

Sussex Montessori School Performance Monitoring

Organizational Framework Area	Accountable Staff/ Board Committee	Reports to the Board:
<p>Monitoring our Mission Essential Montessori Elements Rubric –</p> <ul style="list-style-type: none"> • External review by the National Center for Montessori in the public sector every three years. • Annual reviews by teachers and staff. • Annual parent surveys 	<p>Exec Committee, Head of School, Director of Teaching and Learning</p>	<p>Report to the board in fall retreat (typically held in November).</p>
<p>Student Progress, Overall Student Achievement, proficiency of subgroups in math and reading</p>	<p>Education Director Head of School Teachers Student Success Committee</p>	<p>Reports annually at the July Retreat and makes recommendations based on the data.</p>
<p>Financial Performance including: current ratio, unrestricted cash, cash flow, debt service, contracts with service providers</p>	<p>Head of School/ Director of Finance and Operations Board Finance Chair Board Finance Committee</p>	<p>Monthly financial reports Annual Audit Report CBOC quarterly meetings</p>
<p>Enrollment and Marketing reports - ensure that the school complies with all policies and practices related to admissions, lottery, wait lists and recruitment. Monitors school's attendance goals.</p>	<p>Head of School / Community Engagement Specialist</p>	<p>Bi-annual report to the board on marketing. Monthly report to the board on enrollment</p>
<p>Compliance with Legal requirements for educational program for students with disabilities</p>	<p>Leadership Team – Head of School, IST Team, and Education Director</p>	<p>Annual Report in January to Board about compliance issues and areas to be addressed</p>
<p>Record Maintenance – Student, Personnel, and other records are maintained and accessed according to privacy guidelines.</p>	<p>Head of School Education Director</p>	<p>No reporting required unless there is an issue</p>

Organizational Framework Area	Accountable Staff/ Board Committee	Reports to the Board:
Maintains staff credentials and CBC records.		
Management of service contracts	Head of School Finance Committee Director of Finance and Operations	Reporting as needed for board approval according to bylaws.
Governance – review of bylaws, hold elections for board offices and positions	Executive Committee – Board Secretary monitors board training documentation and annual conflict of interest statements.	Annual review of bylaws by Exec Committee Annual election process at October Annual meeting
Facilities, grounds, transportation, nursing, food services, fire codes, certificates of occupancy, insurance	Board Committee Head of School	Meets Monthly and provides a monthly report to the Board.
Performance Goals – HOS	Board Chair and Executive Committee Whole board completes performance review of Head of School annually	Exec Committee provides confidential annual report to Board