



American Academy Board of Directors Meeting Minutes

April 15, 2010

American Academy

Directors present were Adil Khan, Chad King, Jackie Santos Dave Romero and Denese Gardner. Also present was Erin Kane, Shaylee Holland, Amanda Lane-Cline and Krystal Kroeker.

1. Call to Order

Chad King called the meeting to order at 7:46 pm.

2. Pledge of Allegiance

Chad King led the recitation of the pledge of allegiance.

3. Amendments to the Agenda

- Upon motion of Chad King, seconded by Jackie Santos, the Board unanimously voted to amend the agenda to approve the revised 2010-2011 Budget.
- Upon motion of Denese Gardner, seconded by Chad King, the Board unanimously voted to amend the agenda to add the appointments to the Board Election Committee.

4. Approval of Prior Meeting Minutes

- Upon motion of Jackie Santos, seconded by Denese Gardner, the Board unanimously voted to approve the Meeting Minutes of the February 18, 2010, and the April 10, 2010, meetings of the Board.

5. Audience Participation

The Board received public comments as indicated on the attached sign-in sheets.

6. Interim CAO Updates

7. SAC Report

8. Discussion Items

- Goal Progress Review
- Previous Meeting Public Comments

9. Action Items

- Upon motion of Chad King, seconded by Denese Gardner, the Board unanimously voted to approve the **2010-2011 Head of School Contract** in the form attached hereto as **Exhibit A**.
- Upon motion of Jackie Santos, seconded by Chad King, the Board unanimously voted to approve, on second reading, the **Student Uniform Policy** updates in the form attached hereto as **Exhibit B**.
- Upon motion of Denese Gardner, seconded by Chad King, the Board unanimously voted to approve, on second reading, the **Attendance Policy** in the form attached hereto as **Exhibit C**.

- Upon motion of Chad King, seconded by Jackie Santos, the Board unanimously voted to approve, on second reading, the **Employee Leave and Compensation Policy** in the form attached hereto as **Exhibit D**.
- Upon motion of Chad King, seconded by Denese Gardner, the Board unanimously voted to approve, on second reading, the **Parent Communication Policy Changes** in the form attached hereto as **Exhibit E**.
- Upon motion of Chad King, seconded by Jackie Santos, the Board unanimously voted to approve, on initial reading, the **Employee Evaluation Policy** in the form attached hereto as **Exhibit F**.
- Upon motion of Jackie Santos, seconded by Denese Gardner, the Board unanimously voted to approve the **Support Staff Salary Bandings and Teacher Salary Bandings** in the form attached hereto as **Exhibit G**.
- Upon motion of Adil Khan, seconded by Chad King, the Board unanimously voted to approve, on second reading, the **2010-2011 Organizational Structure** in the form attached hereto as **Exhibit H**.
- Upon motion of Chad King, seconded by Denese Gardner, the Board unanimously voted to approve the **revised 2010-2011 Budget** in the form attached hereto as **Exhibit I**.
- Upon motion of Denese Gardner, seconded by Adil Khan, the Board unanimously voted to **create the Board Election Committee, to appoint Chad King, Erin Kane and Chris Todd as members of the Board Election, and authorized the Committee to appoint its remaining members.**

10. Review of Next Meeting Agenda

Chad King led the Board in a review of the agenda for the next meeting.

11. Dismissal

Chad King dismissed the meeting at 8:52 pm.

Respectfully submitted,

Dave Romero

Secretary

4/24/2010

Meeting Sign-In Sheet (Attached)

Exhibit A
2010-2011 Interim CAO Contract



Employment Agreement

This Employment Agreement (this "Agreement") is made and entered into effective this 14 day of April, 2010 by and between American Academy (the "School"), a charter school chartered pursuant to § 22-30.5-101 et seq., C.R.S., by the Douglas County (Colorado) School District (the "District") and Erin Kane (the "Employee"). This Agreement is entered into in consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration.

