KHALSA MONTESSORI ELEMENTARY SCHOOL

I. ORGANIZATIONAL NARRATIVE

The Khalsa Montessori Elementary School (KMES) is a non-profit 501(c)3 corporation overseen by the KMES Board of Directors and run by the KMES administration in partnership with KMES teachers and parents.

The **KMES Board of Directors** approves all major KMES decisions including, but not limited to, budgets, state reporting, contracts, staffing, and financial and educational procedures and policies. The Board members review and sign all school expenditure vouchers. The board provides a final Board of Review for issues brought to the Board that have been presented to, but not resolved by, the school staff or administration.

The Board is not involved in day-to-day management of KMES. The Board empowers the School Director and the Education Administration team to oversee and manage the day to day operations of the school in direct coordination with the KMES Site Council and the KMES Operational Administration teams. Monthly, the School Director gives the Board a report on all aspects of school operations and staff and student performance. Monthly, the School Financial Consultant presents the Board with a detailed budget report and analysis.

The KMES Board of Directors strictly adheres to the Open Meeting Laws of the state of Arizona. Meeting announcements, agendas, and minutes are posted on the bulletin board in the office hallway.

Board of Directors membership: administration representatives, including the school Director who is the Board President, teacher representatives, parent representatives and community representatives. School Financial Consultant attends meetings.

The **KMES Education Administration** is a team of KMES educational and operational administrators who meet weekly to discuss all KMES major educational, procedural and policy decisions. It is responsible for all KMES policies and operations including staffing, admissions, finances, property, and program development. Policy decisions are referred to the KMES Board for final review and approval. The KMES Education Administration reviews KMES Site Council input and approves, or refers back for more discussion and direction, Site Council decisions. The KMES Education Administration reviews KMES Operational Administration input and approves, or refers back for more discussion and direction, Operational Administration decisions. Consensus is sought in all Education Administration decision making. The School Director has ultimate decision making authority if consensus is not reached.

Education Administration membership: School Director, Education Director, SPED Director, Admissions Director, Primary School Director, and any administration director-in-training.

The **KMES Site Council** consists of KMES administrators and all KMES Lead Teachers. This body meets weekly to discuss and resolve school policy and procedural questions, assist individual teachers in student educational areas, and collaborate as a team in developing and implementing KMES educational philosophy and future classroom planning. All administrative decisions that effect classrooms are discussed in this forum and input is used in the final administration decision. Consensus is sought in decision making. If consensus is not reached, the discussion and final decision is referred to the KMES Educational Administration and, ultimately, the School Director.

All Site Council decisions are reviewed for final approval by the Education Administration and, when appropriate, by the KMES Board. Information and issues brought to the Site Council regarding individual students is referred to the Student Study Team for input, and to the Education Director and/or SPED Director for follow-through. The KMES Student Study Team may bring student issues that are affected by school or classroom procedures or policies to the Site Council for review.

Site Council membership: All classroom Lead Teachers, Director, Education Director, Admissions Director

The **KMES Operational Administration** is responsible for the daily operations of KMES including enrollment, attendance, financial accountability, scheduling, program operations, parent communication, state reporting, record keeping, and for fulfilling all state and federal requirements of the school's charter. The School Director reports to Education Administration regarding Operational Administration meeting information and issues. The Director brings Educational Administration directives and Site Council input to Operational Administration meetings. The KMES Operational Administration staff communicates daily with the KMES School Director through Administrative Assistant, Admissions Director, Bookkeeper, and Secretary to School Director Daily Update Forms.

Operational Administration membership: Director, Administrative Assistant, Admissions Director, Primary School Director, School Bookkeeper, Secretary/ Receptionist

The **KMES Student Study Team** discusses individual student educational and behavioral issues. Information and issues brought to the KMES Site Council regarding individual students is referred to the Student Study Team (SST). SST may bring student issues that are affected by school or classroom procedures or policies to the Site Council for discussion.

Student Study Team membership: All classroom Lead Teachers, SPED Director, Education Director.

