

COMPASS MONTESSORI SCHOOL

A Not for Profit Corporation

RESOLUTIONS REGARDING EXECUTIVE DIRECTOR INTERIM TRANSITION PLAN

I, Tiffany Grunert, the duly elected Secretary of Compass Montessori School, Compass Montessori Secondary School, Compass Montessori Building Corporation and Compass Montessori Secondary Building Corporation, all of which are not for profit corporations incorporated in the State of Colorado, whose mailing address is 4441 Salvia Street, Golden, CO 80403 (Collectively, "Compass Montessori"), do hereby certify that the following is a true and complete copy of a resolution passed at a meeting of the Compass Board of Directors, at which a quorum was present, duly called and held on May 23, 2016.

WHEREAS, Compass Montessori has recently learned that it's Executive Director, Bill Kottenstette, will be leaving his position on June 14, 2016;

WHEREAS, in light of this absence, Compass Montessori's Board of Director's wishes to consider its options regarding governance of the school in a deliberative manner, and to conduct a thorough search for desired candidates that is in sync with the commonly observed hiring practices in Colorado;

WHEREAS, this may necessitate operating without an executive director until as late as the Summer of 2018;

WHEREAS, the Compass Board has tremendous faith in its principals, program directors and business manager, and wishes to distribute the executive director responsibilities and authorities among them, and among the Board, on an interim basis;

NOW, THEREFORE, in consideration of the foregoing, the Board of Directors unanimously passes the following resolutions:

Transition Matrix

RESOLVED, that the job descriptions in Exhibit A (the "*Transition Matrix*") shall enter into effect on June 3, 2017, it being acknowledged that the general job descriptions are intended to reflect current practice at Compass Montessori, and that the portion of the relevant job description entitled "Executive Functions" are intended to be a delegation of duties previously reserved to the Executive Director.

Transition Committees

RESOLVED, that the executive authority of the Board of Directors shall be placed into various committees of two Board members, as further described in the Transition Matrix ("*Transition Committees*"), who shall be responsible for support and direction of the assigned school leaders, it being acknowledged that the intent of this structure is to allow the principals and program directors to continue their work consistent with prior practice with minimal changes by or intervention from the Board of Directors, while providing a clear governance structure that allows for leadership support, ample communication flow, and for necessary decisions to be promptly resolved. The Transition Committees will set the frequency of meetings.

RESOLVED, that any decision within the authority of a Transition Committee shall be made only in writing (e.g., e-mail), and only by a unanimous decision of the relevant committee. Notwithstanding such unanimous agreement, a Transition Committee may elect at

any time to bring any matter of concern to the full Board for a decision, provided that the Board President and Vice President have been given at least seven (7) days' written notice prior to a regularly scheduled Board meeting to place the matter on the meeting agenda for resolution by the Board.

RESOLVED, that in the event of any controversy regarding a decision made pursuant to the Transition Matrix by a Transition Committee, the relevant School Leader or Board member may bring the matter before the Board of Directors at the next regular meeting provided that (a) they have raised their concern in writing to, as applicable, to the relevant personnel and all members of the relevant Transition Committee, (b) those individuals have met, in person, for the sole purpose of resolving the controversy, it being acknowledged that all relevant parties are expected to use reasonable efforts to schedule such a meeting within ten (10) days of a request; (c) the meeting failed to resolve the matter to their satisfaction; and (d) the Board President and Vice President have been given at least seven (7) days' written notice prior to a regularly scheduled Board meeting to place the matter on the meeting agenda for resolution by the Board.

Reservations by Full Board

RESOLVED, that decisions identified in the Transition Matrix as residing with the full Board shall be decided only pursuant to a proper vote called at a regular or special meeting of the Board of Directors, it being expressly decided that, in addition to all authorities previously reserved to the Board by practice or resolution, all hiring, firing, non-renewals and corrective actions related to full-time employees ("**HR Decisions**") shall be reserved to the applicable Transition Committee but made only after consultation, in person, with the relevant school leader, with the expectation that the Transition Committee will seek to generally support the recommendations of the school leaders.

