

### FCPS BOE

1. Evaluates performance and compliance with charter.
2. Determines annually the allocation for MVMPCS.
3. Ensures annual funding is available to MMCI.
4. Evaluates and acts upon any proposed amendments to charter.
5. Evaluates and acts upon charter renewal.

### Superintendent

1. Reports to the Board of Education.
2. Superior to School Principal and Staff
2. Oversees and Evaluates the School Principal and Charter School Liaison.
4. Evaluates and provides information to the BOE regarding school performance.

### MMCI Board of Trustees

1. Writes, reviews, and approves policies and procedures that affect our schools as well as the functioning of the board itself.
2. Meets with and supports its school administrators and leaders on a regular basis.
3. Reviews/Approves key documents and decisions made by the Governing Councils, including budgets and Charter amendments.
4. Communicates with the Board of Education on behalf of the organization and its schools.
5. Actively creates, promotes, and runs fundraising activities.
6. Operates or oversees programs such as B&A Care.
8. Reviews/Approves the use of school facilities by outside entities.
9. Deals with banks and landlords for its schools. Assists w/finding, constructing, repairing schools.
10. Confers with Governing Councils and FCPS in the hiring and evaluation of Principals.

### FCPS Charter School Liaison (AKA Instructional Director)

1. Acts as the link between MMCI/GC and FCPS.
2. Supports and Evaluates the School Principal.
3. Provides information from and to the BOE.
4. Reports to the Superintendent and BOE.

### Advisory Committees

Executive Finance/Audit Fundraising  
Lottery Nominating Programs, etc.

### Bookkeeper

1. Supports MMCI Treasurer/Asst. Treasurer
2. Handles MMCI finances, payroll, reconciliations
3. Works with Treasurer and supports Annual Audit
4. Ensures compliance with tax reporting.
5. Provides information to BOT.
6. Is overseen by President and Treasurer.

### School Governing Council

1. Determines school policies (e.g. discipline, school calendar, length of instructional day, extra-curricular activities).
2. Monitors the operational decisions of the principal.
3. Determines staffing levels & position descriptions.
4. Determines annual budget for school, based on academic needs and goals, and provides financial reports to MMCI.
5. Determines and monitors curriculum implementation.
6. Submits Annual Report and audit to MMCI.
7. Proposes amendments to charter and presents them to MMCI for approval and submission to BOE.
8. Appoints committees to support school operations and receives regular committee reports.
9. Develops culture consistent with mission/vision of school in collaboration with parents, faculty, students.
10. Provides input to instructional director for evaluation of principal educator.
11. Negotiates and monitors independent contracts, such as those for specific educational consultants or equipment leased through FCPS.

### School Principal

1. Supports and guides the Governing Council.
2. Oversees, Evaluates, hires/terminates School Staff. Works with hiring committee to prepare job descriptions and interview candidates.
3. Provides guidance for budget allocation.
4. Ensures that educational program delivers on charter goals and performance.
5. Selects and approves curriculum in coordination Classroom Leaders and GC.
6. Provides professional development and training and mentors staff.
7. Responsible for ongoing student assessment.
8. Ensures school safety and oversees daily operation of the school.

### School Staff

1. Educates and assesses students.
2. Supports educational program, School Principal and Governing Council.