



American Academy Board of Directors Meeting Minutes

February 20, 2007
American Academy

Directors present were Erin Kane, Chad King, Adil Khan, Denese Gardner and Dave Romero.

1) **Call to Order**

Erin Kane called the meeting to order at 8:05pm.

2) **Pledge of Allegiance**

Erin Kane led the recitation of the pledge of allegiance.

3) **Amendments to the Agenda**

- Upon motion of Chad King, seconded by Erin Kane, the board unanimously voted to amend the agenda to include consideration of the following items: the termination of the school's relationship with its professional fundraising consultant and amendments to the uniform policy.

4) **Approval of Prior Meeting Minutes**

Upon motion of Denese Gardner, seconded by Adil Khan, the board unanimously voted to approve the meeting minutes of the January 23, 2007 meeting of the Board of Directors.

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) **Discussion Items**

- **Permanent Facility Update**

Erin Kane reported the following: Progress on the permanent facility currently is awaiting the rezoning of the relevant property. The developer of the property, Chris Fellowes has indicated the he is willing to sever the land allotted to American Academy from the rest of the development if necessary to overcome zoning issues.. The permanent facility team meets with Mr. Fellowes weekly. The County Administrator will be touring the school next week. It is unclear at this time how the incorporation effort by Castle Pines North will affect the permanent facility at this time. However, if this incorporation effort takes too long, American Academy will have to proceed under the supervision of the County, in order to have the facility finished on time.

- **Previous Meeting Public Comments**

None.

8) Action Items

- Upon motion of Chad King, seconded by Erin Kane, the Board unanimously voted to approve the 2007/2008 Kindergarten Policy, in the form attached hereto as Exhibit C.
- Upon motion of Erin Kane, seconded by Chad King, the Board unanimously voted to approve the 2007-2008 Full-Day Kindergarten Contract, in the form attached hereto as Exhibit D.
- Upon motion of Chad King, seconded by Denese Gardner, the Board unanimously voted to approve modifications to the school's Organizational Structure, as reflected in Exhibit E, attached hereto.
- Upon motion of Erin Kane, seconded by Denese Gardner, the Board unanimously voted to terminate the school's contract with Bob Hughes Consulting, effective March 23, 2003.
- Upon motion of Erin Kane, seconded by Denese Gardner, the Board unanimously voted to approve a revised Uniform Policy, on a first reading.

9) Review of Agenda for Next Meeting

Erin Kane led the Board In a review of the agenda for the Board's next meeting. OR The agenda for the Board's next meeting will be distributed by electronic mail prior to the next meeting.

10) Expense Approval

Upon motion of Erin Kane, seconded by Dave Romero, the board unanimously voted to pay the district an amount not to exceed \$90,000, to address a balance owing confirmed by the audit of the school's financial records.

11) Dismissal

Erin Kane dismissed the meeting at 9:30pm.

Respectfully submitted,

Chad King
Director
February 27, 2007

Exhibit A Public Comments

Paula Zendle and Cynthia Munoz addressed the Board to request consideration of a foreign language program. Ms. Zendle stated that she feels American Academy is outstanding but she feels strongly that a foreign language must be part of the curriculum. She has done research on the value of learning foreign language early. She wanted to express her views and offer her assistance in making a foreign language offering a reality. Ms. Munoz expressed agreement, and discussed several benefits of foreign language instruction, as revealed by her research. Ms. Munoz and Ms. Zendle volunteered to pursue research into the viability of a foreign language program. Two other parents expressed agreement with Ms. Munoz and Ms. Zendle.

Lane Roberts reported on a Castle Pines North Metro District Board meeting, at which the school's permanent facility location was discussed. Ms. Roberts stated that there will be another meeting on the 3rd Monday in March at 7p.m.; she believed that it might be beneficial for some American Academy parents to attend this meeting to represent the school interest and support Chris Fellows.

