



## **American Academy Board of Directors Meeting Minutes**

December 12, 2006  
American Academy

Directors present were Jackie Santos, Erin Kane, Chad King, and Denese Gardner.

1) **Call to Order**

Erin Kane called the meeting to order at 8:03pm.

2) **Pledge of Allegiance**

Erin Kane led the recitation of the pledge of allegiance.

3) **Amendments to the Agenda**

- Upon motion of Denese Gardner, seconded by Jackie Santos, the board unanimously voted to amend the agenda to include changing the organizational structure.

4) **Approval of Prior Meeting Minutes**

Upon motion of Chad King, seconded by Jackie Santos, the board unanimously voted to approve the November 28, 2006 meeting minutes.

5) **Audience Participation**

The Board took public comments as indicated on Exhibit A, attached hereto.

6) **Chief Administrative Officer's Report**

The Chief Administrative Officer delivered the report attached hereto as Exhibit B.

7) **Parent Advisory Board Report**

The Parent Advisory Board delivered the report attached hereto as Exhibit C.

8) **Discussion Items**

- **Permanent Facility Update**

Erin Kane stated the Castle Pines North is working on incorporation. The developer plans on being a part of the incorporation.

9) Action Items

- Upon motion of Jackie Santos, seconded by Chad King, the board unanimously voted to table the approval of the Financial Policy until February 2007.
- Upon motion of Chad King, seconded by Erin Kane, the board unanimously voted to approve the final reading of the Carpool Policy, in the form attached hereto as Exhibit D.
- Upon motion of Erin Kane, seconded by Chad King, the board unanimously voted to approve the final reading of the Field Trip Policy, in the form attached hereto as Exhibit E.
- Upon motion of Denese Gardner, seconded by Erin Kane, the board unanimously voted to approve the Organizational Structure of the School, in the form attached hereto as Exhibit F.

10) Review of Agenda for Next Meeting

Erin Kane led the Board In a review of the agenda for the Board's next meeting.

11) Dismissal

Erin Kane dismissed the meeting at 9:20pm.

Respectfully submitted,

Jackie Santos  
Secretary  
January 3, 2007

Exhibit A  
Public Comments

Carlett Haney stated that she sent an email to Roberta Harrell in October regarding Car Pool issues with no response. Her daughter has asthma issues and needs to be picked up in the lobby every day. She questioned "why the car pool policy is not being followed and is the school aware of the ramifications of not allowing her child to be picked up from lobby?" She would like board to consider allowing her to pick up daughter from lobby. Ms. Haney also questioned why are there so many VIP passes for car pool?

Maria Parkins stated that she has the same concerns for car pool as the Haney family. Her daughter has been sick much more than last year, primarily with strep. She feels that Ms. Harrell did not adequately respond to her phone calls. Ms. Perkin's does not feel that her request is unreasonable.

Exhibit B  
Report of the Chief Administrative Officer (attached)



**I. Public Relations/Communication**

School Accountability Report – The first SAR for American Academy reports our school with the highest ranking of “Excellent.” We are extremely pleased with this report and the outstanding CSAP scores that were posted from our school. There were many errors. The following corrections will be sent to our parent community:

*School Name: American Academy (Not American Academy at Castle Pines Charter)*

	<u>Full Time</u>	<u>Part Time</u>
<i>Number of full time teachers</i>	26	3
<i>Paraprofessionals</i>	0	1
<i>Number of administrators</i>	3	0
<i>Other Professionals</i>	3	3
<i>School Support</i>	<u>2</u>	<u>2</u>
<i>Totals</i>	34	9

Students per teacher ratio:

<i>Kindergarten</i>	16
<i>Grade 1</i>	22
<i>Grade 2</i>	22
<i>Grade 3</i>	22
<i>Grade 4</i>	23
<i>Grade 5</i>	27
<i>Grade 6</i>	17
<i>Grade 7</i>	18

- *Average years of teaching experience: 7*
- *Percent of teachers teaching in subject which they received their degree: 100%*
- *Average Teacher Salary: \$36,000 Average Administrator Salary: \$65,000*

All of the items under Safety and School Environment are also incorrect. Instead of “does not”—it should mark “does” for the following items:

- *Allows after school programs*
  - *Requires student uniforms*
  - *Encourages community programs in school building*
  - *Conducts home visits*
  - *Has a closed campus*
  - *Requires parental conferences*
- 
- **Parent Informational Meeting** – We had a successful PIM meeting on November 30, in spite of the cold weather. Approximately 40 parents attended to find out enrollment information regarding our school.
  - **School Lottery** – As previously noted, we do not need to change our lottery date for this year. So our lottery date remains on February 1, 2007.
  - **Administrator Meetings** – I have a Charter Administrator meeting on Tuesday, December 12. I will give a summary at the board meeting that evening. I also have a DCSD Administrators meeting on Thursday, December 14.
  - **Choir Performance at Park Meadows Mall** – We were all proud to be part of the American Academy community as we listened to our talented choir perform, under the direction of our outstanding music teacher, Mark Middlebrooks. A large crowd was gathered around our students to hear their lovely holiday songs.