I. Nature and Term of the Employment Relationship

- 1.1 The term of this Agreement shall commence as of July 1, 2010 and shall continue "at will" until terminated by either party. This Agreement shall automatically terminate on June 30, 2011, at 11:59 PM (Denver, Colorado, time) if not sooner terminated by either party.
- 1.2 The Employee recognizes that the School may seek and receive waivers of certain laws, regulations, and policies that might otherwise prescribe the Employee's employment status or rights and is not subject to all laws governing employment of personnel by Colorado school districts.
- 1.3 Any provision herein to the contrary notwithstanding, the Employee and the School agree that this employment contract is not a contract for employment for any minimum term. All employees at the School are at will employees. This means that either the Employee or School may terminate the employment relationship at any time for any reason. The Employee acknowledges and agrees that no representative or agent of the School has any authority to modify the at will status of the employment relationship unless such modification is in writing and specifically approved by the School's Board of Directors.
- 1.4 While, as set forth above, the Employee has the right to terminate the employment relationship at any time, the Employee specifically acknowledges that it is his or her present intention to stay at School for at least one school year.
- 1.5 Immediately upon termination of the Employee's employment hereunder by either party, the Employee shall surrender to the School in good condition all business, financial, personnel and student academic records kept by the Employee, and any other information, materials and equipment belonging to the School. Upon termination, the Employee shall also vacate the premises as directed by the School's Board of Directors.
- 1.6 Neither during the term of employment nor after termination shall the Employee recruit or suggest to any School employee that he or she join the Employee in other employment. This provision shall survive termination of this Agreement, and it may be enforced by an action for damages and/or equitable relief.
- 1.7 The Employee agrees to abide by the employment policies of the school and to sign an acknowledgment that the employee has read and understands the School's Employee eHandbook. The Employee also agrees to sign and abide by the School's Employee Code of Conduct. The School's Employee eHandbook, Employee Code of Conduct and employment policies, as well as all by-laws, policies, practices, procedures, rules and regulations of the School and of the District are nothing more than instruments of supervision, and they shall neither confer contract rights of any kind on the Employee nor create contract obligations of any kind for the School or the District. The School and the District may revise, delete or supplement any bylaw, policy, practice, procedure, rule or regulation at any time, at their sole discretion.

II. Duties and Compensation

- 2.1 This is an Agreement for a full-time Head of School position at the School. The Employee shall carry out faithfully and to the best of his or her abilities such duties as may be assigned by the School's Board of Directors or designee. The Employee shall devote his or her attention to the functions of School at all times during the term of this contract. These duties shall generally be performed in accordance with the dates and times prescribed in the school calendar as it may be amended from time to time. A more specific description of some of the Employee's duties is attached hereto and incorporated herein by reference. That description is subject to change at the sole discretion of the School's Board of Directors or designee. In carrying out these duties, the Employee continually shall strive to set and achieve high academic standards, support proficiency in math, science, and technology, challenge every student, and promote a respectful educational culture through character development. The Employee shall uphold the mission of the School as expressed in the School's Mission Statement: "American Academy will achieve academic excellence through a challenging sequenced curriculum that emphasizes math, science, and technology, to provide our children with the tools to become the leaders of tomorrow. Together, our students, faculty, parents, and community will cultivate character, civic responsibility, and intellectual development."

2.2 The Employee agrees to abide by all non-discrimination policies adopted by the School and the District, which are incorporated by reference as if restated in full herein.

2.3 The Employee shall receive formal performance reviews from time to time and at least annually. No right to continued employment is created by the provision of periodic evaluations of performance.

2.4 The Employee's salary shall be \$90,000.00 per year, payable in monthly installments. Deductions for retirement and other required or optional withholdings shall be made from this salary. Should the employee be eligible for benefits under the school's Personal Leave and Compensation Policy, payments for the Employee's benefits, as established from time to time by the School, shall be made in addition to this salary. The Employee acknowledges that the Employee is employed in an exempt position, which means that the Employee will not be eligible for overtime pay.

2.5 The Employee is eligible for merit pay based on the employee's level in addition to this salary. Any such merit pay shall be awarded on the pay date immediately following the completion of the academic calendar for the 2010-11 school year, and the amount of any such merit pay shall be calculated according to the Merit Pay Plan in the Employee Leave and Compensation Policy. The award of any such merit pay and its amount will be based on an evaluation of the Employee's job performance by the School's Board of Directors.

III. Miscellaneous

3.1 This agreement constitutes the entire agreement between the parties, and there are no other oral or written agreements, understandings, restrictions, warranties, or other representations between the parties relating to this subject matter other than those set forth herein. This agreement supersedes all prior agreements, understandings, discussions, or negotiations relating to this subject matter, except that the termination date of the Employment Agreement dated December 17, 2009 between Erin Kane and American Academy is hereby extended to June 30, 2010 and said Employment Agreement shall remain in force until that date.

