

APPROVED

Decision No T-16

of Council of Kaunas City Municipality

of 2 February 2021

**THE REGULATIONS OF KAUNAS MONTESSORI SCHOOL-KINDERGARTEN
“ŽIBURĖLIS”**

CHAPTER I

GENERAL PROVISIONS

1. These Regulations shall regulate the legal form, affiliation, the owner of Kaunas Montessori school-kindergarten “Žiburėlis”, institution implementing the owner’s rights and duties, registered office, group and type, main purpose, the language of teaching and forms, ongoing educational programmes, the legal basis of activities, area and type of activities, objectives, targets, functions, issuance of documents validating learning achievements, rights and duties, organisation and management of activities of Kaunas Montessori school-kindergarten “Žiburėlis”, self-government, recruitment of employees, the procedure for remuneration of their work and certification, assets, funds, the procedure for their use, the control and supervision of financial activities, the procedure for public disclosure of information and the procedure for informing the public, reorganisation, liquidation and restructuring.

2. The official name of the educational institution is Kaunas Montessori school-kindergarten “Žiburėlis”, the short name is school-kindergarten “Žiburėlis” (hereinafter – the school-kindergarten), legal entity code 191846114.

3. The school-kindergarten was established by Decree No 67 of the Board of Kaunas city of 1 July 1993.

4. The legal form of school-kindergarten is a budgetary institution.

5. The affiliation of school-kindergarten is school-kindergarten of Kaunas city municipality.

6. The owner of school-kindergarten is Kaunas City Municipality (hereinafter - the owner), Laisvės Ave. 96, LT-44251 Kaunas, code 111106319. The institution implementing the rights and duties of the Owner of school-kindergarten is the Council of Kaunas City Municipality. Its competence shall be established by the Law on Budgetary Institutions of the Republic of Lithuania.

7. The registered office of school-kindergarten is Verkių str. 36, LT-44484 Kaunas.

8. A group of educational institution is a school of general education.

9. Type of educational institution is primary school.

10. The main purpose of the school- kindergarten is primary school-type kindergarten, the language of teaching – Lithuanian, learning forms – group and/or individual learning:

10.1. The form of group learning is implemented by the daily method of organisation of the teaching process and (or) by the way of organisation of the distance educational process;

10.2. The form of individual learning is implemented in individual, autonomous and/or distance teaching process organisation methods.

11. School-kindergarten executes in pre-primary, pre-school and primary education programmes. Applies elements of M.Montessori's methodology. Pupils are issued the following documents validating their learning achievements:

11.1. Certificate of learning achievements;

11.2. Certificate of primary education;

11.3. Certificate of primary education achievements.

12. School-kindergarten has accounts in banks, a seal with the coat of arms and its name.

13. In its activities, the school-kindergarten is guided by the Constitution of the Republic of Lithuania, the United Nations Convention on the Rights of the Child, the Education and other laws of the Republic of Lithuania, resolutions of the Government of the Republic of Lithuania, legal acts of the Ministry of Education, Science and Sports of the Republic of Lithuania, legislation of municipal authorities of Kaunas city, other legal acts and these Regulations.

CHAPTER II

FIELD AND TYPES OF ACTIVITIES OF SCHOOL-KINDERGARTEN, OBJECTIVE, TARGETS, FUNCTIONS, ISSUANCE OF DOCUMENTS VALIDATING LEARNING ACHIEVEMENTS

14. The area of activity of the school-kindergarten is education. Types of activities (according to the Classification of Economic Activities approved by Order No DSE-226 of the Director General of the Statistics Department under the Government of the Republic of Lithuania of 31 October 2007 on the approval of the classification of economic activities):

14.1. Main types of educational activities:

14.1.1. pre-primary education of children, code 85.10.10;

14.1.2. pre-school education of children, code 85.10.20;

14.1.3. primary education, code 85.20;

14.2. Other types of activities:

14.2.1. sporting and recreational education, code 85.51;

14.2.2. cultural education, code 85.52;

14.2.3. other education, code 85.59, n.e.c.

14.2.4. educational support activities, code 85.60;

14.3. Other types of non-educational activities:

14.3.1. provision of other catering services, code 56.29.