## II. Financial Stability

- Updated monthly financials will be presented by Charter Management Services at the upcoming board meeting. A summary report that shows the budget to actual in a clear, concise format was requested at our last board meeting.
- CMS propose that the Board approve an amended budget to reclassify the items that were in the incorrect category. (Risk Assessment and Utilities.)
- We received three copies of the DCSD audit. American Academy is included in a two-page Combined Statement of Activity with the other Douglas County charter schools (pages 90-91) and a Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balances on pages 92-93.

## III. Educational Success

- Maps Training – All staff will be trained on interpreting MAPS scores at at Chaparral High School on January 17. We also are planning to schedule a similar meeting for parents.
- Report Cards – The grading period ends on December 15, so report cards will go home with students on January 12.

## IV. Staff Management

- PE Teacher – I am proud to announce that we have hired a new PE teacher, Joe Bishop. Joe will be in three days this week to meet all students and work with Susan to make a smooth transition. He will officially begin on January 2. Joe is an energetic young man that comes with great ideas to implement technology and our Core Knowledge curriculum into our PE program.
- Middle School Science – Mrs. Cline would like proceed in hiring a part-time assistant to begin after the break to assist with MST weeks. We are considering the option of hiring a part time science teacher to deliver the 6<sup>th</sup> grade curriculum. We will assess this possibility after we meet with the candidates and evaluate their qualifications. We have received many resumes and plan to begin interviewing this week.
- Staff Meetings – We had a presentation from our School Psychologist, Erin McCarraher last week on the legal requirements of all staff for Child Abuse Reporting. Vertical teams are meeting this week to discuss required Field Trip procedures for every teacher, MST speaker expectations for teachers, Core Knowledge progress update, Core Virtues ideas for enforcing respect among students, and other issues.

## V. Operational Success

- Attendance – A current report shows American Academy students 96.57% in attendance overall.
- Discipline – Infractions as of 11.27.06 shows the maximum number of points for one student at 12 points, 1 student at 10 points, and 10 students at 5 points. Other point total are 3 students at 1 point, 5 students at 2 points, and 1 student at 3 points.

### Upcoming Dates:

- Wednesday, December 13, Geography Bee, 1:45 p.m.
- Friday, December 15, Staff Christmas Party
- Monday, December 18-Monday, January 1, Winter Break – NO SCHOOL
- Tuesday –Wednesday, January 2 & 3 – Staff Development – No school for students, McRel teacher workshop
- Friday, January 12, Report cards go home.
- Thursday, January 18, 9:00 am and 6:00 p.m. PIM meetings

Exhibit C  
Report of the Parent Advisory Board

The PAB reported that it has held three meetings trying to educate parents on the workings of a Charter School. All three were sparsely attended. There has been very little email activity.

Exhibit D  
Carpool Policy (attached)



AMERICAN ACADEMY  
EDUCATE | INNOVATE | EXPLORE

---

## Carpool Policy

---

*This policy was approved by the American Academy Board of Directors on December 12, 2006.*

### **Purpose**

This policy defines the procedures and rules for dropping children off and picking children up from American Academy. Safety of the children is the first priority at all times. Carpool pick-up and drop-off is mandatory for all students. Adherence to these procedures, rules, and the direction provided by the approved carpool map (attached) is required.

### **Carpool Hours**

#### ***Grades 1–7***

**Morning drop-off:** 7:55 am – 8:10 am

**Afternoon pick-up:** 3:30 pm – 3:45 pm

#### ***Kindergarten***

**Morning drop-off:** 7:40 am – 7:55 am

**Afternoon pick-up:** 3:15 pm – 3:30 pm

### **Carpool ID Cards**

Upon enrollment to the school, each American Academy family is assigned a computer-generated Family Number. Four copies of this Family Number are printed by the school on authorized carpool ID cards and distributed to each family; these ID cards, not copies, must be used during carpool. Please have your children memorize their Family Number, as this will assist in making the carpool as efficient as possible.

Each family must provide a Family Number ID card to anyone else that may pick up your children. For security reasons, the carpool attendants will not allow a child to enter a car that is not displaying an authorized ID card; parents without an authorized card will be directed to the front office to request a replacement card. Valid identification must be shown in order to get a replacement set and a **\$5 fee per set will be assessed**.

ID cards must be displayed on the passenger-side visor of the vehicle. If you are picking up other children, display their ID cards as well. If you are unable to fit more than one ID card on your visor, you may use the passenger-side portion of the dashboard. Please ensure ID cards are clearly visible to the carpool attendant when entering the carpool line for pick-up.

### **Morning Drop-Off Procedures**

#### ***Grades 1–7***

Carpool drop-off for students in grades 1–7 begins at 7:55 am. Car pool drivers are to line up from west to east in two double lines in front of the Word of Life Church, and will be directed to proceed to the back of the school by a volunteer.

**Parents are not to let their children out of the vehicle until a staff member is present to ensure the safety of the children.** The staff member will allow students to enter the building promptly at 7:55 am. Carpool will close promptly at 8:10 am as students are required to be in their classroom and seated at 8:15 am to begin the school day. If you arrive after 8:10 am, you must park your vehicle in the school parking lot located near the main entry, walk your child in the front doors, and sign them in. Your child will receive a tardy slip.