Continuation of Existing Governance Practice

RESOLVED, that, except as expressly modified as set forth herein, the governance structure of Compass Montessori as reflected in the Articles of Incorporation, the Bylaws, the Staff Handbook, the Parent Handbook and the Board Policy Handbook (collectively, the "**Governing Documents**"), shall continue in full force and effect as expressly modified herein, and that in the event of any implied or unanticipated inconsistency between such governing documents and the Transition Matrix that is not expressly addressed herein (e.g., reporting structures), such inconsistency shall be resolved in favor of the Governing Documents.

IN WITNESS WHEREOF, I have hereunto set my hand on behalf of Compass Montessori this 3rd day of June, 2017.

Tiffany Grunert

Secretary, Compass Montessori

EXHIBIT A

JOB DESCRIPTIONS AND TRANSITION MATRIX

I. Principal (Wheat Ridge) -

a. General Description:

Position Overview

The Wheat Ridge campus' leadership model is centered on a guiding principal, level-specific classroom/instructional supports, and self-governing teams of limited responsibility. The Principal, under the supervision of the Board of Directors, will provide overall leadership for the PreK-6 campus with a focus on linking and aligning the work of Children's House, Lower Elementary, and Upper Elementary instructional teams to other central supports including special education, administration, facilities, and IT.

Personal Qualities

- **Commitment to Equity:** Passionate about ensuring our school serves every child, regardless of background or circumstance
- **Positive Attitude:** Approaches work with the heart and passion for serving children through a Montessori program every day. Sees each student, parent, teacher, and staff member as "the right person" who is helping create this one-of-a-kind learning environment
- **Leadership:** An effective communicator. Takes intentional steps to create a positive school culture. Has a willingness to make tough decisions in support of the school
- **Innovative Problem-Solving:** Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving. Takes initiative to explore issues and find potential innovative solutions
- **Adaptability:** Ability to shift focus or delegate work in order to address hot-button needs of the school. Ability to maintain focus on multiple priorities without having important issues getting lost
- **Teamwork:** can manage work of fundamental importance to the school in a collaborative way so that final products are supported and embraced by key stakeholder groups
- **Dependability:** Does whatever it takes to consistently deliver with high quality under tight deadlines. Keeps teachers, staff, and leadership up-to-date on issues that they need to be kept well-informed about
- **Thought Partnership:** Supports professional Montessori practitioners in linking Montessori theory to daily practice
- **Administrative Competence:** Can translate Montessori administrative objectives into demonstrable public school outcomes

Duties and Responsibilities

Compass Montessori seeks an exceptional, proven school leader to sustain the success of the Wheat Ridge campus in the following ways:

- Ensures successful implementation of a quality public Montessori program consistent with the organization’s strategic plan and the *Montessori Essential Elements* school quality framework as applied to the PreK-6th grade environment.
- Maintains and develops systems and protocols that enhance school operations
- Ensures consistency cross campus and collaborates with other school administrators in areas of record keeping, progress monitoring, enrollment policies, branding, parent education, policy handbooks, HR policies, and school calendar.
- Empowers guides and staff in their Montessori practice while linking them to proper resources and supports to further their success
- Fosters staff collaboration and knowledge sharing across levels and across campuses
- Manages implementation of the school’s teacher evaluation protocol and participates in documented teacher observation cycles, both evaluative and non-evaluative
- Works with the Program Directors, staff, and administration to plan professional development for PK-12 Montessori faculty
- Collaborates with the Golden principal as the school's primary points of contact with Jefferson County School and the Colorado Department of Education
- Leads campus in student orientation, and discipline of students
- Serves on the School Accountability Committee as the campus administrator and writes the annual unified improvement plan for the campus
- Leads campus implementation of key school accountability priorities including standards-based Montessori record keeping and academic progress monitoring against the NWEA MAP instrument
- Interacts with parents and facilitates positive partnerships between parents and classrooms
- Works to employ high quality Montessori staff
- Collaborates and informs BOD and, if necessary, legal counsel for hiring and contract non-renewals
- Oversees and ensures all service times, accommodations and student needs and safety are being met with the SPED framework
- Participates in district principal meetings and attends other school events as necessary
- Provides high-touch leadership by walking the campus and classrooms and attending weekly level meetings
- Advocates for the work of classroom guides and for preservation of sound Montessori practices among state and local regulators
- Oversees BERT Team (Campus safety) responsibilities
- Attends SPED meetings when needed