14.3.2. activities of libraries and archives, code 91.01;

15. Paid services may be provided in the school-kindergarten, the rates of which shall be determined in accordance with the legislation in force of the Republic of Lithuania.

16. The objective of the school-kindergarten is to develop a healthy, active, creative, free and responsible child, who has acquired the foundations of basic literacy and social, cognitive, informational, operational skills as well as common values according to the Montessori pedagogical system, ready for further successful learning.

17. Targets of the school-kindergarten:

17.1. Pre-primary education programmes:

17.1.1. to nurture the individual powers of the child's nature in order to achieve personal maturity and successful integration into the life of society;

17.1.2. to create an educational environment based on the principles of M. Montessori pedagogical system, responding to the physical and spiritual needs characteristic of the respective phase of the child's personality development;

17.2. Pre-school education programme;

17.2.1. to develop an active, self-confident and self-potency-confident child with strong cognitive motivation by guaranteeing the self-actualization of the child's personality;

17.2.2. to create the preconditions for further successful education at school by acquiring the competences necessary for everyday life;

17.3. Primary education programme;

17.3.1. to create a healthy and safe psychological and physical environment necessary to self-actualize the creative, emotional and intellectual powers of pupils;

17.3.2. to provide pupils with quality primary education;

17.3.3. to help develop the skills needed to accumulate knowledge and experience, to discover and generate ideas, to anticipate and implement ideas;

17.3.4. to help develop the skills, abilities and values that are necessary for a person's competences;

17.3.5. to create educational conditions favourable for the development of competences, education of a humane, democratic, mature, national and common values-recognising personality;

17.3.6. to apply an educating, encouraging assessment system that spares the psychophysical powers of a child;

17.3.7. to organise non-formal education that fosters and develops the general and special skills of the child;

17.3.8. to provide the child with the necessary pedagogical, psychological, informational, special and other assistance;

17.3.9. to base the educational process on the personality of the educator and the provision of continuous growth of his/her worldview, moral and professional competence;

17.3.10. to promote and foster communication and cooperation between school and family.

18. The school-kindergarten performs the following functions:

18.1. Forms the content of education and organises the work in accordance with the general educational programmes approved by the Minister of Education, Science and Sport of the Republic of Lithuania, general education plans of general education schools or coordinated in accordance with the established procedure, ensures the implementation of educational plans;

18.2. Concretizes and individualises formal education programmes for pupils of different abilities;

18.3. Prepares non-formal education programmes;

18.4. Selects the methods of conveying the content of the programmes;

18.5. Informs the pupils and their parents (guardians, caregivers) on the issues specified in the legal acts;

18.6. Evaluates the special educational needs of the pupils, provides special pedagogical and special assistance to pupils with special needs, organises integrated teaching of pupils with special needs;

18.7. Enables pupils to learn at home and independently;

18.8. Provides the pupils with healthy and safe educational conditions;

18.9. Carries out the prevention of smoking, alcohol and drug addiction, violence and bullying;

18.10. Carries out the control of compulsory learning;

18.11. Initiates support for the pupils of disadvantaged families;

18.12. Bases the management of the school-kindergarten on democratic principles;

18.13. Enables children to develop citizenship provisions through participation in self-government, promotes the activities of pupils' organisations;

18.14. Develops participation in projects, conducts necessary research;

18.15. Creates a modern information system in school-kindergarten;

18.16. Creates a school-kindergarten as a cultural hearth of the local community;

18.17. Carries out self-assessment of the quality of school- kindergarten activities;

18.18. Constantly monitors the implementation of contractual obligations by teachers, the staff performing school-kindergarten management and pedagogical-psychological support functions, other administrative staff, support staff, pupils and school-kindergarten partners;

18.19. Implements minimum child care measures in accordance with the procedure laid down by legal acts; establishes a school- kindergarten child welfare commission, which organises and coordinates preventive work; provides educational assistance, the creation of a safe and supportive environment for the child's education and performs other functions related to the child's well-being;

18.20. Performs other functions established in legal acts and these Regulations.

19. Documents validating the educational achievements of the pupils of the school-kindergarten shall be issued in accordance with the procedure laid down in the Law on Education of the Republic of Lithuania and the Order of the Minister for Education, Science and Sport of the Republic of Lithuania.