### **Kindergarten**

Kindergarten carpool drop-off starts at 7:45 am and ends at 8:00 am, and takes place in the small Word of Life parking lot just in front of the Kindergarten entrance. Parents will line up in the Kindergarten "cone zone" as directed to drop off their Kindergarten.

**Parents with older children to drop off** will exit the Kindergarten parking lot to the west, merge into the main morning carpool line by turning *left*, and then proceed through the regular morning drop-off process.

**Parents without older children to drop-off may** exit to the west and turn *right*, provided that they do so before the regular carpool begins at 7:55 am. After that time, they will need to proceed to the *left* and follow the car in front of them through the regular morning carpool line (even though they do not have older children to drop off).

## **Afternoon Pick-Up Procedures**

### **Grades 1–7**

Parents should again line up in front of Word of Life Church from west to east and wait until instructed by a carpool volunteer to move forward. Please use the 3 lanes closest to the street leaving the lane closest to the church open for kindergarten pick-up. Generally, students in grades 1–7 will remain in their classrooms, and are responsible for listening for their Family Number, until an "all-call" is made. At staff discretion, staff members may take individual classes outside prior to "all call" to watch for their cars. Each staff member is responsible for supervising his/her own class in the "cone zone." Pick-up will begin promptly at 3:30 pm within the "cone zone" only. Parents arriving after car pool is finished must park their vehicles in the school parking lot, located near the main entry, and go to the school office to sign out their child.

If your child is not in the "cone zone" when you pull up to get them, you will be directed to pull into a Recall parking spot towards the far end of the "cone zone" to wait for your child so that the vehicles behind you may continue to exit the loading zone while you wait. While waiting in Recall, parents must stay inside of or next to their cars until their student appears. To ensure the continued safety of our students, parents will not be allowed at any time to approach the "cone zone" to pick up a child.

### **Kindergarten**

Kindergarten carpool pick-up starts at 3:15 pm and ends at 3:30 pm in the Kindergarten parking lot in front of Word of Life Church. The southernmost, regular carpool lane (closest to the church) is designated for parents of Kindergarten only in order for those parents to be able to access the Kindergarten parking lot. Parents picking up Kindergarten students need to line up in the Kindergarten "cone zone" and wait inside their cars for an attendant to assist the child into the car.

**Parents with older children to pick up** will exit the Kindergarten parking lot to the west, merge into the afternoon carpool line by turning left, and proceed to the "cone zone" in the back. There they will pull forward as far as safely possible behind the car in front of them, and park while they wait for their older children to be dismissed. Parents will wait inside their cars for a carpool attendant to assist their child into the car.

**Parents without older children to pick up** should exit the Kindergarten lot to the west and turn *right*, provided they do so before 3:30 pm. After that time, they will either need to park in the Kindie parking lot and wait until regular carpool is finished, or proceed to the *left*, enter the main carpool line and follow the car in front of them through the regular afternoon carpool process (even though they are not picking up other children).

## Carpool Rules

The following rules apply to both morning drop-off and afternoon pick-up, and all carpool drivers are required to abide by these rules:

- **Prepare your child for drop-off before you arrive at carpool.** Coats should be on or in hand, backpacks and lunchboxes should be packed, on laps or easy-to-reach, and when possible, children's seating order in the car should match the order in which they will exit the car. Make sure your child's backpack can be carried or maneuvered by that child.
- **Respect the attendants and follow their direction at all times.** Both the staff and volunteers do their best every day to uphold the rules of the school and to make carpool run as smoothly as possible. They do not make the rules, so if you have a complaint regarding carpool rules and procedures, please email [info@americanacademyk8.org](mailto:info@americanacademyk8.org) so that your concern can be directed to and addressed by those who make and approve policy at American Academy.
- **Do not exceed 10 mph once you enter the parking lot,** no matter how late you are.
- **Do not drive diagonally across the Word of Life parking lot** when you arrive for carpool.
- **Do not drive behind the church at any time,** unless directed to do so by a carpool attendant or staff member.
- **Do not exit your car at any time,** once you have entered the carpool line. If your student requires assistance exiting or entering the car, you must wait for a carpool attendant or staff member to assist them.
- **Do not allow your child to play in the parking lot or anywhere outside your car** while waiting in the carpool line.
- **Turn off your cell phone when carpool is *in process*.** If you are on your phone when making the final turn to enter the loading zone, you will be directed to exit the line, go around the back of the church, and return to the back of the line.
- **Do not approach the carpool line on foot to pick up your child.** You will not be permitted to pick up your child this way.
- **Do not allow your to enter or exit your car on the side opposite the "cone zone" at any time.** If you are the parent of a Kindie and your Kindie must get out on the opposite side of the car (on the right), please wait for a carpool attendant or a staff member to escort them out of the car and into the Kindie "cone zone", or vice versa.
- **Do not hold up the line by chatting with a staff member or carpool attendant.** Drivers are expected to be mindful and considerate of the many cars behind them who are also waiting to drop off or pick up their children. If you need to speak with your child's teacher, you are encouraged to email them to discuss your concerns or schedule a conference for another time.
- **Do not pull out of any part of the carpool line at any time to pass the car(s) in front of you!** You must wait your turn along with everyone else, pulling forward only when your child is safely inside the "cone zone" or in your car, and when the car in front of you pulls forward. This is a safety issue for our children; neither drivers, volunteers or children are expecting vehicles to pass which makes this practice very unsafe.
- **Do not park and leave your vehicle in the carpool line or in the fire lanes** (see the carpool map) for any reason while carpool is in process.
- **Do not drop off your child or pick them up in the front office parking lot.** Drop-off and pick-up is allowed only in the "cone zones" during designated carpool times.
- **Make a right turn ONLY onto Park Meadows Blvd.** when exiting the carpool line.