3.2 The Agreement is entered into in the State of Colorado, under the laws of which it shall be construed and enforced.

3.3 No failure to enforce any provision of this Agreement shall be deemed a waiver of the right to enforce such provision in the future. If any part of the Agreement is declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions of the Agreement.

3.3 The Agreement cannot be assigned by the Employee. All benefits of this Agreement shall be deemed automatically transferred to any successor employer, however, whether succession occurs by termination of the School's charter, merger with another institution or otherwise. This Agreement shall bind and inure to the benefit of all heirs, successors, personal representatives and assigns of the parties.

American Academy

By: [Signature]
Chad King
President and Chairperson, Board of Directors

Date: 4-24-10

By: [Signature]
Jackie Santos
Vice President, Board of Directors

Date: 5-7-10

Employee

By: [Signature]
Erin Kane
Head of School

Date: 4-22-10

Exhibit B
Student Uniform Policy



AMERICAN ACADEMY
EDUCATE | INNOVATE | EXPLORE

American Academy Student Uniform Policy

This policy was modified and approved by the American Academy Board of Directors on April 15, 2010.

Purpose

The learning environment is significantly influenced by students' attire. The purpose of the uniform policy is to promote learning, reduce the distraction and cost of fashion, reduce disruptions and disciplinary problems, and promote school pride. Enrollment at American Academy constitutes acceptance of this policy, agreement to adhere to it, and acknowledgment of discipline for noncompliance as set forth in the American Academy Student Discipline Policy.

American Academy Uniform

Uniforms for all American Academy students are mandatory. Uniforms must be from **Dennis Uniforms**. Uniforms must be worn during school hours, except under special circumstances such as Dress of Choice days and other occasions designated by the CAO.

Approved Dennis Uniforms Items

■ GIRLS

- Marymount plaid jumper (shift style)
- Marymount plaid skirt
- Twill pleated or flat front pants in navy
- Stretch twill flat front pants in navy
- Twill pleated or flat front walking shorts in navy
- Peter Pan collar short or long sleeve blouse or Jersey blouse in white
- Short or long sleeve polo in navy, red, or white (American Academy logo required)
- Mock turtleneck in white only (may not be worn alone or under a short-sleeved uniform top)
- V-neck cardigan in navy or red
- V-neck sweater or sweater vest in navy or red
- Navy zipped hooded sweater (American Academy logo required)
- Crew neck, hooded, or ¼ zip sweatshirt in red or navy (American Academy logo required)

■ GIRLS: additional options for grades 6-8

- Navy fleece vest (American Academy logo required)
- Navy fleece jacket (American Academy logo required)
- Marymount plaid skirt
- Twill pleated or flat front pants in khaki*
- Stretch twill flat front pants in khaki
- Twill pleated or flat front walking shorts in khaki*
- Pleated skirt in khaki
- ¾ sleeve white twill overblouse

BOYS

- Twill pleated front or flat front pants in navy
- Twill pleated front or flat front walking shorts in navy
- Short or long sleeve polo in navy, red, or white (American Academy logo required)
- Short or long sleeve oxford in white
- Mock turtleneck in white only (may not be worn alone or under a short-sleeved uniform top)
- V-neck neck cardigan in navy or red
- V-neck sweater or sweater vest in navy or red
- Crew neck, hooded, or ¼ zip sweatshirt in red or navy (American Academy logo required)

■ **BOYS: additional options for grades 6-8**

- Navy fleece vest (American Academy logo required)
- Navy fleece jacket (American Academy logo required)
- Twill pleated or flat front pants in khaki*
- Twill pleated or flat front walking shorts in khaki*

** Please note: khaki is the preferred color over navy for middle school students, understanding that some 6th graders may still be growing out of their navy items from 5th grade.*

Uniform Items Selected by the Student

■ **Socks (Boys and Girls) and Tights (Girls only)**

Socks must coordinate with the Uniform and be in a solid, opaque color. Permitted colors are navy, red, white, black, or khaki (middle school only). For girls, socks with the Marymount plaid trim from Dennis Uniforms are permitted. Tights must be navy, red or white; no black or khaki tights are permitted.

■ **Belts (Boys and Girls)**

A belt must be worn at all times for third grade and up with pants and shorts that have belt loops. Belts must be solid black, brown, or blue and have modestly sized buckles.

