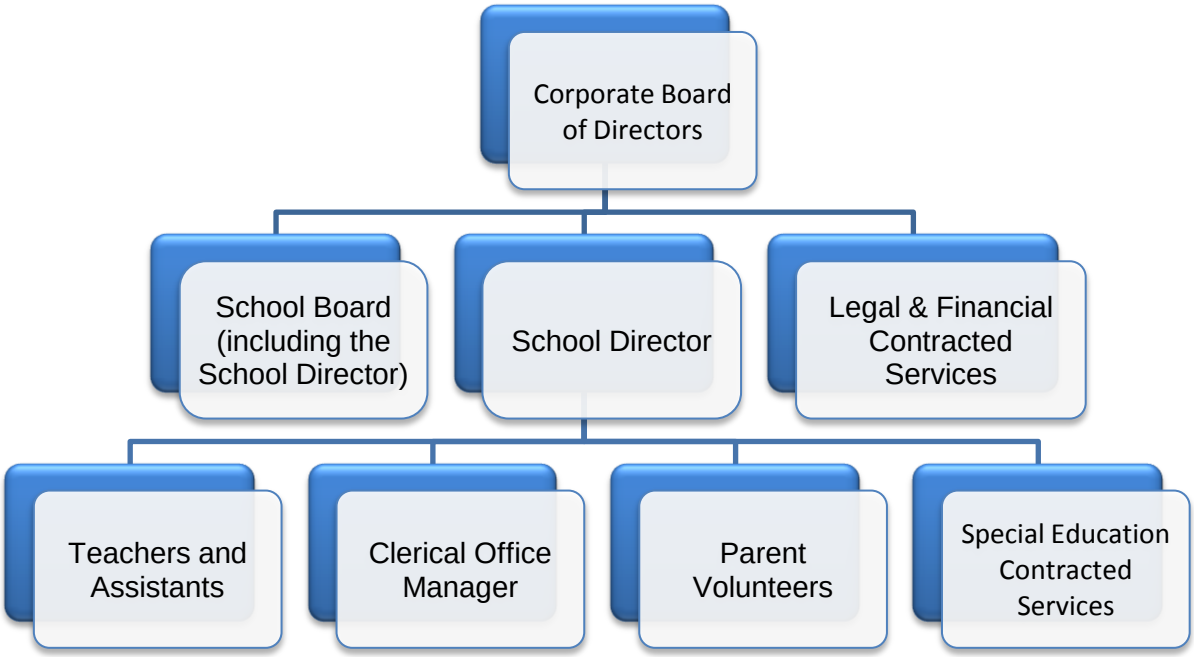
B.4 Management & Operation

MANAGEMENT NEEDS AND PRIORITIES

Greenhouse Montessori School (GMS) will initially rely very heavily on the caliber of its Corporate and School Board members and the expertise of its contracted service providers. Especially in the initial years, GMS will be a very small school with very few paid administrative positions. The Corporate Board will ultimately have authority over corporate financial and legal matters, including all corporate and legal contracted service providers. Because the Corporate Board has delegated authority on daily operations to the School Board, the School Board is responsible to set all school policies and set and review the school budget. The School Director then enforces that school policy and adheres to the school budget. For example, the School Board sets hiring policies and allows for employee salaries in the school budget, but the School Director interviews and hires employees with the support of faculty and staff.



SCHOOL DIRECTOR RESPONSIBILITIES

The School Director will:

- Establish and maintain a school culture
- Administer the day-to-day activities of the school
- Ensure curriculum meets standards
- Approve assessment plan
- Provide final approval on implementation of Montessori curriculum
- Hire and evaluate faculty and staff
- Works with faculty to ensure PMP is followed
- Provide oversight over special education contracted services
- Lead faculty and staff meetings

The School Director will be supported by the faculty who will advise on the planning, management, and implementation of curriculum, hiring of staff, administering of state assessments, and professional development.

