B.3 Management & Operation

P.V. Montessori School will rely on the capacity and quality of its Corporate and School Board members and the expertise of its contracted service providers.

The Corporate Board will ultimately have authority over corporate financial and legal matters, including all financial 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.

The School Director has the following responsibilities:

- Establishes Montessori school culture
- Ensures Montessori curriculum meets state standards
- Approves assessment plan
- Gives final approval on implementation of Montessori curriculum
- Works with teachers and staff to ensure Performance Management Plan is followed
- Oversees Special Education and related contracted services
- Leads teachers and staff meetings

P.V. Montessori School is a very small school and will have very few paid administrative positions at start-up and during the initial years of operation.

- The School Director will be supported by the teachers and staff who will advise on the planning, management, and implementation of curriculum, alignment to state standards, administering of state mandated 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.
- Eva Foster will be the founding School Director. Her experience as a Montessori teacher and successful small business owner uniquely qualifies her for this job. Eva will also serve as President of the School Board.

  Eva Foster possess the necessary qualities - entrepreneurial, educational and experience to successfully operate a charter school. She earned a Bachelor of Arts degree in History at Hendrix College, Arkansas. She has extensive Montessori training. Eva has experience as a local small business owner and is extremely capable in navigating the challenges of running a growing, successful small business. 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.

- The Administrator will support the business, financial and operational aspects of the school. Daniel Foster will perform those functions during the start-up period for the school.

Daniel Foster possess the necessary qualities - entrepreneurial, educational and experience to successfully operate a charter school. 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. Daniel is consistently recognized for conflict resolution and diplomatic understanding in difficult situations and problem solving.

Administrative Plan

The School Director reports directly to the Corporate Board of Directors and will provide direct supervision of the academic and fiscal operation, organizational management and employment matters.

Oversight of Instruction

The School Director is aware that she will have a myriad of duties in year one. She will oversee all instructional practices and educational operations at the school: curriculum, staff development and mandated testing (AIMS and Stanford 10), special education services, English language development programs, keeping accurate school records, and submitting all required educational reporting. In addition to those obvious curricular and operational duties, the School Director will be present in the classroom in a teaching capacity.

The School Director retains ultimate responsibility for all curricular implementation. Her responsibilities include classroom observation, reviewing lesson plans, tracking of state standards met, and teacher evaluations. Below is break down of main responsibilities:

- ★ P.V. Montessori School is designed as a small school, which will allow the School Director to teach in the Lower Elementary classroom.
- ★ Lesson plans will be developed in a team environment with input from the School Director. However, the School Director will review written plans at least monthly. She will keep a written record of state standards addressed.
- ★ The School Director will report annually to the School Board and the Corporate Board on state mandated testing – AIMS and Stanford 10 and how those results are used to direct instruction.
- ★ The School Director will also keep up to date on Montessori training, early childhood development, and other best practices and school improvement development so that she can provide professional development opportunities (in-house or through outside experts).
- ★ The teacher will assist the School Director with data analysis.
- ★ The teacher will also be part of the team to make special education evaluations.

Oversight of Operations

The School Director, along with the Administrator and contracted accounting services provider are responsible for tracking budget compliance, payroll and human resource functions.

Financial Management:

- ★ The School Director will request from the charter authorizer an exemption from the USFRCS and state procurement laws. She will work with the School Board on the formulation and adoption of the appropriate GAAP accounting policies and procedures.
- ★ The School Director, together with the administrator and accountant will prepare an annual budget, which will be discussed and approved by the School Board. Once approved by the School Board, the annual budget will be presented to the Corporate Board for approval.
- ★ The administrator will track budget expenditures and will report to the School Director. All expenditures need to be aligned to the approved budget.
- ★ The administrator will prepare monthly financial reports, which will be presented to the School Board on a monthly basis and to the Corporate Board at least quarterly. The School Director will oversee that process.

Contracted Services:

- ★ The School Director will oversee special education contractors.
- ★ The Corporate Board will oversee financial and legal contractors.
- ★ The School Director can enter into other contracts on behalf of the school as allowed by the Corporate Board. She will follow School Board adopted procedures for entering into contracts including obtaining multiple bids for services.
- ★ The Corporate Board may choose to delegate all contractual agreements to the School Director or may approve procedures that define the value and duration of contracts that may be entered into without that Board's approval. In either case, the School Director will report all contracts to the School Board.

Personnel:

- ★ The School Director will oversee the recruiting, hiring and training of employees.
- ★ The School Director will oversee the formal written evaluations of all employees (performed annually).
- ★ The School Director will keep a log of informal reviews (as they occur more frequently) including any directions to improve and subsequent improvements or failures to improve to be used in compiling annual evaluations and/or personnel issues. She will also log any outstanding accomplishments for the same purpose.

Grants Management:

- ★ The School Director and the School Board and will work with the contracted financial personnel to establish procedures for managing grant funds.
- ★ The School Board may contract for grant writing and, if needed, for grants management services.
- ★ The School Director will train the administrator to maintain documentation of grant funds.

- ★ The School Board and School Director will take advantage of grants management training opportunities available through the Arizona Department of Education.

Student management Information System (SAIS):

- ★ The school will purchase a program to report student information to comply with required SAIS reporting.
- ★ The School Director has ultimate responsibility for accurate enrollment and attendance reporting to ADE. The School Director will arrange training for the Administrator to conduct the required reporting.

State Mandated Testing

- ★ The School Director has ultimate responsibility for proper administration of state mandated testing such as AIMS, Stanford 10 and AZELLA where appropriate.