■ **Hair Accessories (Girls only)**

Girls may wear hair accessories that coordinate with their student uniform including headbands, scrunchies, rubber bands, ribbons, bows and small barrettes. Permitted colors include red, white, navy, Marymount plaid, and black/brown (rubber bands and barrettes).

■ **Shoes (Boys and Girls)**

Shoes must be worn at all times in the styles and colors defined below. At no time shall any open-toed or open-heeled shoes be worn. Sandals or “Crocs” of any brand are not allowed. Shoes offered by Dennis Uniforms are suggested as a guideline.

- **Casual and Dress Shoes**

Casual and dress shoes must be solid black, solid brown or solid navy in color, made of leather or suede (or leather-like or suede-like material), and no more than one inch in height at the heel. They must also be free of any decorative design, pattern, symbols, characters, beads, bangles or glitter. Laces, bands and straps must be of the same solid color as the shoe and free of any decoration. Buckles may be the same color as the shoe, or any style of brass, gold or silver metal. Casual and dress shoes must not extend higher than the ankle. Boots of any style are not allowed with the exception of snow boots for recess and travel to and from school in inclement weather. Styles recommended, but not required, include Oxfords and Mary Janes.

– **Athletic Shoes**

All athletic shoes must have non-marking soles and have a body color of black, brown, navy, or white (gray is allowed only for the manufacture logo/name, not as a body color of the shoe). The body of the shoe must be in good repair. They must also be free of any decorative design (pattern, symbols, characters, beads, bangles or glitter) other than the manufacturer's name and/or logo and brand-specific artwork such as the Adidas stripes, the Nike swoosh, the Puma puma, etc., in black, brown, navy, grey or white.

Laces, bands or straps must be of the same color as the shoe and free of any decoration (i.e. white laces with a white shoe are ok, but red laces with a black shoe are not ok; laces with hearts or smiley faces are not ok).

Shoes with wheels in the bottoms are not allowed. High-top athletic shoes are not allowed. Approved athletic shoes must be worn on PE days. Students who are unable to tie their shoes are required to wear no-tie athletic shoes.

– **Boots**

Snow boots may be worn to school or during recess in inclement weather. Boots must be removed in designated areas within the school building and replaced with shoes.

■ **Outerwear (Boys and Girls)**

Coats, hats, gloves, sweaters, sweatshirts, etc. are allowed outside the school building. All outerwear needs to be removed once inside the building. Colorado weather can change suddenly. Parents are responsible for making sure their students are prepared for changing temperatures.

General Uniform Guidelines

Uniforms shall be clean, fit properly and in good condition. No tight fitting uniforms may be worn. Items worn inside the classroom must be an approved uniform item. Only plain white undershirts or Dennis Uniforms mock turtle necks may be worn under uniform shirts for warmth. No long sleeve shirts are allowed to be worn underneath short sleeve shirts. Shirts must be tucked in at all times.

Student Grooming

■ **Hair**

American Academy respects the individuality of students. Hair must be appropriate for a school environment. Boy's hair may extend below the ear lobe, but not below the collar. All styles for boys and girls should be neat and have combed appearance. Facial hair and sideburns are not allowed. Unusual (hot pink, lime green, purple, etc.) hair coloring is not allowed.

■ **Hats**

At no time will hats, bandanas, handkerchiefs or do-rags be permitted for either boys or girls.

■ **Jewelry**

Girls may wear small post or small hoop earrings. Boys shall not wear earrings. Jewelry items should be modest in size and appearance and must be appropriate for an educational environment.

■ **Makeup and Nail Polish**

Girls may wear nail polish in a single color for all fingers of both hands, in clear or pale pink. Sixth, seventh and eighth grade girls ONLY may wear lightly-applied mascara (brown or black), blush (pale neutral or pale pink), and lip gloss (clear or pale pink). Boys shall not wear makeup or nail polish.

■ **Body Art**

At no time shall tattoos of any kind be allowed on the face, hands, arms legs, or any other exposed skin. Exposed body parts shall not be pierced, except as allowed for girls' earrings (see the *Jewelry* bullet above).