c. **Executive Functions Delegated and How:**

Executive Function from Bill	Delegated in the following way...
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Lead school, Chief executive, leading Compass in the fulfillment of its mission	Shared practice. Principals to meet every week to coordinate shared leadership/vision of school. HS and FS program directors to participate in this meeting every other week.
Employee of the board of directors	Accountable for WR performance/operations
Establish systems, policies and procedures (Handbook, etc.)	Following joint agreement as principals, bring any proposed, non-financial policy edits to BOD.
--Ensuring "their" (policies and procedures) successful and consistent implementation by all appropriate stakeholders	Accountable for WR performance/operations
Communicate in a myriad of venues and media with all segments of the Compass community, including students, parents, staff, board members, volunteers and media	For WR campus. No direct media contact without Board President approval. Responsible for all Wheat Ridge-specific communications for all audiences including WR-specific Week at a Glance and dashboard reports to BOD
Oversee and lead fundraising in partnership with the Compass Montessori Educational Foundation	Communication partner with Foundation fundraising plans
Market and develop Compass Montessori locally, nationally and internationally	As appropriate. School will not be taking a position on AMI and/or AMS. School should be finding ways to foster outreach/connection to three primary activities - National AMS conference in Denver, High School/Farm School collaborations with other Montessori schools, and possible sponsor of annual CMA conference
Outreach and partner with local and national Montessori community	See above...

Communicate effectively with the school's authorizer, Jefferson County School District, and state authorities	For Wheat Ridge campus
Work with board members and fiscal staff to establish and operate within prudent budgets	Will be evaluated by Business Manager on capacity to successfully operate within budget parameters, and Business Manager will have final approval on all expenditures
Oversee effective hiring, supervision, development, evaluation and dismissal of staff	Recommend hiring and dismissal of staff to applicable Transition Committee. Responsible for supervision, coaching, and evaluation of all instructional staff and DOSA
Directly manage administrative, human resources, facilities, operations and fiscal staff	See above
Ensure the safety, cleanliness and proper maintenance of all facilities and equipment	Shared accountability with Dan for WR
Oversight and enforcement of Jeffco Schools Code of Conduct and Compass behavioral norms	For Wheat Ridge campus
Comply with Federal and State Law such as IDEA, FERPA, HIPPA etc.	Collective responsibility. All are expected to comply as appropriate to their roles. Principals to hold primary responsibility for IDEA at their campuses
Act at all times with the highest integrity as a representative of the Compass School and its community.	Individual responsibility

II. Principal (Golden) -

a. General Description:

The Golden campus' leadership model is centered on a guiding principal, level-specific self-governing teams, program directors, and the principal. The Golden Principal, under the supervision of the Board of Directors, will provide overall leadership for the PreK-12 campus with a focus on linking and aligning the work of level teams to other central supports including special education, administration, facilities, and IT. Current level teams are organized for the Children's House (ages 3, 4, and 5), Elementary (grades 1-6), Farm School (grades 7-9), and High School (grades 10-12).

Although the principal will provide overall leadership for the campus, the principal will not be accountable for the academic or operational performance of the Farm School program at this time. This program is fully immersed in a change process and this is predicated on the work of a designated "change manager" for the program (Farm School Director) holding primary accountability for the program's academic and operational success.

