MONTESSORI CHARTER SCHOOL OF FLAGSTAFF, INC.

an Arizona Subchapter S Corporation

Organization Chart

MCSF, Inc. Stockholders
I
I
Corporate Board (2 Directors)
I
I
School Governing Board (5 Directors)
I
I
Chief Administrator
I
I
i---------- I
l
l--------Business Manager (office at 1000 E. Appalachian Road, 86004)
l
l------- Site 1 – Westside Kindergarten (managed by a School Director)
l 575 W. University Avenue, 86001
l
l--------Site 2 – Eastside Kindergarten (managed by a School Director)
l 2025 N. East Street, 86004
l
l--------Site 3 – HQ & Elementary School Grades 1 – 6 (managed by a School Director)
l 850 N. Locust Street, 86001
l
l--------Site 4 – Middle School Grades 7 – 8 (managed by a School Director)
2212 E. Cedar Avenue, 86004.

NARRATIVE

MCSF Stockholders: As a for-profit entity, the Montessori Charter School of Flagstaff, Inc. (an Arizona subchapter S corporation) is owned by stockholders (details are provided in Amendment 3 to the Original Charter – Approved 12/11/1995). .

Corporate Board: For all the layers displayed above, the organization of MCSF is actually very flat because the same persons play a key role at each of the various layers. The Corporate Board is composed of two directors who are the sole stockholders of the corporation and serve as officers established in its bylaws Article V Section 1: President & Treasurer and Vice President & Secretary. These two are members of the governing board and are the Chief Administrator and Business Manager of the school.

School Governing Board: Because of the provisions of the Open Meeting Laws, the School Governing Board is composed of 5 directors: the 2 corporate directors, the corporation's 2 CPA's, and a former Elementary School Director. All Governing Board members are also parents of children who have attended and graduated from the school. On January 19, 1996, in an open meeting of the board, the governing board granted broad operating and financial authority to the Chief Administrator and Business Manager, respectively. The board agreed to function thereafter in an advisory capacity, while still retaining its oversight responsibility.

Chief Administrator: The Chief Administrator acts as head of school operations. She is responsible to the board for the day-to-day operations of the school and all decisions required to insure its efficient operation and success as an educational institution. The Business Manager acts as financial head of the school. He is responsible to the Chief Administrator for all external reporting, and the ongoing financial viability of the school. He bears responsibility for all of the financial activities of the school. The Business Manager may act in the absence of the Chief Administrator if a decision on an operating issue is required. Both individuals are accountable to the board for their actions and are required to give account to the board whenever requested.

The "Sites" of the School: School Directors act as principals of their respective school buildings/sites. MCSF is located in four buildings located in west, central and east Flagstaff. Each school director operates under the authority of the Chief Administrator to insure the smooth operation of their respective programs. Communication among the Chief Administrator, the Business Manager, and the four School Directors is constant; this includes daily visits (usually) by either or both of the Chief Administrator and the Business Manager to each school site and more than daily e-mails and phone conversations.

Although the school directors maintain daily contact with their staff and the parents of children enrolled at their site, every staff member and the parents of each enrolled child have direct access to the highest level of the school (and the corporation).