CHAPTER III

RIGHTS AND OBLIGATIONS OF SCHOOL-KINDERGARTEN

20. In fulfilling the objectives and targets delegated and performing the functions assigned to it, the school-kindergarten shall have the right to:

20.1. Enter into teaching and other contracts;

20.2. Join associations and participate in their activities in accordance with the procedure established by legal acts;

20.3. Choose teaching methods and ways of learning;

20.4. Implement non-formal education programmes by the decision of the owner;

20.5. Participate in national and international educational projects in accordance with the procedure established by legal acts;

20.6. Submit applications of investment projects to receive financial support from the European Union;

20.6. Receive support in accordance with the procedure laid down in the Law on Charity and Support of the Republic of Lithuania;

20.8. Exercise other rights granted by the Law on Education of the Republic of Lithuania and other legal acts.

21. In fulfilling the objectives and targets delegated to it and performing the functions assigned to it, the school-kindergarten must:

21.1. Ensure a healthy, safe environment preventing the manifestation of violence, abuse and harmful habits;

21.2. provide good quality education;

21.3. Implement approved upbringing, teaching and educational programmes;

21.4. Liaise with the local community;

21.5. Enter into teaching and other contracts and fulfill agreed obligations;

21.6. Create favourable conditions for pupils' organisations operating in the school-kindergarten;

21.7. Ensure the activities of the Child Welfare Commission of the school-kindergarten by implementing the requirements laid down in the legal acts.

CHAPTER IV ORGANISATION AND MANAGEMENT OF SCHOOL-KINDERGARTEN ACTIVITIES

22. Legal basis for the organisation of school-kindergarten activities:

22.1. The strategic plan of the school-kindergarten approved by the director of the school-kindergarten, with the approval of the school-kindergarten council and the executive institution of Kaunas City Municipality or a person authorized by it;

22.2. The annual activity plan of the school-kindergarten approved by the director of the school-kindergarten, with the approval of the school-kindergarten council;

22.3. The education plan of the school-kindergarten approved by the director of the school-kindergarten, with the approval of the school-kindergarten council and the executive institution of Kaunas City Municipality or a person authorized by it.

23. The school-kindergarten shall be headed by the director, who is appointed and dismissed from office by competition in accordance with the procedure established by legal acts. The competition for the position of the director of the school-kindergarten shall be organised and carried out in accordance with the procedure established by the Minister of Education, Science and Sports of the Republic of Lithuania. The director shall be accountable and subordinate to the owner.

24. The director of the school-kindergarten shall:

24.1. Head the preparation of the strategic plan and annual activity plans of the school-kindergarten, educational plans, approve them, conduct their implementation;

- 24.2. Appoint and dismiss teachers and other employees in accordance with the established procedure, approve their job descriptions;
- 24.3. Analyse the condition of school-kindergarten activities and management resources;
- 24.4. Approve the internal structure of the school-kindergarten;
- 24.5. Determine the areas of activity of the school-kindergarten deputy directors for the development, approve the list of positions of employees, not exceeding the established maximum number of positions.
- 24.6. Accept pupils in accordance with the procedure established by the owner;
- 24.7. Enter into teaching and other contracts;
- 24.8. Establish the rights, duties and responsibilities of pupils in the documents of the school-kindergarten;
- 24.9. Approve the rules of procedure of the school-kindergarten;
- 24.10. Create safe and health-harmless learning and working conditions for pupils and employees in all aspects related to learning and work;
- 24.11. Plan the activities of the school-kindergarten and assess the use of material and intellectual resources;
- 24.12. Issue orders, control the execution thereof;
- 24.13. Form working groups and commissions;
- 24.14. Enter into contracts for the performance of school-kindergarten functions;
- 24.15. Organise the storage and handling of school-kindergarten documents;
- 24.16. Manage and use the assets and funds of the school-kindergarten;
- 24.17. Take care of intellectual, material, financial, information resources, ensure their optimal management and use;
- 24.18. Create conditions for employees to develop professionally, to raise their qualifications;
- 24.19. Organise the attestation of teachers and other pedagogical staff, create conditions for their methodological activities;
- 24.20. Initiate the activities of the self-governing institutions of the school-kindergarten, cooperate with pupils' parents (guardians, caregivers), institutions providing assistance to the pupils, teacher and school-kindergarten, territorial police, social services, health care institutions, child rights protection services and other institutions working in the field of child rights protection;
- 24.21. Form the Child welfare commission of the school-kindergarten and approve its rules of procedure;
- 24.22. Ensure and supervise the implementation of the minimum care measures of the child in the school-kindergarten;