The **KMES teachers** are responsible for the development and operation of the KMES educational programs. Each head teacher is responsible for all developmental aspects of the children in his/her class. The KMES staff has direct input into the overall running of the school through the weekly KMES Site Council meetings and regular communication with the school administration. KMES teachers communicate daily with the KMES School Director and KMES Education Director through Teacher-to-Administration Update Forms.

Classroom teachers bring individual student educational and behavioral issues to the SST and SST gives recommendations to classroom teachers. The Education Director and/or SPED Director follow up with the teacher regarding the student's progress. Classroom teachers communicate maintenance issues to maintenance staff through maintenance board. Classroom teachers bring school and classroom operational and educational issues to the Site Council.

Classroom Teachers membership: Lead Teachers, Assistant Teachers

The **KMES Maintenance Team** meets at the beginning of each week to review, prioritize, and schedule maintenance. Classroom teachers and Administration staff communicates maintenance issues to maintenance staff through maintenance board.

Maintenance Team Membership: Director, Primary School Director, Maintenance staff

The **KMES Financial Team** meets once or twice monthly for a detailed review of current year budgets, future budgets, and all aspects of school accounting and finances. The Financial Consultant brings monthly budget reports for review and approval at the KMES monthly Board meetings. KMS Director brings any financial topics that effect school administration to the KMES Operational Administration and/or the KMES Education Administration Meetings. Director brings any financial topics that effect classroom operations to Site Council. Director brings financial requests and input from the KMES Site Council and KMES Operational and Educational Administration meetings to the KMES Financial Team.

Financial Team membership: Financial Consultant, Director, Contracted Bookkeeper (state reporting), School bookkeeper

The **Khalsa Montessori School Parent-Teacher Organization (KMS PTO)** is a non-profit tax exempt organization, corporately independent from KMES,

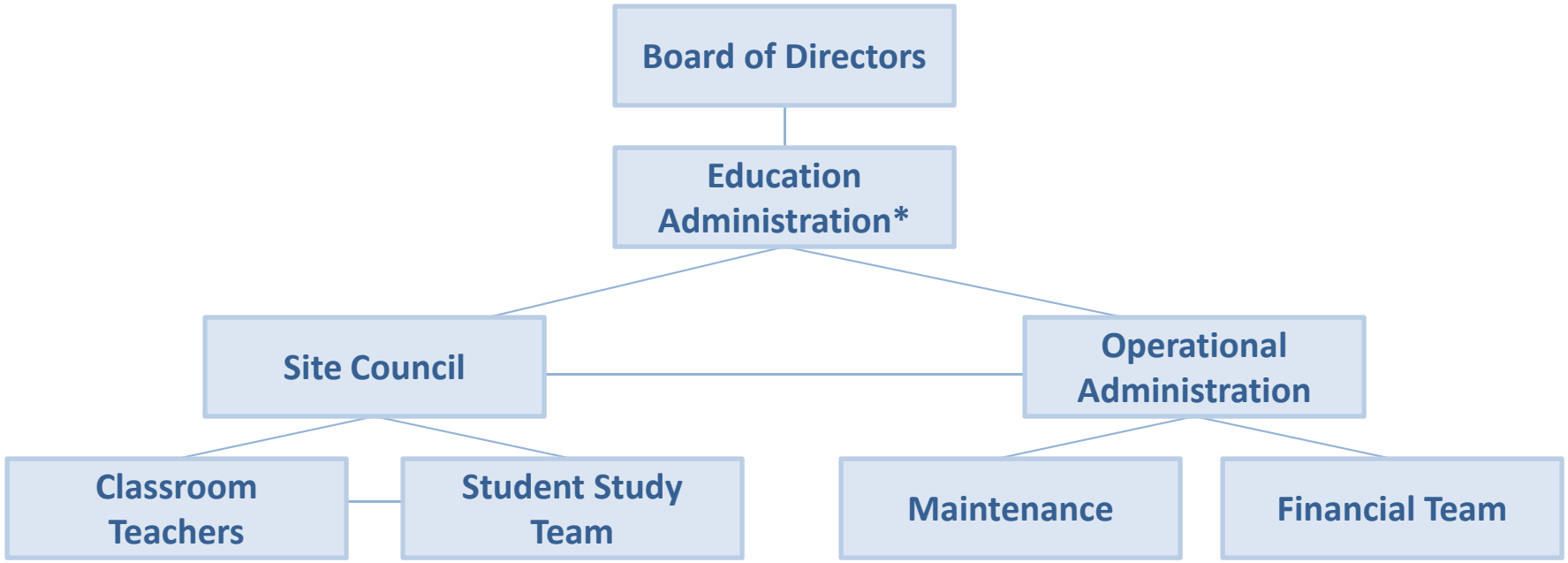
designed to support KMES students through school fund-raising and community development. It brings parental input regarding the overall running of the school to the school administration. It supports the educational programs of the staff through its fund-raising dollars and its involvement in classroom projects and events.