Dress-of-Choice Day

At the discretion of the CAO and/or Dean of Students, a Dress-of-Choice day may be occasionally allowed. Clothes worn by all students during Dress-of-Choice days shall be modest, in good condition, and neat in appearance. Students are not allowed to wear clothing that contains wording or images that could be interpreted as racial, vulgar or offensive in any way. Revealing clothes are not acceptable (i.e. tank tops, midriffs, sleeveless, etc.).

Students not adhering to Dress of Choice guidelines will be sent to the office and parents will need to bring approved uniform items to school for their child to change into. Students will not be allowed to attend class until clothing has been changed.

Exceptions

Temporary exceptions to the clothing requirements of this policy may be granted by the CAO and/or Dean of Students or hardship, as an individual reward, or as part of a school spirit day. Upon request, reasonable accommodations in the uniform dress standard shall be made by the CAO and/or Dean of Students for students with disabilities or religious beliefs which conflict with the policy.

Organizational uniforms such as Cub Scout, Brownie, Boy Scout, and Girl Scout uniforms may be worn on meeting days so long as any article of clothing not a part of the organization uniform is a part of the American Academy Uniform (e.g. Cub Scout shirts may be worn with Uniform pants).

Violations

Students determined to be in violation of this *Uniform Policy* will need to make immediate arrangements in order to remain in school that day. If necessary, parents will be called to bring the appropriate *Uniform* item/s to school. The student may not be allowed to return to class until appropriately attired. There may be other consequences as laid out in the American Academy Discipline Policy or at the discretion of the CAO and/or Dean of Students.

POLICY HISTORY

- Original*: approved by the BOD on February 25, 2005
- Revision 1*: approved by the BOD on April 18, 2005
- Revision 2*: approved by the BOD on June 20, 2005
- Revision 3*: approved by the BOD on March 6, 2006
- Revision 4*: approved by the BOD on April 3, 2006
- Revision 5*: approved by the BOD on March 21, 2007
- Revision 6*: approved by the BOD on June 24, 2009
- Revision 7*: approved by the BOD on September 17, 2009
- Revision 8*: approved by the BOD on April 15, 2010

SUMMARY OF REVISION 1

Policy cleaned up and compacted

SUMMARY OF REVISION 2

Addition allowing indistinguishable articles from non-approved vendors

SUMMARY OF REVISION 3

Reduction to one vendor due to parent and staff feedback

SUMMARY OF REVISION 4

Minor clarifications to revision 3

SUMMARY OF REVISION 5

Addition of hooded and ¼ zip sweatshirt options and clarifications on shoes

SUMMARY OF REVISION 6

Clarifications on shoes and socks; addition of stretch twill pants and middle school girls' skirt and blouse.

SUMMARY OF REVISION 7

Minor clarifications; addition of gray as an acceptable logo color.

SUMMARY OF REVISION 8

Reference to Dean of Students.

Exhibit C
Attendance Policy



AMERICAN ACADEMY
EDUCATE | INNOVATE | EXPLORE

Student Attendance Policy

This policy was approved by the American Academy Board of Directors on April 15, 2010

Attendance

By state law, boards of education are required to adopt written policies setting forth attendance requirements. American Academy complies with all Douglas County and Colorado State policies and procedures regarding attendance.

Law requires school attendance by every child between the ages of seven and sixteen years. Attendance in class is an integral part of the successful educational process. Students are required to be in attendance every day school is in session during each academic year. Parents, guardians, and legal custodians of students between the ages of seven and sixteen are obligated by state law to ensure the child's attendance. Students who have four or more unexcused absences in a one-month period, or ten or more unexcused absences from school or from class in a school year are considered to be "habitually truant" under state law.

Tardiness to School

Tardiness to school is a failure to appear on time in the first class of the day and is considered a form of absence. All tardies are recorded daily, and chronic tardiness to school will result in a warning letter and, eventually, a parent meeting.

Tardiness to Class (Middle School)

Tardiness to class is a failure to appear on time in classes during the school day and is considered a form of absence. Tardies are recorded daily for each class, and chronic tardiness will result disciplinary action per the American Academy Discipline Policy.

Absences

An absence consists of failure to appear and remain at school throughout the entire school day unless dismissed by the proper authority.

Excused Absences

Excused absences are those resulting from: temporary or extended illness, injury, or physical, mental, or emotional disability; family emergencies; planned absences approved by the administration; absences pursuant to school release permits; or absences which occur when a student is in custody of a court or law enforcement authority.