Personal Qualities of Top Candidate

- **Commitment to Equity:** Passionate about ensuring our school serves every child, regardless of background or circumstance
- **Positive Attitude:** Approaches work with the heart and passion for serving children through a Montessori program every day. Sees each student, parent, teacher, and staff member as "the right person" who is helping create this one-of-a-kind learning environment
- **Leadership:** An effective communicator. Takes intentional steps to create a positive school culture. Has a willingness to make tough decisions in support of the school
- **Innovative Problem-Solving:** Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving. Takes initiative to explore issues and find potential innovative solutions
- **Adaptability:** Ability to shift focus or delegate work in order to address hot-button needs of the school. Ability to maintain focus on multiple priorities without having important issues getting lost
- **Teamwork:** Is able to manage work of fundamental importance to the school in a collaborative way so that final products are supported and embraced by key stakeholder groups
- **Dependability:** Does whatever it takes to consistently deliver with high quality under tight deadlines. Keeps teachers, staff, and leadership up-to-date on issues that they need to be kept well-informed about
- **Thought Partnership:** Supports professional Montessori practitioners in linking Montessori theory to daily practice

- **Administrative Competence:** Can translate Montessori administrative objectives into demonstrable public school outcomes

Duties and Responsibilities

Compass Montessori seeks an exceptional, proven school leader to sustain the success of the Golden campus in the following ways:

- Ensures successful implementation of a quality public Montessori program consistent with the organization's strategic plan and the *Montessori Essential Elements* school quality framework as applied to the PreK-6th grade environment.
- Maintains and develops systems and protocols that enhance school operations
- Ensures consistency cross campus and collaborates with other school administrators in areas of record keeping, progress monitoring, enrollment policies, branding, parent education, policy handbooks, HR policies, and school calendar.
- Empowers guides and staff in their Montessori practice while linking them to proper resources and supports to further their success
- Fosters staff collaboration and knowledge sharing across levels and across campuses
- Manages implementation of the school's teacher evaluation protocol and participates in teacher observation cycles, both evaluative and non-evaluative
- Works with the Program Directors, staff, and administration to plan professional development for PK-12 Montessori faculty
- Collaborates with the WR principal as the school's primary points of contact with Jefferson County Schools and the Colorado Department of Education
- Assists Program Directors in student orientation and discipline of students
- Serves on the School Accountability Committee as the campus administrator and writes the annual unified improvement plans for the campus
- Leads campus implementation of key school accountability priorities including standards-based Montessori record keeping (as applicable to level), and academic progress monitoring against the NWEA MAP instrument.
- Interacts with parents and facilitates positive partnerships between parents and classrooms
- Works to employ high quality Montessori staff
- Collaborates and informs BOD and, if necessary, legal counsel for hiring and contract non-renewals
- Oversees and ensures all service times, accommodations and student needs and safety are being met with the SPED framework
- Participates in district principal meetings and attends other school events as necessary
- Provides high-touch leadership by walking the campus and classrooms and attending weekly level meetings as much as possible
- Advocates for the work of classroom guides and for preservation of sound Montessori practices among state and local regulators
- Responsible for ensuring that the campus' Building Emergency Response Plan is up to date with proper lines of responsibility and current contact information for members of the School Response Team.

- Prioritizes attendance at school on days when students are on campus in order to serves as the Incident Commander for school-level emergency response situations. Ensures back-up IC is in attendance on days when principal is absent.
- Attends SPED meetings when needed

Qualifications

- State of Colorado Administrators license

c. Executive Functions Delegated and How:

Executive Function from Bill	Delegated the following way...
Lead school, Chief executive, leading Compass in the fulfillment of its mission	Shared practice. Principals to meet every week to coordinate shared leadership/vision of school. HS and FS program directors to participate in this meeting every other week.
Employee of the board of directors	Accountable for GD performance/operations in CH, Elementary, and HS
Establish systems, policies and procedures (Handbook, etc.)	Following joint agreement as principals, bring any proposed, non-financial policy edits to BOD.
--Ensuring “their” (policies and procedures) successful and consistent implementation by all appropriate stakeholders	Accountable for GD performance/operations in CH, Elementary, and HS

