B.3 Governing Body

ROLES, RESPONIBILITIES AND MANDATED OBLIGATIONS OF THE GOVERNING BODY

Greenhouse Montessori School (GMS) employs a governance structure composed of two boards. This is done to accommodate multiple schools, including charters and private schools. The Corporate Board meets less frequently and deals with overall corporate issues, such as facilities, corporate compliance, contracting, financing, and other issues. The School Board meets more frequently and deals with more day-to-day issues like school policy, procedures, fundraising, setting the school calendar, and educational issues. Should GMS grow and include future schools, this structure allows for each additional school to have its own governing School board under the authority of one Corporate Board.

The Corporate Board is composed of at least 2 and no more than 9 directors with the offices of President, Secretary and Treasurer. The School Board is composed of at least 3 and no more than 7 members with two required offices of President and Secretary.

The Corporate Board will delegate specific authorities to the School Board. This may be done at its annual meeting or at any duly called meeting. The Corporate Board will, at least quarterly, review the financial documents and meeting minutes of the charter school to be sure that appropriate legal and financial procedures are being followed and to make recommendations such as adding or revoking authorities. It will receive the School Board's evaluation of the School Director, set his/her salary and make recommendations for professional development.

All policies and procedures of Greenhouse Montessori School are established, exercised by or under the authority of the School Board. The School Board will set annual goals for the School Director and review the School Director's performance based on the goals. It will accept and further delegate, only as appropriate, the authorities granted it by the Corporate Board. It will review financial documents on a monthly basis. At least quarterly it will submit financial documents and meeting minutes to the Corporate Board to document the efficacy of the school's operations.

The Greenhouse Montessori School, Inc. School Board must:

- Adhere to Arizona Open Meeting Law as well as GMS Bylaws
- Evaluate the School Director, faculty and staff for Corporate Board review
- Nominate prospective future School Board Members
- Develop school policy as it relates to, but not limited to:
    - Dress code
    - Donations, volunteers and parent participation
    - Hiring
    - Fees
    - Attendance
    - Calendar and schedule
- Develop and/or approve a discipline code of conduct policy reflecting the mission, values, and high standards of the school and which is:

    - Consistent and appropriate in methods of enforcing the code
    - Specific; especially about what is unacceptable behavior and the consequences of it
    - Positive; rewarding exemplary behavior as well as disciplining unacceptable behavior
- Establish the Budget and all fiscal policy relating to:
    - Sources for school funding (state ADM, federal grants and title programs, capital, any other available charter support)
    - Grants from foundations and businesses
    - Donations, including volunteer hours
    - School fundraisers
    - School fees

The Greenhouse Montessori School, Inc. School Board may:

- Form advisory committees for areas of special need or interest and if the board chooses to establish them, could include but not be limited to:
    - The Finance Committee - consisting of the Corporate Board Treasurer, School Director, and any other persons as appointed by the School Board President. The main duty of the committee is to establish the school budget and oversee the implementation of that budget. This committee or its designee would report directly to the Board at each meeting of the Board.
    - The Nomination Committee - comprised of seated board members and members appointed by the School Board President. The main function of this committee is to evaluate the representative needs of the school's board and advise the Corporate Board, supplying a list of recommended candidates to fill any open school board seats that are Corporate Board appointed. The Corporate Board appoints the School Board President, but this committee of the School Board prepares a slate of officer candidates for the secretary office.
    - The Development Committee - responsible for any major fundraising activities of the school. The school will have at least one major fundraiser during each school year. The Corporate Board Treasurer should be a member of this committee but not be required to chair it.

DIFFERENTIATION OF MEMBERSHIP OF CORPORATE BOARD AND GOVERNING BODY

The Corporate Board is a private non-profit corporation and will delegate all daily operation of the school to its committee known as the School Board. Its Directors will never constitute a majority or quorum of the School Board. The Corporate Board is not subject to open-meeting law because it is not the public body overseeing the operations of the school.

The School Board is the public body responsible for school operations as provided by A.R.S. §15-183.E.8. As such is subject to open-meeting laws. It derives its authority from the Corporate Board and makes periodic reports to that Board as required by that Board.

GOVERNING BOARD

The School Board will serve as the governing body of GMS and it is not currently formed. Following the approval of this charter school application, the School Board Members will be appointed by the Corporate Board, closely following all bylaws.

Because of her position as School Director, **Jennifer Papp** will serve as the founding member of the future School Board. Her relationships in the community both with the current families attending the private preschool, prospective families, and with peers in the Montessori community, will provide a foundation for helping to create a governing board that will be well rounded. Her background as a successful businesswoman along with her training and experience in traditional and Montessori classrooms makes her well very qualified for this position.

BOARD VACANCIES AND DEVELOPMENT

In the event that a School Board vacancy occurs, for any reason, the unexpired portion of the term shall be filled by appointment of the Corporate Board. In the event that a Corporate Board vacancy occurs, for any reason, the unexpired portion of that term shall be filled by a majority vote of remaining directors of the Corporate Board.

The founding School Board Members will be appointed by the founding Corporate Board Directors following the approval of this charter school application. Thereafter, the Corporate Board will receive recommendations for new School Board members from the School Board and will appoint new members based on those recommendations and its own contacts in the surrounding community. There will be a concerted effort to always include at least one member from the community, one from the parents, and one from the faculty. Appropriate notice/amendment will be given to the charter sponsor prior to adding a Board Member.

Each School Board Member will read and sign a statement assuring that they understand the GMS charter application, contract and the on-line Ombudsman Handbook on Open Meeting Law prior to becoming a voting member of the Board. At least annually, the School Board will review Open Meeting Law.

As money allows, Board members will have the opportunity to attend formal training, but until then the School Board President will periodically find at least 1-2 articles available free on-line and ask all members to read them and be prepared to discuss it/them in a study session.

ABILITY TO FOLLOW OPEN MEETING LAW

The Greenhouse Montessori School, Inc. School Board will adhere to Arizona's open meeting law. As new Board Members are added, they will be instructed on acceptable procedures, including that numbers equal to a quorum may not discuss privately or in email issues to be brought before the board. Board members will be asked to read the Ombudsman Handbook on Open Meeting Law on line at http://www.azleg.gov/ombudsman/Open_Meeting_Book.pdf, and the Board will hold a study session at the beginning of the school year to discuss how the Board and the school will follow the law.

All meetings will be posted at least 24 hours in advance. Minutes will be taken and will be available to the public within 3 working days of the meetings. Executive sessions will only be held for one of the 7 purposes allowed by law and those involved will be properly noticed.

Staff will receive training to enable correct support of the board as it obeys the law. Staff as well as Board Members will understand the need for correct postings, minutes available within 3 working days, public access to documents, and tracking procedures to prove that all requirements are met.