

**ORGANIZATIONAL  
STRUCTURE  
of  
MOUNTAIN OAKS SCHOOL**

**A K-12 Charter School  
incorporated as a 501(C)(3)**

(Revised 8/10/10)

**MOUNTAIN OAKS SCHOOL BOARD OF DIRECTORS**  
Seven member board selected by Mountain Oaks Community  
Carries out all duties and responsibilities as set forth in the Bylaws of  
the 501(C)(3) Corporation (manages trust accounts)

**FAMILIES**  
Members of Committees  
Volunteer commitment

**STUDENTS**  
Grades K through 12

**STUDENT COUNCIL**

**CALAVERAS COUNTY BOARD OF  
EDUCATION**  
Local Educational Agency  
Sponsors and oversees Mountain Oaks School

**CALAVERAS COUNTY SUPERINTENDENT**  
Liaison between Calaveras County Board, Office of Education,  
and Mountain Oaks School

**STAFF**

**ADMINISTRATORS**  
On site administration, committee  
members

**CERTIFICATED TEACHERS**  
Support to families, committee  
members

**CLASSIFIED STAFF**  
Support to administration, teachers, and  
families, committee members

**COMMITTEES**

**ADMISSIONS**  
Monitors admissions process, coordinates with Special Education, does exit interviews, alumni tracking and facilitates Family Support Teams (FST).

**ATHLETICS**  
Plans and implements athletic programs.

**CURRICULUM, INSTRUCTION AND ASSESSMENT COMMITTEES**  
**K-8<sup>th</sup> Committee**  
**and**  
**9-12<sup>th</sup> Committee**

**Curriculum:** Aligns and adopts course of study with state standards, reports updates, and recommends instructional materials.

**Instruction:** Develops and modifies procedures, best practices, and direct instruction, approves and coordinates workshops and instructors.

**Assessment:** Aligns assessments with state standards and curriculum, disaggregates data, evaluates workshops and student performance.

**DEVELOPMENT COMMITTEES**  
**Board Development**  
Governing Board recruitment, training, development and maintenance.

**Fund Development**  
Coordinates grant writing and monitors outside financial support.

**Program**  
Develops long range planning and goals, monitors program quality, WASC.

**FINANCE / PERSONNEL COMMITTEES**  
**Finance**  
Develops budget for approval by Mountain Oaks Governing Board and Calaveras County Office of Education Board, monitors spending and reports to Mountain Oaks Governing Board, reviews requests for budget adjustments.

**Personnel**  
Assesses personnel needs, develops job descriptions, interviews, recommends salary/benefits, monitors staff development, recommends personnel policies.

**STEERING COMMITTEES**  
**San Andreas Site and Amador Site and Tuolumne Site**  
Site specific steering committee that develops and implements site plans, upgrades and repairs, and monitors workshops .