<p>Communicate in a myriad of venues and media with all segments of the Compass community, including students, parents, staff, board members, volunteers and media</p>	<p>For Golden campus. No direct media contact without Board President approval.</p> <p>Responsible for all Golden-specific communications for all audiences except Farm School to include Golden-specific Week at a Glance and dashboard reports to BOD</p>
<p>Oversee and lead fundraising in partnership with the Compass Montessori Educational Foundation</p>	<p>Communication partner with Foundation fundraising plans</p>
<p>Market and develop Compass Montessori locally, nationally and internationally</p>	<p>As appropriate. School will not be taking a position on AMI and/or AMS. School should be finding ways to foster outreach/connection to three primary activities - National AMS conference in Denver, High School/Farm School collaborations with other Montessori schools, and possible sponsor of annual CMA conference</p>
<p>Outreach and partner with local and national Montessori community</p>	<p>See above...</p>
<p>Communicate effectively with the school's authorizer, Jefferson County School District, and state authorities</p>	<p>For Golden campus</p>
<p>Work with board members and fiscal staff to establish and operate within prudent budgets</p>	<p>Will be evaluated by Business Manager on capacity to successfully operate within budget parameters, and Business Manager will have final approval on all expenditures</p>

Oversee effective hiring, supervision, development, evaluation and dismissal of staff	Recommend hiring and dismissal of Non-FS staff to applicable Transition Committee. Responsible for supervision, coaching, and evaluation of all instructional staff and DOSA except for FS staff.
Directly manage administrative, human resources, facilities, operations and fiscal staff	See above
Ensure the safety, cleanliness and proper maintenance of all facilities and equipment	Shared accountability with Dan for GD
Oversight and enforcement of Jeffco Schools Code of Conduct and Compass behavioral norms	For Golden campus
Comply with Federal and State Law such as IDEA, FERPA, HIPPA etc.	Collective responsibility. All are expected to comply as appropriate to their roles. Principals to hold primary responsibility for IDEA at their campuses
Act at all times with the highest integrity as a representative of the Compass School and its community.	Individual responsibility

III. Program Director (Farm School) -

a. General Description:

The Program Director will serve as the primary point of contact between the Farm School program and the various stakeholders of the school to include: students, the Farm School Team, campus principals, level leadership for Children's House, Elementary, and High School (both campuses), parents, various working groups of the Board of Directors, and campus visitors. The Director will creatively strategize with team members, both campus principals, and the Board of Directors on the continued evolution of the Farm School program and will guide implementation of the design on a daily basis. Duties include:

Support for guides and learning environments

- Oversee curricular alignment across programs and classrooms to ensure consistency of experience for students
- Create Farm School Schedule in alignment with school calendar
- Monitor and shape the flow in the schedule and building
- Implement record-keeping system for secondary in partnership with HS Program Director. Provide professional development for staff on record keeping
- Implement framework for grades for 9th grade students
- Observe, coach, and evaluate Farm School teachers using the Compass Montessori teacher evaluation framework
- Ensure school properly administers NWEA MAP and CMAS Assessments for Farm School students
- Coach and support Guides with parent interactions
- Manage student discipline below the level of suspension (suspension or greater to be referred to Seth)
- Plan Parent Education programming related to Farm School
- Direct student placement within program in partnership with Farm School and Elementary guides
- Special Education - partner with Farm School Special Education case manager to ensure guides are properly serving all student IEPs in Farm School environments

Actively communicate with and support team members in their work related to:

- Alignment of work to school's UIP and Strategic Plan
- Maintaining and strengthening the pedagogical foundation of the Montessori curriculum
- Maintaining an effective Prepared Environment

- Strengthening common community expectations
- Maintaining a focus on high academic expectations
- Logistical planning of overnight trips