- **Do not at any time open the trunk of your car while in carpool.** If you must retrieve something from the back of your car, you must do this prior to entering carpool or after exiting.
- **Please use patience and courtesy with all other drivers, volunteers and students and staff members.** Respectful behavior is expected at all times of our students, our staff AND our parents!

### **Early Pick-Up**

If you need to pick your child up from school early for a doctor’s appointment or other pre-arranged reason, you must park in front of the school and come to the front office to sign your child out. **Please note that early pick-up ends at 3:10 pm—if you arrive after 3:10 pm, you will need to pick up your child in the carpool line along with everyone else.**

### **Inclement Weather**

#### ***Morning Drop-off***

Same procedure as normal morning drop-off.

#### ***Afternoon Pick-up***

Same procedure as normal afternoon pick-up, unless a red flag has been posted outside the front door of the school, at which point parents will park in the Work of Life parking lot, enter the school with their student ID cards, let the teacher know which children you are picking up, and sign out each child with their teacher.

### **Emergency Lock Down**

In the case of an emergency which requires the school to be locked down (e.g. criminal in area, crime scene next door, tanker truck spill), a black flag will be displayed notifying the parents of the lock down. Parents are not allowed into the building until the conditions have improved and the “all clear” has been given. Parents should park in the Word of Life parking lot, stay in their cars, and periodically check their cell phone for a text message update from the school.

\*\*\*\*\*

#### **POLICY HISTORY**

- Original:* approved by the BOD on October 11, 2005
- Revision 1:* approved by the BOD on June 19, 2006
- Revision 2:* approved by the BOD on December 12, 2006

#### **SUMMARY OF REVISION 1**

Updated times for the 2006-2007 school year.  
Integrated the 2006-2007 Kindergarten program

#### **SUMMARY OF REVISION 2**

Updated times for the main carpool line.  
Added emergency lock down procedures.

Exhibit E  
Field Trip Policy (attached)



AMERICAN ACADEMY  
EDUCATE | INNOVATE | EXPLORE

---

## American Academy Non-Overnight Field Trip Policy

---

*This policy was modified and approved by the American Academy Board of Directors on December 12, 2006.*

### **Purpose**

The purpose of this policy is to provide guidelines for the safety of students, teachers, and chaperones on trips, thereby allowing teachers to maintain control and to maximize the learning opportunity. This policy also provides guidelines for acceptable behavior for students and chaperones, to address problems that have already occurred, and prevent new ones.

### **Field Trip Transportation**

Transportation for trips will be provided by district buses when possible. While district school buses are the preferred option for transportation, daily route requirements limit bus availability. Therefore, American Academy may make arrangements to hire other commercial available buses for field trips when timeframes and costs allow. American Academy also has the option of using parent chaperones to drive.

### **Parent Chaperones**

Requests for parent field trip drivers will be made by homeroom teachers or their designee. The responsibility of driving a group of students includes a requirement that all drivers must follow American Academy's guidelines and expectations for parent chaperones. Failure to follow these guidelines may prohibit a chaperone from being allowed to drive in the future.

Parents will indicate their willingness to drive/chaperone on their child's field trip permission form. Parents will be notified if they have been selected as field trip chaperones. The homeroom teacher or designee will notify volunteer drivers if they are needed for the trip, and will make every effort to provide notification of a field trip at least 3 weeks in advance. The teacher will submit a list of drivers to the office in advance so that the office can check the drivers "Authorization to use privately owned vehicles on school business" form for accuracy of information. Every attempt will be made to rotate parent drivers so that all parents interested in going on the field trip will be given an opportunity.

Parents not selected to chaperone or drive may not attend the field trip with their child unless they have requested in advance, and received, written permission from the teacher to attend. American Academy administration reserves the right to deny any chaperone permission to drive for and/or attend any trip, at any time, for any reason

Each homeroom teacher, or their designee, will organize the transportation including determining:

- Which students each parent driver will chaperone
- Departure time
- Route that will be taken to destination
- Where to assemble upon arrival
- Where to assemble before departure from the field trip site
- What to do if a group returns to school before the teacher

Parent chaperones will be provided with the following information:

- A list of other drivers' cell phone numbers
- A map and contact information for the destination
- Emergency contact names and phone numbers
- Any additional medical information, or medications, required for a student in that parents group, including who has medication and what to do in an emergency.
- Information on any allergies for students in the parents group.

