



American Academy Board of Directors Meeting Minutes

June 12, 2007 – Special Meeting
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 8:00pm.

2) **Pledge of Allegiance**

Erin Kane led the recitation of the pledge of allegiance.

3) **Approval of Prior Meeting Minutes**

Upon motion of Chad King, seconded by Erin Kane, the Board unanimously voted to approve the meeting minutes of the April 17, 2007, May 1, 2007, and May 15, 2007 meetings of the Board of Directors.

4) **Audience Participation**

There were no public comments.

5) **Discussion Items**

- **Permanent Facility Update**

Erin Kane provided the Board with an update on the status of the permanent location

- **Budget and Staffing**

The Board discussed the budget for the 2007-08 school year.

The Board discussed proposed staffing changes for the 2007-08 school year.

- **Previous Meeting Public Comments**

None.

6) **Action Items**

- Upon motion of Erin Kane, seconded by Chad King, the board unanimously voted to approve a preliminary budget for the 2007-08 school year.

- Upon motion of Chad King, seconded by Erin Kane, the board unanimously voted to approve a revised Organizational Structure of the School, in the form attached hereto as Exhibit A.

7) **Review of Agenda for Next Meeting**

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

8) Dismissal

Erin Kane dismissed the meeting at 9:16pm.

Respectfully submitted,

Jackie Santos
Secretary
June 17, 2007

Exhibit A
Organizational Structure (attached)

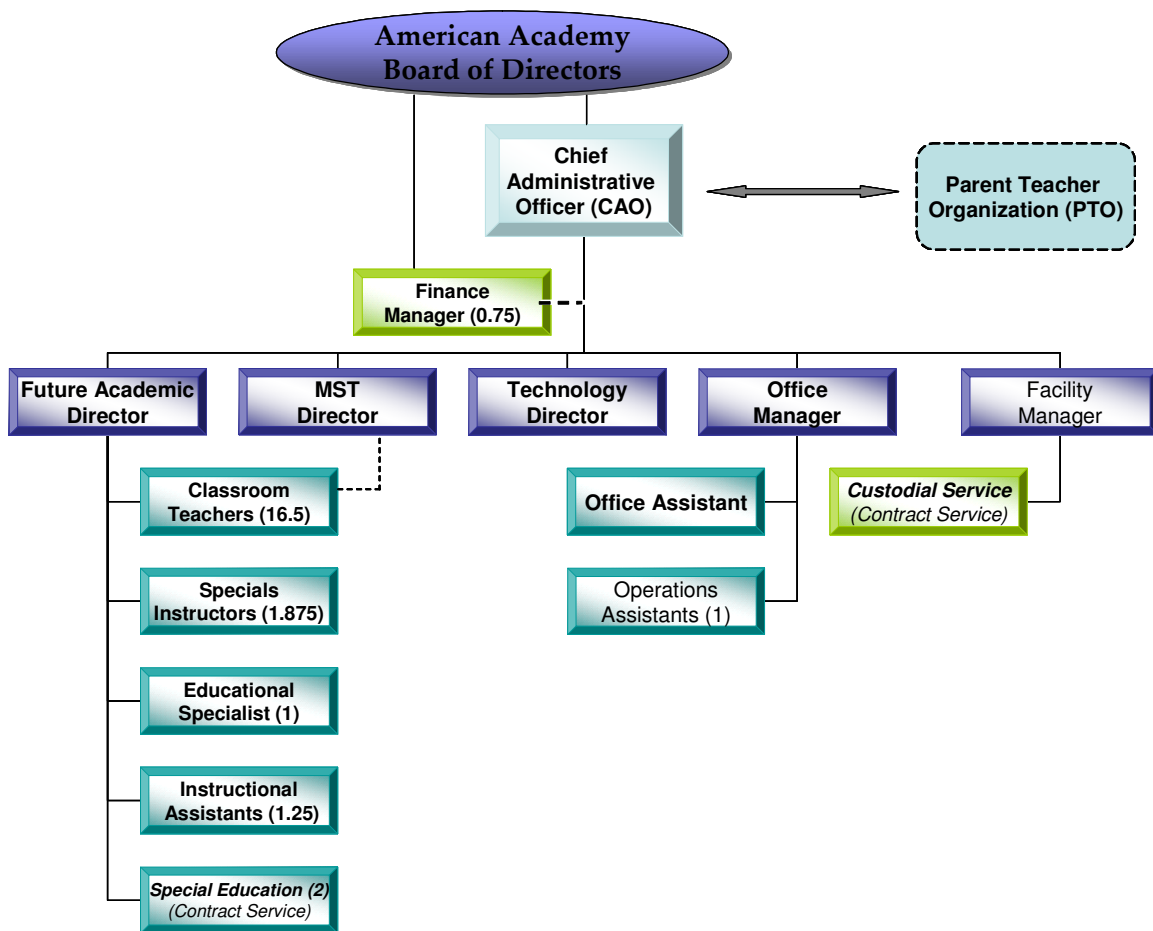


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Organization Structure Policy

Note: Revised structure was approved by the American Academy Board of Directors on June 12, 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 at Castle Pines. 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:

- Administrative
- Part Time (up to 30 hours per week); hourly
- Exempt

Level: Manager

Reports to: American Academy Board of Directors (BOD)

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

- 30 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, 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 Finance Manager will be responsible for 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 Finance Manager will be responsible for HR-related duties 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.

Future Academic Director:

A job description will be developed when the position is posted.

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
- Full 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:

- 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
- 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
- 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
- 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
- Create and issue official carpool ID cards
- Perform related duties as assigned

Operations Assistants:

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:

- Support the carpool process and work with the carpool volunteers
- Responsible for supervising lunch including working with the lunch volunteers
- Responsible for supervising recess including working with the recess volunteers
- Monitor student discipline during lunch, carpool, and recess, and issue infractions as needed
- Work with the Facility Manager as needed to ensure the playground and cafeteria are clean, organized, and safe
- Coordinate with the Facility Manager and Office Manager to ensure the school is ready for the carpool process each day
- 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

Instructional Assistant (IA):

Classification:

- Teacher
- Part Time
- Exempt

Level: Instructor

Reports to: CAO

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

- Reading/Math IA: 20 hrs/wk during school year (while school is in session, including in-service days)
- Math IA: 10 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 Reading and Math Instructional Assistant 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