Working with the campus principal/s

- Minimum of bi-weekly meetings with Campus Principals in partnership with High School Program Director
- Meet weekly with Golden campus principal as part of Golden Program Director meetings
- Communicate all aspects of the program including vision and sustainability
- Report to campus principal on discipline trends and escalate all higher-level discipline events that may require suspension or greater

Working with the Instructional Leaders from both campuses at all levels

- Work together to advocate for quality public Montessori practice and growth
- Work to facilitate community among staff, students, and parents
- Coordinate and support successful student transitions between levels
- Collaborate with PDs and levels on consistency of Montessori practice
- Attend all Board meetings and participate in supervision expectations

Parent Communication

- Support teachers by attending meetings - as appropriate - with escalated parents
- Collaborate with campus Principals on parent education/outreach initiatives and manage all Farm School-specific parent education contributions
- Collaborate with HS Program Director to plan and design parent information nights (and corresponding materials) in support of parents being able to make informed decisions about the secondary Montessori program option offered at Compass

Support of Self-Governing Teams

- Ensure teams meet weekly and participate enthusiastically with self-governing team
- Set agenda for team meetings with team input, make sure notes are recorded and shared
- Ensure, support, and participate in team goal setting meetings at the beginning of the year
- Support team in reflecting on team's progress throughout the year including as part of a larger end-of-year meeting

- Give support to teams in talking about/processing difficult subject matter, especially pertaining to self-evaluation and growing together as a team

Logistical Work:

- Work on schedules, professional development day planning, and end of year reflection meetings for Farm School Team
- Ensure for general calendar alignment not otherwise identified
- Collaborate with HS Program Director to establish a reliable secondary MTSS process
- Engage in tours as appropriate that highlight the Farm School program
- Manage Farm School process for report cards
- Attend IEP meetings for Farm School students
- Plan Farm School program parent-teacher conferences,
- Support student and adult tours of farm

c. **Executive Functions Delegated and How:**

Executive Function from Bill	Delegated in the following way...
Lead school, Chief executive, leading Compass in the fulfillment of its mission	Shared practice. Principals to meet every week to coordinate shared leadership/vision of school. HS and FS program directors to participate in this meeting every other week.
Employee of the board of directors	Accountable for Farm School performance & operations
Establish systems, policies and procedures (Handbook, etc.)	Flexibility in establishing non-policy contingent procedures appropriate to the efficient operation of their level.

<p>--Ensuring “their” (policies and procedures) successful and consistent implementation by all appropriate stakeholders</p>	<p>Accountable for Farm School performance & operations</p>
<p>Communicate in a myriad of venues with all segments of the Compass community, including students, parents, staff, board members, and volunteers</p>	<p>Responsible for all Farm School-specific communications for all audiences including FS-specific dashboard reports to BOD</p>
<p>Market and develop Compass Montessori locally, nationally and internationally</p>	<p>As appropriate. School will not be taking a position on AMI and/or AMS. School should be finding ways to foster outreach/connection to three primary activities - National AMS conference in Denver, High School/Farm School collaborations with other Montessori schools, and possible sponsor of annual CMA conference</p>
<p>Outreach and partner with local and national Montessori community</p>	<p>See above...</p>
<p>Work with board members and fiscal staff to establish and operate within prudent budgets</p>	<p>Will be evaluated by Business Manager on capacity to successfully operate within budget parameters, and Business Manager will have final approval on all expenditures</p>
<p>Oversee effective hiring, supervision, development, evaluation and dismissal of staff</p>	<p>Recommend hiring and dismissal of FS staff to applicable Transition Committee. Responsible for supervision, coaching, and evaluation of all instructional staff for FS only</p>
<p>Directly manage administrative, human resources, facilities, operations and fiscal staff</p>	<p>See above</p>