### **Parent Chaperone Guidelines**

Each chaperone is responsible for abiding by the following guidelines:

- File a current and correct "Authorization to use privately owned vehicle on school district business" form with the American Academy Office, with appropriate proof of insurance. Actually drives the vehicle cited in the information provided to the school.
- Equip your car with the number of seat belts and/or car seats required by law for each child. It is the responsibility of the driver transporting children; subject to the requirements of this section, to ensure that all children are provided with, and that they properly use, a child restraint system or safety belt system. Parents may provide booster seats for children who would be outside of the legal description above,

*As of August 1, 2003, Colorado Law requires that: Children who weigh more than 20 pounds, but are less than 5 years old, and less than fifty-five inches tall, must be properly restrained in a child booster seat. If the child is six years of age or older or is fifty-five inches tall or more, the child shall be properly restrained with the motor vehicle's safety belt properly adjusted and fastened around the child's body.*

- Siblings may not attend any field trip.
- Provide only G-rated entertainment in the vehicle.
- Do not stop at any location not on the itinerary, unless permission has been granted in advance, in writing, by the teacher.
- Maintain disciplined behavior for all students in the vehicle, during the trip.
- Do not talk on a cell phone for an extended conversation anytime the chaperone is responsible for students on the trip, except as required for student health, safety, welfare, or to get the students to and from the destination.
- Do not provide snacks to any student, unless permission has been granted in advance by the teacher.
- Know where the students assigned to your group are at all times.
- Do not give permission to students to do anything that contradicts the written or spoken instructions of the teacher or administrator in charge.

### **Chaperone to Student Ratio**

The American Academy adult-to-student ratio for one-day field trips is 1:5 for kindergarten through second grade, 1:8 for third through sixth grade, and 1:10 for seventh and eighth grade. This guideline applies to all single day field trips. To maintain appropriate control and safety and to provide a positive learning experience for all students, suitable supervision is required.

### **Student Expectations**

Students are expected to display respect for others, self restraint, and manners on field trips just as they are in an American Academy classroom. Infractions will be given for behavior that violates the code of conduct or jeopardizes others safety.

### **Student Attendance**

American Academy academic field trips are planned to enhance learning and to provide opportunities and experiences that are not available in the classroom. Students not attending the field trips must attend school for the day where they will be given class work assigned by their teachers. Students will be supervised by teachers from another grade level. Should the student not attend school that day, make-up assignments will be assigned by the teacher and make up work policy will apply.

### **Medical Exceptions**

Exceptions to the above policy, allowing parents to attend multiple field trips for example, may be made for those children with special medical requirements. Such exceptions will be made by the teacher. A student with a medical issue will be assigned to be accompanied by a staff member at all times, in possession of the proper medicine and training to administer.

### **Other Exceptions**

In the event that a parent is not selected to drive on a field trip and is not comfortable allowing their student to ride with someone else, the parent may choose to drive the student to and from the field trip. The parent needs to alert the teacher as soon as possible so that all of the pertinent information can be copied and made available. The parent must deliver and pick-up their child at the designated location at the designated time.

Exhibit F  
Organizational Structure (attached)