24.23. Establish the remuneration system for school-kindergarten work;

24.24. Represent the school-kindergarten in other institutions;

24.25. Organise bookkeeping of the school-kindergarten;

24.26. Supervise the control of funds in the school-kindergarten and approve the rules on financial control;

24.27. Perform other functions established in the Law on Education of the Republic of Lithuania, other laws, regulations of the school-kindergarten, job description and other legal acts.

25. The director of the school-kindergarten shall be responsible for:

25.1. Compliance with the laws and other legal acts of the Republic of Lithuania in school-kindergarten;

25.2. The professional development of pedagogical and other staff;

25.3. Democratic school-kindergarten management, transparent decision-making, information to members of the community;

25.4. A healthy and safe environment;

25.5. Proper performance of functions, implementation of the objectives and targets set, and the performance outcomes of the school-kindergarten;

25.6. Good and effective execution of the child's minimum care measures;

25.7. Organisation of school-kindergarten bookkeeping, provision of correct, accurate and complete information on economic events and economic transactions to the bookkeeping manager in a timely manner.

25.8. Implementation of the owner's decisions, compliance with the Law on Education of the Republic of Lithuania and other legal acts.

26. Methodological groups of teachers shall be formed in school-kindergarten to organise methodological activities.

27. The following methodological groups operate in school-kindergarten according to the concentration of education:

27.1. Pre-primary and pre-school teachers;

27.2. Primary class teachers.

28. The activities of the methodological groups shall be governed by its regulations, which shall be approved by the director of the school-kindergarten.

CHAPTER V

SELF-GOVERNANCE OF THE SCHOOL-KINDERGARTEN

29. The self-government by the school-kindergarten community shall be organised and its forms and institutions shall be developed on the basis of school-kindergarten philosophy, values and educational purposes, educational programmes fulfilled in the school-kindergarten and established traditions.

30. The following self-governing institutions operate in the kindergarten: school-kindergarten Council, Teachers' Council, class/group parents' committees.

31. The school-kindergarten Council is the highest self-governing institution of school-kindergarten, representing pupils, teachers, parents (guardians, caregivers) and bringing together representatives of parents (guardians, caregivers, teachers and other members of the school-kindergarten community) to discuss, collegiately examine and address the most important issues of school-kindergarten activities.

32. The school-kindergarten Council bases its activities on the Constitution of the Republic of Lithuania, Law on Education and other laws of the Republic of Lithuania, the United Nations Convention on the Rights of the Child, resolutions of the Government of the Republic of Lithuania, orders of the Minister of Education, Science and Sports, owner's legal acts and school-kindergarten regulations.

33. The school-kindergarten Council shall be guided by the principles of humanity, democracy, publicity, rationality and continuity.

34. The decisions adopted by the school-kindergarten Council, which do not conflict with the documents regulating the activities of the school-kindergarten, shall be binding on the whole school-kindergarten community.

35. The director of the school-kindergarten and his/her deputies may not be members of the Council of the school-kindergarten.

36. The director of the school-kindergarten may submit for reconsideration those decisions of the school-kindergarten Council which contradict the documents regulating the activities of the school-kindergarten.

37. Should the owner or the institutions supervising education establish that the decisions adopted by the school-kindergarten Council are in conflict with laws and other legal acts, it shall be proposed that the school-kindergarten Council reconsiders them. If the school-kindergarten Council refuses, the dispute shall be settled in accordance with the procedure laid down by the laws.