<p>Ensure the safety, cleanliness and proper maintenance of all facilities and equipment</p>	<p>No major work without Dan's approval</p>
<p>Oversight and enforcement of Jeffco Schools Code of Conduct and Compass behavioral norms</p>	<p>Will consult with Golden Principal for advice and/or support for any non-suspendable discipline offenses. All suspendable offenses will be directed to Golden Principal for action.</p>
<p>Comply with Federal and State Law such as IDEA, FERPA, HIPPA etc.</p>	<p>Collective responsibility. All are expected to comply as appropriate to their roles. Principals to hold primary responsibility for IDEA at their campuses, and FS Program to hold primary responsibility in the Farm School Program</p>
<p>Act at all times with the highest integrity as a representative of the Compass School and its community.</p>	<p>Individual responsibility</p>

IV. Business Manager

- General Description:

Duties and Responsibilities:

- Coordinates with Schools leadership (i.e. Executive Director, Principals, Board of Directors) in developing and communicating the Schools budget.
- Oversees the budget and communicates with Schools leadership to maintain effective budget control.
- Prepares and submits monthly financial reports to Schools leadership.
- Prepares and communicates financial reports to outside parties, as required.
- Monitors cash flow.
- Ensures compliance with governmental accounting standards, and with all State and local financial requirements.
- Reviews and approves all expenditures and cash receipts.
- Reviews, approves, and supports monthly payroll processes.
- Directs, reviews, supports, and evaluates the work of the business office staff.
- Develops and maintains effective internal controls.
- Serves as a liaison to the School’s Finance Committee.
- Attends Board of Directors meetings to report business management activities.
- Manages Schools property agreements and Schools debt.
- Develops and recommends Schools business and human resources policies.
- Manages, negotiates, reviews, and maintains all School leases, business contracts and vendor contracts.
- Directs, coordinates, and assists in annual audit and all other required Schools audits.
- Responsible for preparation of annual tax reports and local entity requirements for all School entities.
- Coordinates and communicates with the Schools facility and technical staff to ensure budget compliance and proper function of all facilities and technology infrastructure.
- Represents the Schools with the Colorado League of Charter Schools at Business Managers Meetings and the Annual State Charter Conference.
- Represents the Schools and prepares reports for various donors, community and other school related groups.
- Directs and assists with Schools safety and risk management.
- Provides financial data and support for outside grants and donations.
- Executive Functions Delegated and How:

Executive Function from Bill	Delegated to Dan in the following way...
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Employee of the board of directors	Accountable for financial health of school while maintaining proper support for school operations
Establish systems, policies and procedures (Handbook, etc.)	Central office responsibilities and policies and schoolwide financial policies can be requested directly to BOD
--Ensuring “their” (policies and procedures) successful and consistent implementation by all appropriate stakeholders	Accountable for financial health of school while maintaining proper support for school operations
Communicate in a myriad of venues and media with all segments of the Compass community, including students, parents, staff, board members, volunteers and media	As related to finance & budget. Would be primary POC for handling CORA requests. Also, provide intermittent “school finance” educational segments to local stakeholders (for example, a presentation to Compass BOD on Bond)
Oversee and lead fundraising in partnership with the Compass Montessori Educational Foundation	Yes. Will be responsible for bringing grant requests to CMEF Board as approved by campus principals
Work with board members and fiscal staff to establish and operate within prudent budgets	Primary responsibility
Oversee effective hiring, supervision, development, evaluation and dismissal of staff	Recommend hiring and dismissal of staff to BOD for financial secretaries only. Responsible for supervision, coaching, and evaluation of financial secretaries only.