Absence Due to Illness or Appointment

To notify the school of an excused absence due to illness or an appointment, parents should call the school office at 720-292-5252 before 8:00 am, stating the reason for the absence such as illness or an appointment.

If the student is absent due to illness for more than four (4) consecutive days, a note from a medical doctor stating the medical reason for the absence may be required in order for that absence to be excused by the school.

Make-Up Work for an Absence Due to Illness or Appointment

Students are responsible for making up work covered or assigned during his/her excused absence. Assignments that are not made up will negatively affect the student's grades. All make-up work will be assigned on the day the student returns from the absence.

Students will be given two days per day of excused absence to make up missed work, including test, quizzes, classroom assignments and homework. If the absence occurs near the end of a grading period, the student's report card may be delayed for up to two weeks in order for make-up work to be graded. The student is responsible for obtaining and completing the missed assignment(s) after the absence but within the make-up period in order to receive credit for the work. This applies to tests, quizzes, classroom assignments, and homework. Teacher may provide alternative assignments for class work that cannot reasonably be made up outside of class (for example, STEM work, simulations, labs, debates, or any in-class assignment requiring the student to be present for lecture, discussion, or assessment, etc).

Absence Due to Planned Trips or Vacations

If an absence of three (3) or more days is planned, parents must provide written notification to the Front Office at least three (3) business days prior to the first day of the absence, in order for the student to have the opportunity to make up their school work for credit. **Failure to provide written notification for this type of absence will forfeit the opportunity to make-up the missed work.**

Make-up Work for Absence Due to Planned Trips or Vacations

Work that can be provided to the student in advance of the planned absence will be due the day the student returns. Work that cannot be provided in advance will be provided when the student returns, and the student will have a one (1) week period to complete. If the absence occurs near the end of a grading period, the student's report card may be delayed for up to two weeks in order for make-up work to be graded. Completed make-up work will receive full credit.

It is entirely the student's responsibility to independently learn the missed content, request missing work assignments and to arrange make-up tests or quizzes with the appropriate teacher(s). Students will not receive credit for class work that cannot reasonably be made up outside of class (for example, STEM work, simulations, labs, debates, or any in-class assignment requiring the student to be present for lecture, discussion, or assessment, etc).

Unexcused Absences

Unexcused absences are absences (with or without prior knowledge and approval of the parents) that are not acceptable to the administration. Unexcused absences also include those resulting from out of school suspensions and expulsions. Missed work during an unexcused absence cannot be made up by the student, thus negatively affecting the academic standing of that student.

In-School Suspension

Students on in-school suspension will take tests the day of their suspension if applicable. Students may make-up missed work on their own; however, they will not receive extended time and will not be allowed to make-up work during the suspension. Students will not receive credit for class work that cannot reasonably be made up outside of class (for example, STEM work, simulations, labs, debates, or any in-class assignment requiring the student to be present for lecture, discussion, or assessment, etc).

Out-of-School Suspension

Students on out-of-school suspension receive no credit for any assignments due during the time of the suspension. However, they will be allowed to make up tests.

POLICY HISTORY

Original: approved by the BOD on April 15, 2010

Exhibit D
Employee Leave and Compensation Policy



AMERICAN ACADEMY
EDUCATE | INNOVATE | EXPLORE

Employee Leave and Compensation Policy

This policy was approved by the American Academy Board of Directors on April 15, 2010

Purpose

This policy describes the various types of leave available to employees of American Academy.

Provisions for Duties Performed During Absence

It is the responsibility of the employee to ensure that a designated substitute or other authorized person is secured and can perform the duties of the employee during the employee's absence, in accordance with school policies. This includes providing to the substitute or other authorized person the tools, documentation and any training necessary prior to the employee's absence.

Personal Leave

Full-time salaried employees, who are employed at the start of an academic year are provided with 8 days of paid Personal Leave for use in that academic year. Full-time salaried employees who start employment during an academic year are provided with paid Personal Leave on a prorated basis, based on the estimated percentage of the academic year remaining, as determined by American Academy in its discretion.

Part-time salaried employees, who are employed at the start of an academic year are provided with paid Personal Leave for use in that academic year. The number of days of leave is calculated by multiplying the full-time percentage by 8 (so, a 75% employee would receive 6 days and a 50% employee would receive 4 days). Part-time salaried employees who start employment during an academic year are provided with paid Personal Leave on a prorated basis, based on the estimated percentage of the academic year remaining, as determined by American Academy in its discretion.