KMS Parent-Teacher Organization Membership: All KMS parents and staff are eligible to be a member by attending monthly meetings and participating in PTO events. A member of the KMES administration attends all monthly meetings. Each month, a KMES lead teacher attends and speaks on a topic of interest to parents.

Khalsa Montessori School

Khalsa Montessori Elementary School (KMES)

Organizational Structure



*Education Administration Detail, next page…

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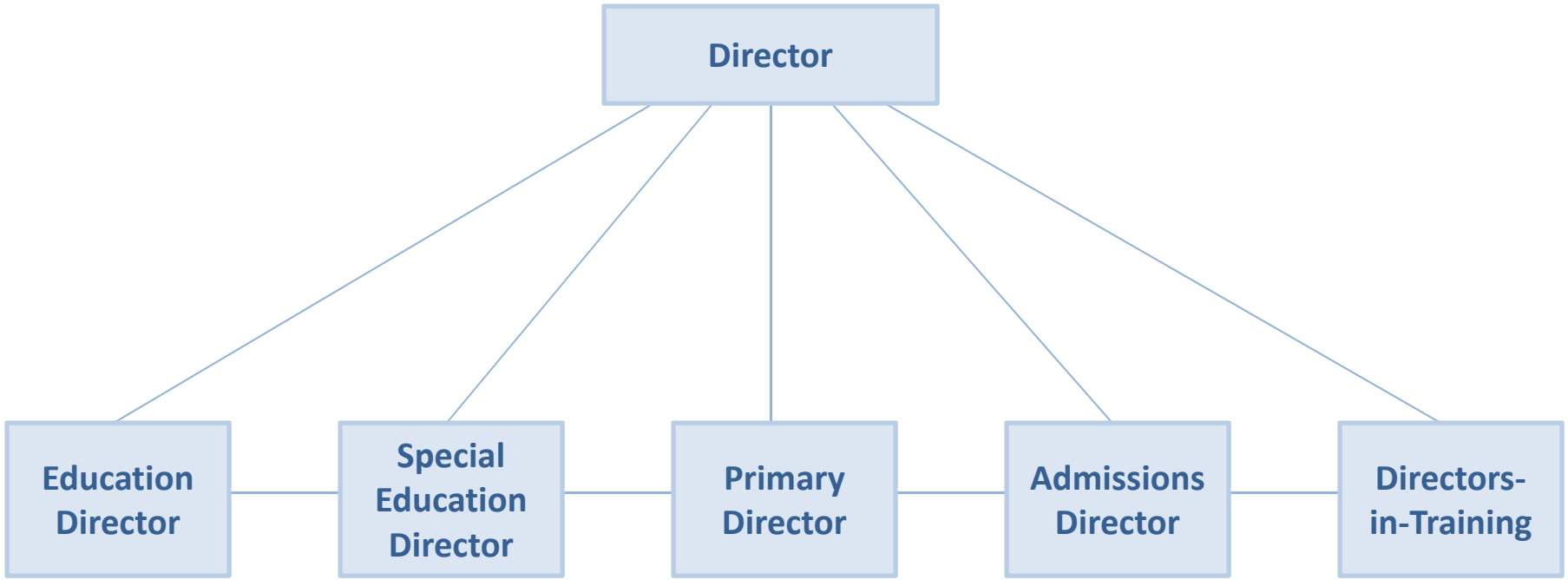
Education Administration Detail