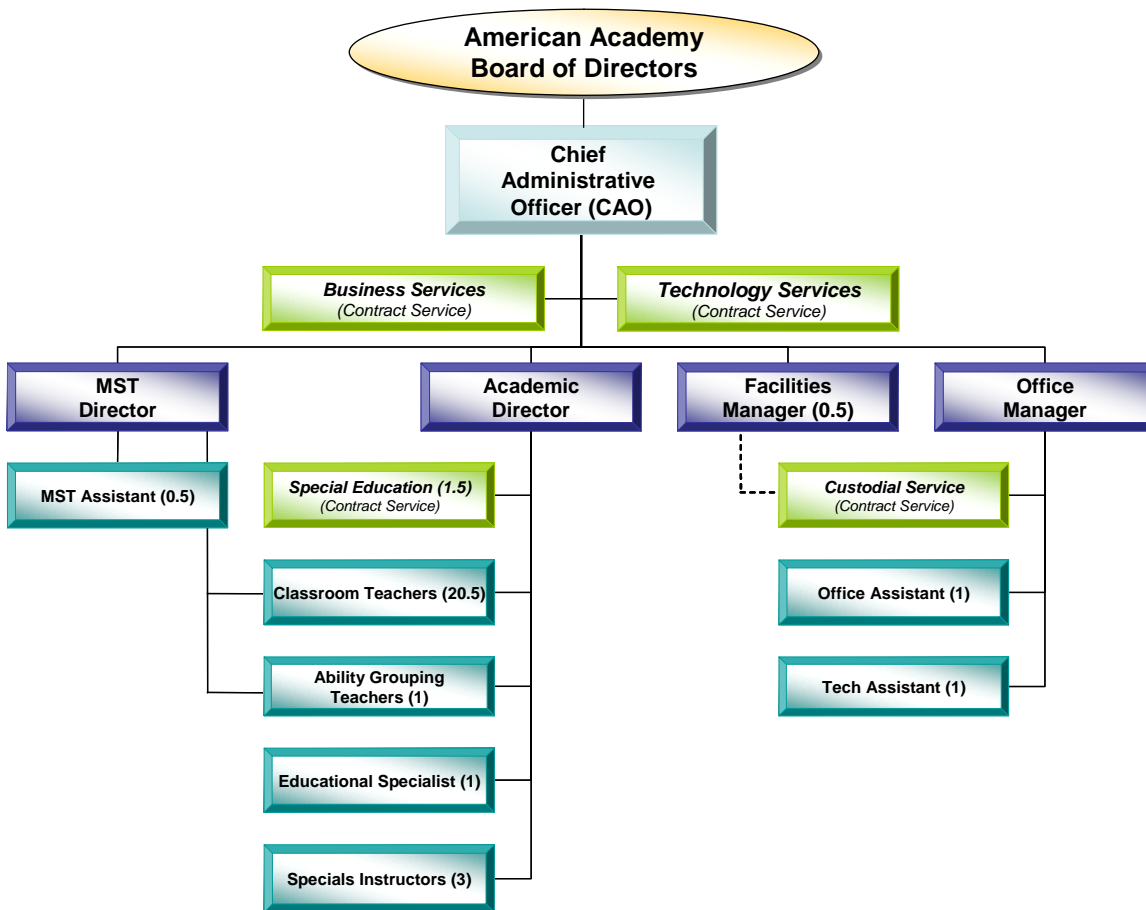


AMERICAN ACADEMY  
EDUCATE | INNOVATE | EXPLORE

## Organization Structure Policy

*Note: Revised structure was approved by the American Academy Board of Directors on December 12, 2006.*

### American Academy Organization



## Job Descriptions

### **Chief Administrative Officer:**

Classification:

- Administrative
- Full Time
- Exempt

Level: Officer

Reports to: American Academy Board of Directors (BOD)

Minimum Hours Required: (subject to prior approval of leave by BOD)

- 40 hrs/wk during school year (while school is in session, including in-service days)
- 160 hrs during the summer break

Prerequisites:

Education

- Bachelor's Degree required; Master's Degree preferred
- Colorado Administrator's Certification or equivalent

Special Knowledge/Skills

- Ability to manage, motivate, and inspire children, staff, and parents
- Superior project management and organization management skills
- Ability to manage financial operations
- Working knowledge of the Core Knowledge curriculum and direct instruction
- Visionary and forward-thinking; "out-of-the-box" thinking
- Ability to implement and leverage technology solutions
- Strong communication, public relations and interpersonal skills
- Ability to multi-task and anticipate challenges

Experience

- Extensive instructional leadership and/or business experience
- Minimum 5 years educational administration experience
- Personnel management
- Proven track record of excellence and credibility

Description of Position: Direct and manage instructional programs and operations of American Academy. Provide school leadership that ensures excellence and innovation in teaching and student learning while maintaining efficiency in operation and leveraging technology. Manage implementation of the vision set forth in the American Academy Charter Application, including the Core Knowledge curriculum, the Math, Science, and Technology (MST) program, character development, and flexible grouping. Implement the American Academy business plan, including hiring, facilities management, financial management, etc. Create a new school of excellence that will raise the bar in modern-day elementary education.

Responsibilities: Refer to the CAO Job Responsibilities Document

### **Finance Manager:**

Classification:

This position is currently contracted

Level: N/A

Reports to: Chief Administrative Officer (CAO)

Minimum Hours Required: N/A

Prerequisites:

Education

- Bachelor's Degree in related field, preferred
- CPA certification, preferred

Special Knowledge/Skills

- Superior project management and organization management skills
- Ability to manage all aspects of financial operations, from bookkeeping to budget development and financial analysis

- Strong communication, public relations and interpersonal skills
  - Ability to multi-task and anticipate challenges
- Experience
- Minimum 3 years experience in educational finance; charter school experience preferred
  - Proven track record of excellence and credibility

Description of Position: The Financial Services contract will include bookkeeping; accounts payable and receivable; cash management; revenue and expense management; purchase order processing and management; asset management; goal planning & budget alignment; compliance in proper accounting and reporting; developing and enforcing business policies; procedures & best practices; financial reporting; financial software recommendations; and financial recommendations. In addition, the contract will include human resources, payroll, and benefits administration including: all paperwork for new hires and status/position changes; background checks on employees and volunteers; verification of substitute teachers with staff members. As needed, the Finance Manager will provide financial updates to the Board of Directors at their board meetings.

Responsibilities: Refer to the Finance Manager Job Responsibilities Document

- Monitor Service Contracts – including custodial, trash, snow, landlord-provided services (CAM, snow, etc), copy machine, security, gym rental, and DCSD-purchased services.

### ***Academic Director:***

Classification:

- Administrative
- Full Time
- Exempt

Level: Director

Reports to: Chief Administrative Officer (CAO)

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)
- 160 hrs during summer break

Prerequisites: A masters degree in education, school administration certification preferred, experience performing standards-based classroom instruction (preferably with Core Knowledge) or equivalent professional instruction, experience as an assistant principal or equivalent.

Description of position: The Academic Director oversees the teaching staff to ensure the highest achievement in all areas. This includes monitoring of Core Knowledge and Language Arts curriculum implementation by all teachers in all grade levels; meeting with lead, senior, and instructor level teachers to monitor completion of the programs expected in one school year; and providing necessary staff development to give teachers the tools they need to deliver quality instruction to all students. The Academic Director is also in charge of student discipline monitoring and delivery to ensure a safe and orderly school environment.