Ms. Roberts also expressed interest in organizing a uniform consignment sale over the summer. The PTO is considering a garage sale type sale. But after research, Elaine believes parents will pay 50% of the retail price meaning more money for the school. Dennis states that their uniforms regularly sell for 50% retail at other schools. Ms. Roberts, therefore, requested guidance in how such a sale might be handled, and to what entity the proceeds should be donated

In response to Ms. Roberts, Erin Kane agreed that a clothing sale is an exciting idea, and she recommended that Ms. Roberts contact Jackie Santos, who is the Board member in charge of fundraising for the permanent facility and can help determine with the PTO which avenue for the sale makes the most sense.

Ms. Kane also stated that the Board appreciated the views on the value of foreign languages, and she noted that the Board will discuss the issue of a foreign language program in further depth at the next meeting. In particular, Ms. Kane stated that the Board will attempt to develop guidelines for consideration of a foreign language program, so that any research done by interested parents is not in vain.

Exhibit B
Report of the Chief Administrative Officer (attached)



CAO Report

February 20, 2007

I. Public Relations/Communication

- Charter School Administrators Meeting – At this monthly meeting, the following items were discussed:
 - The Charter School Administrators have decided to take the lead in organizing a task force with us and the district. A meeting has been set at DCS Montessori. Invitations are being sent to the DCSD board and Jim Christiansen and his cabinet. A few board members representing the charters are requested. Please let me know if one of you would be interested in attending.
 - Jack Kronser from the district spoke about the new policy for waivers and alternative license programs. He also discusses hiring practices and the importance of background checks
 - Julie Roach from the district spoke about ESL (English as a Second Language) and a flowchart of how students are identified.
 - Brien communicated that his role is changing. He is now the Castle View area director of schools as well as the charter liaison.

II. Financial Stability

- A first draft of the proposed 2007-2008 budget is attached.
- We received word from the district that we will receive our fair share of the bond money. We will receive approximately \$128,850 in July.
- A portion of the Mill Levy money we will receive next year is tied to meeting the goals in the School Improvement Plan. The School Advisory Board met to give input to this budgetary amount. Their recommendations include:
 - Training for teachers with Step-Up-to-Writing and Six Traits
 - Day Books for all grade levels
 - Classroom sets of dictionaries and thesaurus'
 - Science-Saurus books for all grade levels
 - MST Laptops (cart of 13)

III. Educational Success

- National Core Knowledge Conference – The Kindergarten team will be attending this conference in Washington D.C. on February 21-24. This is valuable training for the grade level team that begins are students' Core Knowledge education.
- CSAP – The third graders completed their Reading CSAP last week. Teachers are preparing students for the CSAP tests that will be administered March 5-23.
- Cameras – We purchased 3 cameras for our laptops to see into other classrooms, and for them to see us. Ms. Catton and I tried them out, using Skype, with her class in the science room and me in my office. This opens up many opportunities for connecting with classrooms around the world to help prepare our students for the global world.

IV. Staff Management

- I have made some suggestion to the staffing plan for the 2007-2008 school year. The main changes are:
 - The addition of 4-part time para positions for carpool and lunch coverage
 - Decreasing the office staff from 2 ½ employees to 2 full time employees.
 - An addition of a full time technology teacher for the middle school.
 - The full time middle school science teacher position for 2007-2008 will be just an instructor level position. We will not implement the science department chair position that was approved by the board until the 2008-2009 school year.
- We hired Michelle DeSouza as a long term substitute to fill in for Renee Barbetti for the remainder of the school year.

V. Operational Success

- School Advisory Council – The SAC is beginning work on the Parent Survey. We have decided to construct our own survey, and ask a volunteer to post on Survey Monkey. The Board is welcome to offer add a few questions if you would like. I will provide you a copy of what we already have related to the board.
- Discipline – Up-to-date numbers for infractions and commendations are attached.

Upcoming Dates:

- **March 5-23** – CSAP Testing for 3-7th grades
- **March 26-30** – Spring Break – NO SCHOOL
- **April 3** – 5-7th grades go to Young AmeriTowne

Exhibit C
Kindergarten Policy (attached)



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Kindergarten Program and Policy

This policy was approved by the American Academy Board of Directors on February 20, 2007.

Kindergarten Program

All American Academy Kindergarteners must meet the Douglas County School District RE.1 criteria for kindergarten enrollment.

Kindergarten Options

American Academy generally offers two Kindergarten options.

