B.2 Governing Body

Role, responsibilities, and mandated obligations of the governing body

P.V. Montessori School, Inc. will have a two-tier governance structure – a Corporate Board and a school Governing Board.

- The Corporate Board is a non-profit corporation and will delegate all daily operations of the school to its standing committee known as the School Governing Board. The Corporate Board is not subject to open-meetings 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-meetings law. It derives its authority from the Corporate Board.

Role

The role of the School Governing Board is to be the public body responsible for the policy formation at the school as provided by A.R.S. §15-183.E.8. As such it is subject to open-meeting law. It derives its authority from the Corporate Board and makes periodic reports to that Board as required by that Board.

Responsibilities

- Establish all policies and procedures of the school, including but not limited to:
  - School performance goals
  - Calendar and schedule
  - Enrollment
  - Attendance
  - Discipline code reflecting the mission, values and high standards of the school
  - Dress code
  - Donations
  - Volunteers
  - Parent participation
- Oversee and monitor the implementation of the established policies and procedures;
- Establish the budget and oversee and monitor its implementation:
  - Sources for school funding (state equalization funds, federal grants and title programs, capital, any other available charter support)
  - Grants from foundations and businesses
  - Donations, including volunteer hours
  - School fundraisers
  - School fees
- Maintain the relationship with the charter authorizer;
- Accept additional authorities as granted by the Corporate Board;
- Evaluate the need and nominate prospective future School Board members
- Evaluate faculty and staff
- Establish fundraising policies and procedures and oversee implementation;
- Form committees;
- Report to the Corporate Board.

Mandated Obligations of the School Board

The School Board is the public body responsible for school operations as provided by A.R.S. §15-183.E.8 and is subject to the Arizona open-meetings law.

- Meetings: At a minimum, the School Board shall meet at least quarterly to transact business as it may come properly before the School Board. The School Board may convene and hold monthly or other regularly-scheduled meetings that may lawfully come before the School Board. Executive sessions will only be held for one of the 7 purposes allowed by law and those involved will be properly noticed.
- Notices: Public notice of all meetings of the School Board and al all committees authorized by the School Board shall be given pursuant to and performed as required under Arizona open meetings law. All meetings will be posted at least 24 hours in advance.
- Minutes: Meeting minutes shall comply with Arizona open meetings law. Minutes will be taken and will be available to the public within 3 working days of the meetings.

The School Board of P.V. Montessori School will follow Arizona open meetings law. The School Board Members will be instructed on acceptable procedures, including that numbers equal to a quorum may not discuss privately or in e-mail issues to be brought before the board.

At present, there are five members of the School Board. In case of four member quorum with a split vote at a lawfully scheduled meeting, the item being voted on will be tabled for action at the following meeting of the School Board.

Name, background information and qualifications of each member

The School Board will serve as the governing body of P.V. Montessori School, Inc. and is comprised by five members, appointed by the Corporate Board, closely following all bylaws.

Eva Foster – School Director/President of the School Board
Jaime Geer (parent of student, former elementary school teacher, current stay at home mom)
Amy Khan (parent of student, former elementary school teacher, current stay at home mom)
Daniel Foster – corporate representative
David Foster – corporate representative

Eva Foster: Eva Foster is a corporate Principal of P.V. Montessori School, Inc. and President of the Corporate Board.. She will serve as the President of the School Governing Board. She earned a Bachelor of Arts degree in History at Hendrix College, Arkansas. She has extensive Montessori training and is certified to instruct 3-6 year olds in the Montessori Method. She received her Montessori Primary Teaching Certification from the Association Montessori Internationale in 2005. Eva is currently training as a Montessori certified teacher at the Elementary Level. Eva has experience as a local small business owner and is extremely capable in navigating the challenges of running a growing, successful small business. Eva has a group of devoted parents who volunteer frequently and feel very strongly about both the Montessori Method of education and her execution of that philosophy. She has already developed close relationships in the community both with the current families attending the private preschool, prospective families, and with peers in the

Montessori community. 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. Eva is aware of the responsibilities she is taking on and has demonstrated the character and tenacity to follow through with meeting every challenge that comes up.