38. The regulations of the Council of the school-kindergarten shall be approved by the Council of the school-kindergarten.

39. The regulations of the school-kindergarten Council may be amended or supplemented by a resolution of the school-kindergarten council by a simple majority of votes. An amendment to the regulations of the school-kindergarten Council may be initiated by:

39.1. The majority of the members of the school-kindergarten Council;

39.2. The director of the school-kindergarten;

39.3. The owner.

40. The school-kindergarten Council shall comprise an odd number of persons (9 members): persons representing teachers, parents (guardians, caregivers) shall be elected to the school-kindergarten Council in equal parts, and one representative of the local community shall be appointed by the director of the school-kindergarten.

41. Teachers shall be elected to the school-kindergarten Council by the Teachers' Council by an open vote.

42. The representatives of parents (guardians, caregivers) to the school-kindergarten Council shall be elected at the meeting of the representatives of the pupils' parents (guardians, caregivers) by an open vote.

43. The school-kindergarten Council shall be elected for a period of two years.

44. The school-kindergarten Council shall be headed by the Chair. The Chair shall be elected and removed from the Council by the members of the school-kindergarten Council by secret voting at the first sitting.

45. A member of the school-kindergarten Council may be revoked by the institution which elected him/her. A new member shall be elected to the seat of the revoked member.

46. The documents of the school-kindergarten Council shall be managed in accordance with the documentation plan and document management rules by the secretary of the school-kindergarten Council elected from among the members of the school-kindergarten Council by open vote at the first sitting.

47. A sitting of the school-kindergarten Council shall be legal if 2/3 of the members are present. Decisions shall be taken by a majority of those present at the sitting.

48. The sitting of the school-kindergarten Council shall be convened by the Chair either on his/her own initiative or by the resolution of the school-kindergarten Council. The sitting of the school-kindergarten Council can be initiated by the heads of the school-kindergarten (director, deputy directors for education).

49. Sittings of the school-kindergarten Council shall be convened at least three times a year.

50. Representatives of self-governing institutions of other school-kindergarten, school heads, teachers, parents of pupils (guardians, caregivers) and other persons may be invited to the sittings of the school-kindergarten Council.

51. The school-kindergarten Council shall perform the following functions:

51.1. Defines the perspectives of school-kindergarten activities, the main directions of activities, the procedure for the organisation of education and teaching;

51.2. Approves the annual activity plan of the school-kindergarten, the strategic plan, the rules of procedure of the school-kindergarten, the educational plan, the regulations of teachers and pupils' councils;

51.3. Initiates cooperation between the school-kindergarten community and society, mobilises the school-kindergarten community to address the school targets, educates and develops school-kindergarten culture;

51.4. Evaluates the annual activity report of the school head and submits its decision on the report to the institution implementing the rights and obligations of the owner of the school.

51.5. Elects the members of the school-kindergarten Council to the teachers' certification commission;

51.6. Submits proposals on the improvement of the operation of the school-kindergarten, the creation of safe pupils' education and care conditions, assists in the formation of material, financial and intellectual resources of the school-kindergarten;

51.7. Submits proposals regarding the collection, distribution and use of non-budget funds;

51.8. Promotes the formation of democratic relations in the school-kindergarten, initiates cooperation between school-kindergarten, family and society, analyses the possibilities and experience of cooperation, initiates new forms of it, submits suggestions to school-kindergarten heads;

51.9. Addresses other issues that are not assigned to the competence of other self-governing institutions of the school-kindergarten or school-kindergarten heads.

52. Members of the school-kindergarten Council must attend the sittings of the school-kindergarten Council.

53. The members of the school-kindergarten Council shall have the right to receive all information about the activities of the school-kindergarten.

54. The school-kindergarten Council may suspend the implementation of other decisions of the self-governing institutions of the school-kindergarten until their correctness and legality have been examined by the competent authorities.

55. The school-kindergarten Council reports on its activities once a year, by publishing information to members of the community in the electronic diary of the school and kindergarten.