- 1) **Full-day (7-hour day): 8:00 am to 3:15 pm**
- 2) **Half-day (3-hour day)**
 - **Morning Kindergarten: 8:00 am to 11:00 pm**
 - **Afternoon Kindergarten: 12:15 pm to 3:15 pm**

The full-day Kindergarten Program is not a daycare or pre-school; it is a full educational day enrichment program. The same core curriculum (see below) will be followed in both the full-day and half-day programs. The additional time in the full-day program allows for more enrichment activities in all the core areas to supplement the curriculum.

Half-day Kindergarten students are required to bring one snack; time is not allotted for a lunch period for half-day Kindergarteners. Full-day Kindergarten students are required to bring one snack and a sack lunch (or purchase a school lunch, if available).

Please note: Kindergarteners are continually assessed during the school year to ensure that the full-day program is the best program for their success. Students lacking the maturity or academic level to remain in a seven-hour academic day, based on teacher recommendation, will be moved into the half-day Kindergarten program, and tuition will be refunded on a prorated basis.

Full-day Kindergarten Program Cost

American Academy has the following pricing schedule for the full-day option of our Kindergarten program:

A deposit of \$350.00 is required by May 1. Nine (9) monthly payments of \$350.00 per month (\$3500 annually) beginning August 1 are collected via electronic funds transfer. A required Kindergarten contract and an Electronic Funds Transfer Form must be signed By May 1 in order to secure a spot in full-day kindergarten.

Kindergarten Curriculum

We implement the Hirsch Core Knowledge curriculum supplemented by a Science, Math, and Technology overlay. Core Knowledge is a highly effective, quality curriculum which is fully aligned with the Colorado State Standards. It is an integrated, hands-on approach formulated to avoid gaps and repetition in sequence. Students must achieve basic core knowledge of information before moving on to the next grade. Without this basic core knowledge a student is not prepared with the knowledge needed for continued studies. Like building a pyramid: the foundation must be laid first and strong in order to build the higher levels.

The Core Knowledge Series is edited by E.D. Hirsch Jr. This series can also be found both at your local bookstore and local library. The Kindergarten Curriculum follows "What Your Kindergartner Needs to Know." We encourage parents to become familiar with the curriculum outlined in this book. You can also visit www.coreknowledge.org for more information.

The American Academy Kindergarten program uses the Open Court Reading Series and Saxon math. Core Virtues, a character education program, is also a part of our daily curriculum. It incorporates character education into lessons for each grade daily, addressing specific virtues: Value Others, Integrity, Responsibility, Truthfulness, Understanding, Excellence, and Self-Discipline.

All full-day kindergarteners have art and music following the Core Knowledge curriculum. all kindergartners participate in regular physical activity. Core Knowledge art and music instruction are integrated into the half-day curriculum as time allows.

Kindergarten Location

Kindergarten programs are held at the Word of Life Church in the hall next to the gym. The entrance is in the front of the building, west of the main entrance. American Academy occupies the hallway and the three classrooms in this part of the building. Each classroom has a private bathroom.

If visiting or volunteering, all parents are required to sign in and obtain a visitor/volunteer badge at the school's main office. No one will be allowed in the Kindergarten area without a badge.

Kindergarten times vary slightly from the regular school day in order to facilitate dropping off and picking up. Please carefully review the Carpool Policy, available online at www.americanacademyk8.org, for specific directions pertaining to dropping off and picking up kindergarteners.

Uniform Requirements

Kindergarteners must follow the American Academy Student Uniform Policy. Please carefully review the policy, available online at www.americanacademyk8.org, prior to making any purchases.

POLICY HISTORY

- Original:* approved by the BOD on April 18, 2005
- Revision 1:* approved by the BOD on March 20, 2006
- Revision 2:* approved by the BOD on February 20, 2007

SUMMARY OF REVISION 1

- 1) Added EFT requirement.
- 2) Added Location section and adjusted times

SUMMARY OF REVISION 2

- 1) Adjusted times.