Jaime Geer: Jaime is a parent of a student, former elementary school teacher, current stay at home mom. She earned her BS of Elementary Education in May 2001 from Eastern Illinois University, Charleston, IL. Her education experience starts as a 3rd Grade Teacher at Lower Pottsgrove Elementary School-Pottstown, Pa, where she implemented positive discipline plan which promoted student responsibility, problem solving skills, and student accountability and created a classroom that was stimulating, encouraging, and adaptive to student needs. When she moved to Arizona she taught 1st Grade at Corte Sierra Elementary School-Avondale, where she maintained complete responsibility for organization, teaching, and assessment of self-contained classrooms. Jaime continued her teaching career as a Reading Instructor at the same school, where she instructed below grade level performing students using the Wilson Reading Program and administered the DIBELS reading assessment to students of all grade levels. Jaime is very involved with her community – she is the PTO President of Palm Valley Montessori School, Secretary and Hospitality Coordinator of MOMS (Mothers of Preschoolers) Club of Goodyear South, as well as a cooking instructor to home schooled children.

Amy Khan: Amy is a parent of a student, former elementary school teacher, current stay at home mom. Amy earned her Masters Degree in Education, Language & Literacy from Arizona State University and Bachelor of Science Degree, in Elementary Education with Early Childhood Education Minor from Northern Arizona University. Amy has a Reading Specialist Certification. Amy's elementary education experience started as an Elementary School Teacher (Kindergarten & Multiage 1-2) at Kyrene Elementary District, where she was also Staff Development leader and was awarded the Intel Teach to the Future Award. Amy was the PTA representative to the district. Amy was the Title One Reading Specialist at Litchfield Elementary District where she was in charge of the at-risk reading program for Dreaming Summit Elementary School and responsible for staff development in reading assessments and current best practices. While there, she was actively involved with the school as the Parent Education Coordinator.

Daniel Foster: Daniel Foster is a Corporate Principal of P.V. Montessori School, Inc. Daniel will also serve on the School Board and will help the school with business, financial and real estate matters. He has extensive experience in the business, finance and real estate. He was a Title Processor at Tiffany and Bosco, P.A., one of the largest law firms in Arizona with extensive legal experience covering over 40 distinct areas of law. As a Title Processor he filed title claims for title issues arising from prior liens, vesting issues, and fraud; Researched and reviewed title reports and all manner of recorded documents; Worked with attorneys to resolve special issues during the foreclosure and REO process; Developed relationships with various mortgage servicers and gained extensive knowledge in the title, foreclosure and litigation processes; Resolved issues to bring file to sale including assignments, prior liens, judgments, and criminal restitution, mechanics liens, senior lien sales, and junior lien issues. Daniel is consistently recognized for conflict resolution and diplomatic understanding in

difficult situations and problem solving. Currently, Daniel is employed as a short sale negotiator for a Scottsdale real estate firm, Real Core Realty. Daniel has also acquired valuable experience as an entrepreneur and member/founder of Palm Valley Montessori, LLC, actively involved in the management of the private preschool.

David Foster will serve on the School Board and will help the school with business, operations and finance. He received his Bachelor of Arts Degree in History and Political Science from Hendrix College, Arkansas and Master of Science Degree in Health Science from the University of Arkansas. David has Certificate in Diagnostic Ultrasound and has worked as a sonographer at hospitals in Colorado, Arkansas, and currently at the Arizona Regional Medical Center in Mesa, Arizona. David also has acquired valuable business and real estate experience being self-employed and as a member of Palm Valley Montessori, LLC, actively involved in the start-up and management of the preschool.

Filling Vacancies

Appointment of Members. All School Board Members shall be appointed by a majority vote of the Corporate Board at any regular or special meeting of the Corporate Directors. Members may be removed, replaced or changed at the discretion of the Corporate Board. Members need not be residents of the State.

Vacancies: Any vacancy on the School Board occurring by reason of an increase in the number of Members, or the death, incapacity, resignation, disqualification or removal from office of any Member, or other reason, the unexpired portion of such Member's term of office shall be fill ed by appointment by the Corporate Board.

As new Members are added to the School Board, they will be instructed on the existing policies and procedures at the school. New members will also receive instruction on the Arizona Open Meetings law. In addition to the instruction, they will be referred to the Ombudsman Handbook on Open Meeting Law. The School 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. Members of the School Board will also take advantage of trainings on school governance and open meetings law offered by the Arizona Charter Schools Association.

Staff at P.V. Montessori School, Inc. will receive training to enable correct support of the School Board in following Open Meetings law - correct postings, minutes available within 3 working days, public access to documents, and tracking procedures to prove that all requirements are met.