Responsibilities: Refer to the Academic Director Job Responsibilities Document

### ***MST Director:***

Classification:

- Administrative
- Full Time
- Exempt

Level: Director

Reports to: Chief Administrative Officer (CAO)

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)
- 160 hrs during summer break

Prerequisites: A masters degree in science education or related field, proficiency in all disciplines of science, math, and technology, experience performing standards-based classroom instruction (preferably with Core Knowledge) or equivalent professional instruction, presentation, networking and experience in partnership building.

Description of position: The MST director is responsible for promoting, advancing, and improving the teaching, learning and comprehension of science, math, engineering, and technology. This position supports standards-based technology-intensive mathematics and science instruction for grades K-8. The director serves as a school-wide catalyst for integrative teaching and learning in mathematics, science, engineering, and technology education. The MST director will provide educational direction for the establishment of the highest achievement in math, science, engineering, and technology.

Responsibilities: Refer to the MST Director Job Responsibilities Document

### ***Technology Director:***

Classification:

This position is currently contracted

Level: N/A

Reports to: Board of Directors

Minimum Hours Required: N/A

Prerequisites: Technology degree and 2 years previous experience in technology field. Experience in an educational environment not required.

Description of position: The technology contractor will oversee the infrastructure of our school, as well as direct the planning and implementing of our technology programs. Duties may include implementation of our Power School student information system, maintenance of all servers, management of the school website, consultant and trainer to staff in the application of technology, installing and upgrading software, and perform routine maintenance. Specific duties are included in the Contract for services.

Responsibilities will be developed if this position becomes a staff position.

### ***Office Manager:***

Classification:

- Administrative
- Part Time
- Exempt

Level: Manager

Reports to: Chief Administrative Officer (CAO)

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)
- 160 hours during summer breaks

Prerequisites: 2 years previous experience in office work.

Description of position: The Office Manager will oversee non-academic and non-financial operations of the school. This includes front office management, office supply management, student records, and health oversight. The Office Manager will manage student enrollment, office procedures, records, and facilitate school communication.

Responsibilities:

- Develop and carry out office procedures including: office supply management; placing orders to Finance Manager; and copier and office equipment oversight
- Maintain all office files including student records (academic) and other records as required
- Facilitate school communication including: answering the school main phone and voicemail systems; greeting parents and visitors; checking internet communications; and handling correspondence as required
- Maintain the School Calendar including coordinating school wide activities for Open Houses, Back-to-School Night, Picture Day, Extra Curricular activities and other events
- Contact teachers about new student assignments
- Manage Student Records including: transferring records for students who leave/Release of Student Information; respond to Request for student records/info; and ensure records are complete
- Coordinate substitute teachers as needed
- Maintain calendar sharing with the CAO and schedule appointments, including in-home visits on Thursdays until complete

- Oversee carpool, lunch and recess including; ensuring playground is monitored during all recess periods; ensuring carpool drop-off and pick-up is monitored by a staff member; coordinating with carpool, lunch, and recess volunteers
- Schedule and coordinate onsite events/functions – such as Board meetings, Parent Advisory Board meetings, parent conferences and student presentations. Includes catering details (if necessary) and coordination with the Facility Manager
- Oversee Supplies and Purchase Requests
- Purchase Orders – review, obtain required approvals, fill or pass along to Finance Manager, follow-up, schedule/oversee delivery & receipt of goods
- Asset Management - Inventory tracking and auditing on at least annual, if not quarterly, basis
- Related duties as assigned

### **Facility Manager:**

#### Classification:

- Administrative
- Part Time (up to 20 hours per week); hourly
- Exempt

Level: Manager

Reports to: Chief Administrative Officer (CAO)

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 20 hrs/wk during school year (while school is in session, including in-service days)
- 60 hours during summer breaks

Prerequisites: 2 years previous experience in facility management.

Description of position: The Facility Manager will oversee the school facility and safety. This includes facility and grounds maintenance, custodial oversight, security and safety.

#### Responsibilities:

- Maintain the school facility, including performing of facilitating any required repairs and ensuring a neat and organized school environment.
- Maintain Compliance-local, district, county and state codes (fire, building, occupancy);
- Oversee school security including: setting system for calendar & hours of operation (consider vacation schedule); issuing card access badges and/or keys to employees and Board of Directors
- Oversee school safety including: scheduling drills (fire, lockdown, and shelter in place); coordination of table top exercises, maintenance of the school security manuals; coordination with the district on safety and security; coordination with the schools safety team
- Oversee custodial service – ensure service maintains cleanliness of facility and grounds including cleaning daily, trash & litter picked up and removed from facility and grounds nightly, staff refrigerator cleaned-out weekly, carpet/window cleanings performed as needed
- Grounds repairs & maintenance – including routine and emergency repairs & maintenance (such as plumbing, trash removal, landscaping, snow removal of playground); maintenance of the playground and landscaping including ensuring the playground is power washed regularly
- Prepare facility for onsite events/functions – such as Board meetings, Parent Advisory Board meetings, parent conferences and student presentations. Includes furniture setup/breakdown and scheduling additional custodial services (if needed)
- Related duties as assigned

### **Office Assistant:**

#### Classification:

- Administrative
- Full Time (or two part-time)
- Non-Exempt

Level: Assistant

Reports to: Office Manager

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)
- 160 hours during summer breaks, as needed

Prerequisites: Nursing degree, RN or equivalent experience preferred.