Exhibit D
Full-Day Kindergarten Contract (attached)



Full-Day Kindergarten Program Contract

American Academy Full-Day Kindergarten Program Guidelines

Overview

The full-day Kindergarten Program is not a daycare or pre-school; it is a full educational day enrichment program. The same core curriculum (see below) will be followed in both the full-day and half-day programs. The additional time in the full-day program allows for more enrichment activities in all the core areas to supplement the curriculum. For more information on the curriculum and other aspects of the American Academy Kindergarten Program, please review the Kindergarten Program and Policy, available online at www.americanacademyk8.org.

Kindergarteners will be continually assessed during the school year to ensure that the full-day program is the best program for their success. Students lacking the maturity or academic level to remain in a seven-hour academic day, based on teacher recommendation, will be moved into the half-day Kindergarten program, and tuition will be refunded on a prorated basis.

Cost

The American Academy full-day Kindergarten program tuition is \$3500 total, paid per the following schedule:

- **A signed Kindergarten Contract and Electronic Funds Transfer (EFT) Form required by May 1**
- **A non-refundable deposit of \$350.00 required by May 1**
- **Nine (9) payments of \$350.00 per month shall be paid via EFT on the first day of every month, beginning August 1**

In the event that the EFT fails and payment is not received by the fifteenth of the month, a \$100.00 late charge shall be imposed. If two consecutive payments are missed, the student may be disenrolled from the full-day option Kindergarten program and placed into a half-day program. Enrollment in the full-day Kindergarten program represents a commitment by the parents that the student will remain enrolled in the full-day program throughout the school year.

Employee Discount

The last tuition payment for full-day kindergarten will be waived for the dependant of an employee, provided the employee is employed by American Academy for the entire academic year.

Uniform Requirements

Kindergarteners must follow the American Academy Student Uniform Policy. Please carefully review the policy, available online at www.americanacademyk8.org, prior to making any purchases.

I/we wish to enroll my/our child, _____, in the full-day option for the American Academy Kindergarten program. I/we have read and agree to abide by the Guidelines.

Guardian #1:

Name (please print) _____ Relationship to Child _____

Signature _____ Date _____

Guardian #2

Name (please print) _____ Relationship to Child _____

Signature _____ Date _____

Exhibit E
American Academy Organizational Structure (attached)