56. The form of reporting of the school-kindergarten Council shall be determined by the school-kindergarten Council.

57. The school-kindergarten Council shall be disbanded:

57.1. On request of 2/3 of the school council members;

57.2. In the absence of 2/3 of its members in three consecutive sittings;

57.3. After liquidation, reorganisation of school-kindergarten or participation in reorganisation.

60. The Teachers' Council is a continually functioning self-governing authority of the school-kindergarten for dealing with teachers' professional and general education issues.

61. The teachers' Council bases its activities on the Constitution of the Republic of Lithuania, Law on Education and other laws of the Republic of Lithuania, the United Nations Convention on the Rights of the Child, resolutions of the Government of the Republic of Lithuania, normative acts of the Minister of Education, Science and Sports of the Republic of Lithuania, regulations of the school-kindergarten, and regulations of the Teachers' Council.

62. The Teachers' Council shall be guided by the principles of humanity, democracy, publicity and rationality.

63. The regulations of the Teachers' Council shall be approved by the director of the school-kindergarten with the approval of the school-kindergarten Council.

64. An amendment to the provisions of the Teachers' Council may be initiated by:

64.1. The majority of the members of the Teachers' Council;

64.2. The director of the school-kindergarten;

64.3. The owner.

65. The Teachers' Council shall consist of the director of the school-kindergarten, deputy directors for education, all teachers working in the school-kindergarten, psychologist, social educator, speech therapist, special educator, head of the library, other persons directly involved in the educational process.

66. The Teachers' Council shall be headed by the director of the school-kindergarten, or if he/she is unavailable, the deputy director of the school-kindergarten. The composition of the Teachers' Council shall be approved by the director of the school-kindergarten by his/her order each school year.

67. The documents of the Teachers' Council shall be handled by the secretary of the Teachers' Council in accordance with the documentation plan and document management rules, to be elected by open voting by a majority of votes.

68. Sittings of the Teachers' Council shall be lawful if at least 2/3 of the members of the Teachers' Council are present. Decisions shall be taken by a majority of those present at the sitting. In the event of a tie, the Chair of the Teachers' Council shall have the casting vote.

69. Sittings of the Teachers' Council shall be convened at least three times a year.

70. Representatives of other self-governing institutions of the school-kindergarten and other persons may be invited to the sittings of the Teachers' Council. They shall have the right to an advisory vote.

71. The Teachers' Council shall:

71.1. Initiate change processes of the school-kindergarten;

71.2. Form and adjust the objectives and targets of the activities;

71.3. Participate in planning education activities of the school-kindergarten;

71.4. Consider the implementation of teaching programmes, the results of education and teaching;

71.5. Discuss the principles of organising the education of pupils of different abilities, their education and teaching programmes, methods;

71.6. Analyse loads for pupils, reasons for low performance levels;

71.7. Discuss the methods for implementing the education reform and improving pedagogical activities, the possibilities of developing teachers' pedagogical and subject competence;

71.8. Adopt resolutions in accordance with general educational plans and other legal acts approved by the Minister for Education, Science and Sport of the Republic of Lithuania;

71.9. Adopt decisions on promotion of pupils;

71.10. Elect the chairs of the methodological groups, representatives to the school council, the certification commission of school-kindergarten teachers and the pupil's support specialists (excluding psychologists) by an open vote;

71.11. Analyse how the school-kindergarten implements activity plans and educational programmes;

71.12. Discuss and adopt decisions on school-kindergarten education plans within its remit.

72. Rights of the Teachers' Council:

72.1. To receive all information about the activities of the school-kindergarten from the director of the school-kindergarten;

72.2. To delegate representatives to participate in the activities of other self-governing institutions of the school-kindergarten.

73. The Teachers' Council shall cease its activities after the liquidation of the school-kindergarten.

74. The self-governance institutions of pupils of the school-kindergarten shall be created on the basis of democratic electoral principles, taking into account the needs of the pupils and the traditions of the school-kindergarten.

75. Class elders shall be elected in the classes. They shall be elected for the school year at a class pupils' meeting by open voting.

76. The school-kindergarten has committees of the parents of classes, groups of pupils, which cooperate with the classroom, group leader, teachers, other self-government institutions of the school-kindergarten.