Description of position: The Office Assistant will be primarily responsible for the day-to-day operations of the health room. The Office Assistant is responsible for handling the administrative duties of the Office as listed below.

Health-Related Responsibilities:

- Attend DCSD school nursing training
- Assess and properly treat, if necessary, all injured and ill students.
- Work with the Nurse assigned to American Academy by the Douglas County School District to facilitate the processing and maintenance of all required medical paperwork to include immunization records, field trip forms and any other health-related requirements of DCSD
- Understand and enforce all health-related District policies and general school policies
- Maintain a clean, sanitary and organized health room.
- Maintain adequate inventory of medical supplies and coordinate with Operations Manager to order additional supplies as needed.
- Coordinate hearing and vision screening with the District, faculty, staff, students and parents (as needed)

Office Responsibilities:

- Check the school's information email line on a daily basis and answer questions or forward them to the appropriate person
- Answer the office phone
- Sign parents and visitors in and out per office procedures
- Assist with prospective parents by answering questions and working with the CAO in the Parent Information Meetings
- Monitor/organize lottery
- Manage new student enrollment including: answering questions from prospective parents; facilitating the lottery process; offering spots to new students; processing new paperwork and requesting student records; new family orientation
- Prepare Tuesday folders as needed
- Manage website requests for CAO and reporting them the person in charge of our school website
- Purchase Orders – take receipt of goods, distribute, forward packing slip to Finance Manager, input into Asset Management program
- Pick up all the District/US Mail from our mailbox, including its distribution
- Support the carpool process and work with the carpool volunteers
- Create and issue official carpool ID cards
- Perform related duties as assigned

***Technology Assistant:***

Classification:

- Administrative
- Part Time (20 hours per week)
- Non-Exempt

Level: Assistant

Reports to: Office Manager

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 20 hrs/wk during school year (while school is in session, including in-service days)
- 60 hours during summer breaks

Prerequisites: None.

Description of position: The Operations Assistants will be primarily responsible for managing carpool, lunch and recess.

Responsibilities:

- Track and manage current student enrollment including: maintaining the District SASI system and the school's PowerSchool system; maintaining student enrollment records; processing new student paperwork; and transfer student records as needed
- Maintain school attendance records in both SASI and PowerSchool. This includes tracking tardies and reporting them to CAO, early leaves and ensuring attendance is recorded. Also included is daily maintenance of school's voicemail attendance system
- Assist with school technology including acting as the first line of support for technology related issues.
- Perform office/administrative work as needed for the Office Manager and CAO
- Perform related duties as assigned

***Classroom Teachers:***

Classification:

- Teacher
- Full Time

- Exempt

Level: Varies (Instructor, Senior Instructor, Lead Instructor)

Reports to: CAO

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)

Prerequisites: Varies. Refer to Faculty Job Requirements Document.

Description of position: Varies. Refer to Faculty Job Requirements Document.

Responsibilities: Varies. Refer to Faculty Job Requirements Document.

### ***Specials Instructors:***

Classification:

- Teacher
- Part Time (5 hours per day)
- Exempt

Level: Varies (Instructor, Senior Instructor, Lead Instructor)

Reports to: CAO

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 25 hrs/wk during school year (while school is in session, including in-service days)

Prerequisites: Varies.

Description of position: Varies.

Responsibilities: Varies.

### ***Educational Specialist:***

Classification:

- Administrative
- Full Time
- Exempt

Level: Assistant

Reports to: CAO

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)

Prerequisites: TBD

Description of position: TBD

Responsibilities: Refer to the Educational Specialist Job Responsibilities Document

### ***Ability Grouping Teachers:***

Classification:

- Teacher
- Part Time
- Exempt

Level: Instructor

Reports to: CAO

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 20 hrs/wk during school year (while school is in session, including in-service days)

Prerequisites: The ideal candidate will possess all of the necessary requirements to meet NCLB guidelines. Experience with Open Court (if applicable) and Saxon math a plus.

Description of position: The Ability Grouping Teachers will instruct small groups of students in the areas of math and reading. The Math Instructional Assistant will instruct small groups of students in our Saxon math ability grouping program.

Responsibilities:

- Responsible for delivering the entire math and reading program to the individual group of students
- Regular communication with parents as well as progress reports and report card grades.
- Perform related duties as assigned

***Special Education:***

Note: Special Education Instructors report to the Douglas County School District. DCSD determines the job description, level, and responsibilities.

***Policy Changes:***

Original – approved by the BOD on 24 October 2005; previous organization structure in the AA Charter Application.

Revision 1 – approved by the BOD on 7 November 2005; added Asset Tracking to the Operations Manager

Revision 2 – approved by the BOD on 21 November 2005; changed Finance Manager to report directly to the BOD with a dotted line to the CAO

Revision 3 – approved by the BOD on 28 November 2005; removed Operations Manager; increased Office Assistant to full-time

Revision 4 – approved by the BOD on 6 February 2006; added Facility Manager and Operations Assistants

Revision 5 – approved by the BOD on 19 June 2006; added the Academic Director description; changed Operations Assistant to Technology Assistant and IAs to Ability Grouping Teachers; added solid line reporting from teachers to MST Director; all school positions report directly to the CAO