

**☐ A copy of the school’s current organizational chart with a narrative description that clarifies the school’s current reporting structure to the board of trustees and the current reporting structure and relationship of the school’s leader(s) and administration regarding teachers, specialists, and other staff members.**

*Currently, the Executive Director (ED) reports directly to the AMSA Board of Trustees and the ED has three administrators who report to the ED: Assistant Executive Director, Director of Finance and Operations, and the Director of Accountability. The ED is the leader of the entire school, but the current organizational chart splits into two distinct avenues, the academic/student services side, and the district/business side. The academic side of the school is led by the Assistant ED and responsibilities flow to the principal and then to the academic Department Chairs. The teaching and student support staff report directly to the Department Chairs and the Directors of Counseling and Special Education. The district/business side of the school flows through the Director of Finance and Operations (DFO). The operations and administrative staff report directly to the DFO, such as facilities, IT, Human Resources etc.*

**☐ A copy of the school’s proposed organizational chart with a narrative description of the proposed reporting structure to the board of trustees and the reporting structure and relationship of the school’s leader(s) and administration regarding teachers, specialists, and other staff members. Discuss what motivated the proposed change and the incorporation of new positions and their responsibilities only if these new positions report directly to the board of trustees.**

*In the proposed organizational structure, the reporting structure is the same as the current organization chart except for the Assistant Executive Director position. The Assistant Executive Director position will be eliminated. The principal and Director of Finance and Operations (DFO) will report directly to the new ED. The structure will remain the same on both the academic/student support side and the district/business side.*

*The Director of Capital Projects will report directly to the Board of Trustees. This position will oversee the ongoing construction project and the newly launched capital campaign which will support the construction project. The construction project will break ground in August/September 2023. The Director of Capital Projects will be responsible for maximizing and protecting the resources reserved for long-term investments in the school’s future (e.g., capital resources). Particularly, this entails ensuring the efficient use of current resource, safeguarding the success of AMSA’s facilities build-out on-time and on-budget, and supporting capital campaign and fundraising efforts with the community.*

*These responsibilities have been under the care of the current Executive Director for the past few years. AMSA will hire a new Executive Director soon, and with the best interest of the school considered, the Board seeks to create a temporary role for the current Executive Director, whereby she can continue to maintain continuity and stability as the scope of the construction project expands. The separation of responsibility will allow the new Executive Director to acclimate to the day-to-day operations and focus on the leadership of the school.*