Directly manage administrative, human resources, facilities, operations and fiscal staff	See above
Supervise and support Compass's principals	Financial feedback would be provided verbally to board
Ensure the safety, cleanliness and proper maintenance of all facilities and equipment	Shared accountability with Principals
Comply with Federal and State Law such as IDEA, FERPA, HIPPA etc.	Collective responsibility. All are expected to comply as appropriate to their roles. Principals to hold primary responsibility for IDEA at their campuses
Act at all times with the highest integrity as a representative of the Compass School and its community.	Individual responsibility

V. Board of Directors -

- General Description: Per Board Policy Handbook
- Executive Functions Delegated and How:

Executive Function from Bill	Exercised by the Board in the following way...
Market and develop Compass Montessori locally, nationally and internationally	As appropriate. Per 2015 adopted tight/loose direction School is inclusive and does not take a position on AML and/or AMS. School should be finding ways to foster outreach/connection to two primary activities - National AMS conference in Denver, and High School/Farm School collaborations with other Montessori schools

Oversee effective hiring, supervision, development, evaluation and dismissal of staff	Supervision and evaluation of Cameron, Seth, Dan, and Candace. Review and approval of all staffing changes
Supervise and support Compass's principals through Transition Committees	Board of Directors with financial feedback from Dan
Comply with Federal and State Law such as IDEA, FERPA, HIPPA etc.	Collective responsibility. All are expected to comply as appropriate to their roles. Principals to hold primary responsibility for IDEA at their campuses
Act at all times with the highest integrity as a representative of the Compass School and its community.	Collective responsibility.

VI. Other Staff Delegations -

- General Description: See attached sample description
- Executive Functions Delegated and How:

Executive Function from Bill	Delegated in the following way...
Oversee and lead fundraising in partnership with the Compass Montessori Educational Foundation	*Note: Eric and Kalina should be taking primary ownership for Mesa Run and its connection to athletic department budget development
Communicate effectively with the school’s authorizer, Jefferson County School District, and state authorities	Dan, Seth, and Candace to collaborate on Golden renewal plan with Dan taking primary responsibility for meeting deadlines.
Oversee effective hiring, supervision, development, evaluation and dismissal of staff	Feedback to IT and Facilities Manager could be provided by Dan but would not need to be formal except in extreme circumstances. Kitchen staff are considered instructional but should not need formal evaluations. SPED teams report to campus principals only
Comply with Federal and State Law such as IDEA, FERPA, HIPPA etc.	Collective responsibility. All are expected to comply as appropriate to their roles. Principals to hold primary responsibility for IDEA at their campuses

<p>Act at all times with the highest integrity as a representative of the Compass School and its community.</p>	<p>Collective responsibility.</p>
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VII. Interim Transition Committee and Board Reporting Matrix

School Leader	Transition Committee Members	Business Manager	Transition Committee	Full Board of Directors
Principal (Wheat Ridge)	Tiffany Grunert Jen Lillis	All contracts and expenditures \$15k or less that are not otherwise reserved to full Board Out of state travel requests	Transition Committee authority shall generally mimic the historic Board authority relative to the Executive Director as reflected in the Board Policy Manual. Specifically, Transition Committee shall have authority regarding: <ul style="list-style-type: none"> • HR Decisions • Student Discipline > 1 day suspension • Extended personal leave requests • General check-ins, including: <ul style="list-style-type: none"> ✓ Academic Performance ✓ Major student/family concerns ✓ Possible PR concerns • Other traditional E.D. authority not reserved to full Board 	<ol style="list-style-type: none"> 1. All matters customarily reserved to and decided by Board per prior practice or resolution (e.g., annual budget and calendar, strategic planning, E.D. hiring, changes to policies and governing documents, etc.) 2. All contracts and expenditures exceeding business manager authority (e.g., in excess of \$15k or not in approved budget) 3. Structural changes to programming 4. Statements to media (can be delegated by President) 5. Contracts exceeding Business Manager authority
Principal (Golden)	Eileen Kratzer Tiffany Grunert	Same as above	Same as above	Same as above
Program Director (Farm School)	Eileen Kratzer Liz Mendez	Same as above	Same as above, except that the following items are first addressed through Seth: <ul style="list-style-type: none"> • All HR Decisions • All Discipline • Trip Authorizations • Leave Requests 	Same as above

Business Manager	Steve Stamps Mills Snowden	Business Manager retains authority regarding all items delegated to Business Manager above	Bond payments (Treasurer must authorize)	Same as above
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