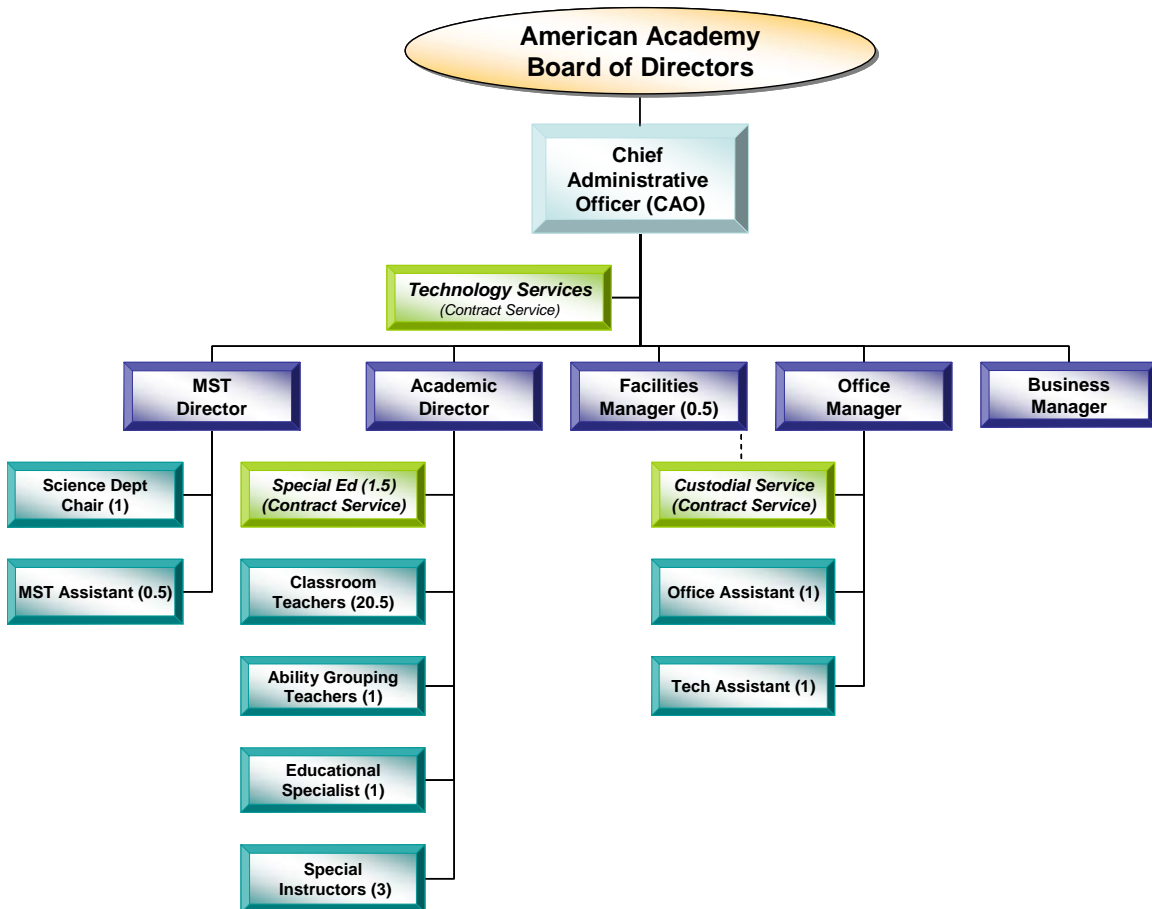


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Organization Structure Policy

Note: Revised structure was approved by the American Academy Board of Directors on February 20, 2007.

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

Business Manager:

Classification:

- Administrative
- Part Time (up to 20 hours per week); may lead to full-time if deemed necessary by CAO
- Hourly; Exempt

Level: Manager

Reports to: American Academy 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 hrs during summer break

Prerequisites:

Education

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

Special Knowledge/Skills

- Superior project management and organization management skills

- Ability to manage all aspects of financial operations, including bookkeeping, budget development, financial policy and process development, financial analysis, financial reporting to management and reporting to external entities (ie, Douglas County School District, Colorado Department of Education and IRS)
 - Ability to manage payroll and benefits for approximately 30 employees
 - Self-starter with strong communication, public relations and interpersonal skills
 - Ability to multi-task, anticipate challenges and proactively make financial recommendations
- Experience
- Minimum 3 years experience in governmental/fund accounting; charter school experience preferred
 - Experience with Oracle, DataTeam Fund Accounting and Quickbooks software, preferred
 - Highly proficient with Excel spreadsheets, required
 - Proven track record of excellence and credibility

Description of position: The Finance Manager will be responsible for bookkeeping; accounts payable and receivable; cash management; revenue and expense management; purchase order processing and management; inventory & asset management; goal planning & budget alignment; compliance in proper accounting and reporting; developing and enforcing business policies, procedures & best practices; financial reporting, including variance analysis, risk/opportunity analysis and ad hoc analysis; report building/development; external reporting for charter compliance and governmental requirements; liaison to school district finance and/or administrative personnel, as required; financial software recommendations; general financial recommendations; payroll & benefit administration; Human Resources oversight, including background checks for employees and volunteers as needed; monitoring service contracts for renewal/renegotiation and service level achievement. As needed, the Finance Manager will provide financial updates to the Board of Directors at their monthly board meetings.

Specific Responsibilities: A Finance Manager Job Responsibilities Document will be created when a candidate has been identified and criteria for performance expectations and performance-related bonuses can be established in further detail.

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

MST Science Department Chair:

Classification:

- Teacher
- Full Time
- Exempt

Level: Department Chair

Reports to: MST Director

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: A masters degree in science education or related field, proficiency in all disciplines of science, experience performing standards-based classroom instruction (preferably with Core Knowledge) or equivalent professional instruction, leadership, and curriculum development.

Description of position: TBD.

Responsibilities: Refer to the Science Department Chair Job Responsibilities Document

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.

MST Educational Assistant:

Classification:

American Academy Organization Structure

Approved February 20, 2007

- Administrative
- Part Time
- Non-Exempt

Level: Assistant

Reports to: CMST Director

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: Varies

Description of position: Assists the MST Director.

Responsibilities: Refer to the MST Educational Assistant Job Responsibilities Document

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