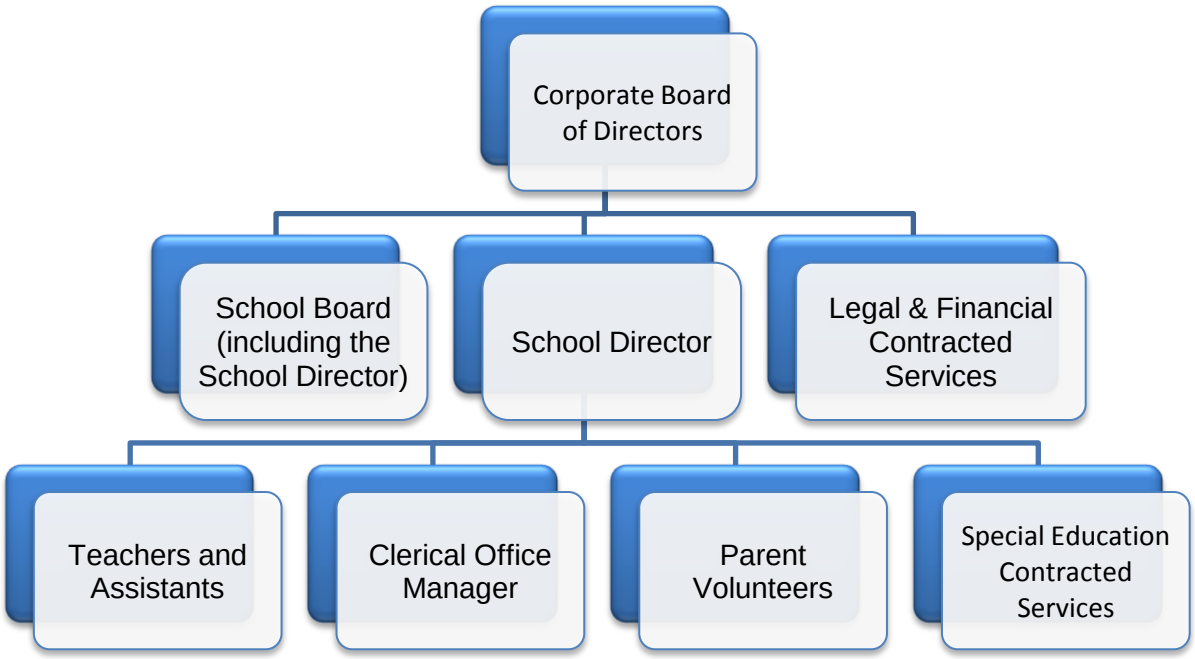
The School Director is employed by the Corporate Board of Directors. He/she sits on the School Board and works to help set the policies the school will adhere to. Under section 5.14 and 7.14 of our Bylaws, no member of the School Board or the Corporate Board shall discuss or vote on issues that represent a conflict of interest for them. Should a conflict of interest arise, the meeting minutes will reflect a disclosure of the conflict of interest as outlined in the bylaws. Great care will be taken to assuring that these bylaws are followed.

The founding School Director will be Jennifer Papp. Her experience as a successful small business owner, traditional elementary school teacher, Montessori teacher and mother of two uniquely qualifies her for this job. Jennifer will also serve as President of the founding Corporate Board of Directors for one year until a stable School Board is formed. At which point, she will resign her position on the Corporate Board and continue to carry out the duties of School Director and Member of the School Board.

ORGANIZATIONAL CHART AND NARRATIVE

Ultimately, the School Director, School Board and legal/financial contracted service providers report to the GMS Corporate Board. The Corporate Board has delegated authority on daily operations to the School Board. The School Director sits on the School Board. The faculty, staff, volunteers and special education service providers all report directly to the School Director.

Public relations and community development issues should be handled by the School Director, while keeping the School Board informed of any problems. The School Board needs to maintain distance from minor problems to preserve a level of appeals and not undermine the authority of the School Director. The School Director may, of course, consult individual School Board members for advice as needed from their areas of expertise, but will be careful not to violate Open Meeting Law. Should the School Director be the focus of a grievance, it should be escalated to the School Board and in very rare cases, may be further escalated to the Corporate Board of Directors.

B.4 Exhibit

Greenhouse Montessori Charter School Organizational Chart