77. Other self-governing institutions may also operate in the school-kindergarten.

78. The general meeting of the representatives of the parents (guardians, caregivers) of the school-kindergartens shall elect its representatives to the self-governing institutions of the school-kindergarten, initiate and coordinate the influence of parents on the organization of school-kindergarten education and the conditions of education.

CHAPTER VI

RECRUITMENT, REMUNERATION FOR THE WORK AND CERTIFICATION OF EMPLOYEES

79. Employees shall be admitted to and dismissed from work in accordance with the Labour Code of the Republic of Lithuania, the Law on Education of the Republic of Lithuania, the Resolutions of the Government of the Republic of Lithuania, and other legal acts regulating the employment relationship. Deputy directors, teachers, other pedagogical and non-pedagogical staff shall be admitted to and dismissed from work by the director of the school-kindergarten.

80. The remuneration of employees shall be calculated in accordance with the Labour Code of the Republic of Lithuania, the Law on Remuneration of Employees of State and Municipal Institutions of the Republic of Lithuania and Law on Remuneration of Commission Members for Work as well as other legal acts.

81. The school-kindergarten teachers, child assistance specialists shall be certified and shall improve their qualification in accordance with the procedure established by the laws of the Republic of Lithuania, the resolutions of the Government of the Republic of Lithuania, the orders of the Minister of Education, Science and Sport of the Republic of Lithuania.

CHAPTER VII

ASSETS AND FUNDS OF THE SCHOOL-KINDERGARTEN, PROCEDURES FOR THEIR USE, CONTROL OF FINANCIAL ACTIVITIES AND SUPERVISION OF SCHOOL-KINDERGARTEN ACTIVITIES

82. The school-kindergarten shall manage and use the assets transferred by the owner and acquired by the school-kindergarten by the right of trust and dispose of them in accordance with the procedure established by legal acts.

83. The funds of the school-kindergarten shall consist of the funds allocated to the budget of the owner of special targeted grants from the State budget, the budget appropriations of the owner, the funds of sponsors and other funds.

84. The funds for teaching shall be used in accordance with the procedure established by legal acts.

85. The school-kindergarten shall independently decide on the use of sponsors' and other legally received funds when this is not in conflict with the laws, other legal acts and the procedure established by the owner.

86. The school-kindergarten shall independently carry out financial and economic activities.

87. The bookkeeping of the school-kindergarten shall be centrally managed and financial transactions are carried out by a legal entity established by the owner.

88. The control of the financial performance of the school-kindergarten shall be carried out in accordance with the legislation of the Republic of Lithuania. The control of the financial activities of the school-kindergarten shall be performed by the institutions authorised by the National Audit Office of the Republic of Lithuania and the owner. The state audit of the school-kindergarten shall be performed by the National Audit Office. The school-kindergarten activities and external financial audits shall be performed by the Municipality Controller of Kaunas City (Municipality Control and Audit Service). The internal audit of the school-kindergarten shall be performed in accordance with the Law on Internal Control and Internal Audit of the Republic of Lithuania and other legal acts regulating internal audit.

89. The supervision of the school-kindergarten activities shall be performed by the owner.

CHAPTER VIII

FINAL PROVISIONS

90. The regulations of the school-kindergarten, coordinated with the Council of the school-kindergarten, shall be approved by the Council of Kaunas City Municipality.

91. The amendments or supplements of the regulations of the school-kindergarten shall be initiated by the owner, the director of the school-kindergarten or the Council of the school-kindergarten.

92. The school-kindergarten has a website <http://www.ziburelis.kaunas.lm.lt>) that meets the requirements established by legal acts.

93. The school-kindergarten makes public the necessary notices and information about its activities on its website.

94. The school-kindergarten shall be reorganised, liquidated or reorganised by the owner in accordance with the Civil Code of the Republic of Lithuania, the Law on Education of the Republic of Lithuania and other legal acts.

95. Every pupil of the school-kindergarten shall be notified of the reorganization, liquidation or restructuring of the school-kindergarten, change of the school-kindergarten group or type in accordance with the procedure and terms established in the Law on Education of the Republic of Lithuania.

Director of Kaunas Montessori school-kindergarten “Žiburėlis”

Asta Gaižutienė