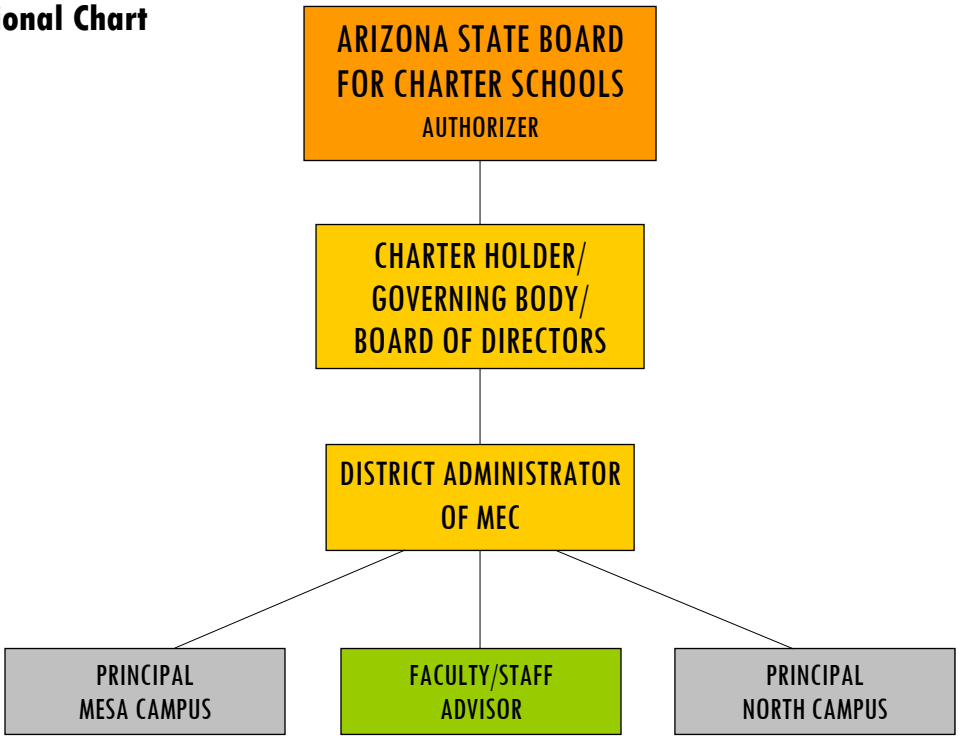
MONTESSORI EDUCATION CENTRE - CHARTER SCHOOL

Organizational Chart



I. Organizational Narrative

Montessori Education Centre (MEC) is governed by its board of directors ("the Board") which also serves as the governing body of the school pursuant to A.R.S. 15-183 (E)(8). The individuals that serve on the corporate board of directors concurrently serve on the governing body. The purpose of the Board is to set the general direction and policy of the school. The Board establishes guidelines for the District Administrator and Principals to operate the campuses of MEC. The Board also ensures that the provisions of the corporation's Articles of Incorporation, Bylaws, the charter, and other contracts or agreements with the Arizona State Board for Charter Schools are followed. In addition, the Board establishes fiscal policy, including, but not limited to, budgets and financial controls for the school. The Board is charged with monitoring the financial health of the school by reviewing various reports at each Board meeting. The Board also shares in the responsibility for monitoring the academic progress of the school.

DISTRICT ADMINISTRATOR OF MEC is responsible for working closely with the Board to implement the policies it has adopted and properly delegate controlled amounts of said implementation to the appropriate leaders in the school community. The District Administrator is also a voting member of the Board. The District Administrator retains responsibility for all aspects of the school including execution of the instructional program, operation and maintenance of all facilities, school/community relations, and, in the course of administering this action, reports issues, as needed, to the Board. The District Administrator is responsible for the business affairs of the school and works with a contracted service provider for accounting and budgeting services. Working closely with the school's Leadership and Instructional Teams and performing due diligence in the review of personnel performance, the District Administrator makes decisions regarding lead personnel and oversees all staff.

FACULTY/STAFF ADVISOR is part of the Leadership Team and is responsible for curriculum development, instructional staff evaluation and professional development, and the systematic assessment and monitoring of student achievement. The Faculty/Staff Advisor works closely with the District Administrator and the Principals in establishing a successful learning environment.

PRINCIPALS at each campus are part of the Leadership Team at MEC, working closely with the Faculty/Staff Advisor in creating an environment that is most conducive to learning within the Montessori, child-centered philosophy. Principals are responsible for hiring teachers and assistants, handling Classroom Site Fund (301) goal setting, and completing annual, campus-wide staff evaluations. Principal responsibilities also include the creation of staff meeting agendas based on the school and campus calendar of events, observation and consideration of issues to be addressed, and staff input. Other Principal responsibilities include:

- significant student discipline (i.e. suspension) based on Student Handbook and teacher input
- student records
- Special Education (includes serving as Child Find representative)
- student assessment (includes standardized testing)