For classroom teaching staff, unused days of Personal Leave will be credited back to the employee at the full American Academy average substitute rate as calculated at the end of the school year.

Professional Leave

Professional Leave may be granted by the Chief Administrative Officer (CAO) if the program or information to be learned is deemed by the CAO to be beneficial to American Academy. Professional Leave must be approved by the CAO in advance. Teachers will receive regular salaried compensation for these approved Professional Leave absences. These days will not be charged to the teacher's days of Personal Leave.

Reimbursable expenses incurred during Professional Leave must be pre-authorized by the CAO.

Group Insurance Plans

Salaried employees are eligible for employer-paid benefits at a percentage equal to FTE. For example, a 0.75 FTE would be eligible for 75% of employee-only coverage.

Employees who are paid hourly are not eligible to participate in American Academy's benefits.

For all employees, insurance coverage will begin on the first day of the month following the first month of employment. For example, Teacher contracts beginning August 1 will provide insurance coverage beginning September 1. For any

employees electing optional additional insurance coverage for spouse/child(ren), this coverage will be withheld from employee paycheck one month prior to insurance benefit. For example, withholding in August payroll will provide coverage for the month of September.

Family and Medical Leave

Each employee of American Academy who is employed at the start of an academic year, whether paid on a salaried or hourly basis, whether exempt or non-exempt, and whether full-time or part-time, may take up to a total of 12 weeks of unpaid Family and Medical Leave during that academic year. Employees who start employment during an academic year are provided with unpaid Family and Medical Leave on a prorated basis, based on the estimated percentage of the academic year remaining, as determined by American Academy in its discretion.

Family and Medical Leave may be used for one or more of the following reasons: (1) the birth and care of an employee's child; (2) placement with an employee or the employee's spouse of a child for adoption or foster care; (3) to care for the employee's spouse, child, or parent, if they have a serious health condition; or (4) when the employee is unable to perform the functions of his/her position because of a serious health condition. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or that involves continuing treatment by a health care provider.

Family and Medical Leave may be taken intermittently or on a reduced leave schedule only for an employee's serious health condition or when the employee's leave is for the caring for the employee's spouse, child or parent with a serious health condition, and only when the intermittent or reduced leave schedule is medically necessary. Intermittent means sporadic. For example, you may need to take a Family and Medical Leave four days per month during a six-month period for a prescribed medical treatment. A reduced leave schedule is a part-time schedule. For example, you may need to work four hours a day for a certain period of time so that you can obtain physical therapy.

Please contact the CAO as soon as possible if you need a Family or Medical Leave. Additional information will be provided when a leave is requested. Unless your need for leave is not foreseeable, you must provide 30 days' advance notice of your request for leave and must obtain advance written approval from the CAO. You may be required to provide documentation to, and have periodic communications with, American Academy substantiating your basis for taking a Family and Medical Leave of Absence.

If you are requesting Family and Medical Leave because of your own serious health condition or that of your spouse, minor child or parent, you may be required to provide a written certification of a health care provider that a serious health condition exists. Second or third opinions from other health care providers at American Academy's expense may be required. Recertification may also be required from time-to-time. If you are on Family and Medical Leave due to your own serious health condition, you may also be required to provide American Academy with written certification from your health care provider that you are able to return to work. If your leave is due to your own serious health condition, you must notify the CAO in writing, every 30 days during your leave, of your current health status and the date you intend to return to work.

During your Family and Medical Leave, American Academy will continue to pay the employer's share of premiums for your group medical and dental insurance plans. If you would like to continue your group medical and dental insurance plans during your leave, you must pay the employee's share of the premiums during the leave. In some instances, you will be expected to pre-pay such premiums for the anticipated duration of your leave. If the premiums are not pre-paid, you will be billed for such premiums. All amounts which are normally deducted from your paycheck for such benefits will be billed to you during any Family and Medical Leave. The coverage will remain in effect for the duration of your Family and Medical Leave or until such time as you are 30 days' delinquent in payment of your share of the premium cost.

Family and Medical Leave is unpaid. Family and Medical Leave time is not accumulated from one academic year to the next. Employees will not be paid for the unused Family and Medical Leave time upon the termination of employment or at the end of an academic year. Family and Medical Leave time will not be considered as hours worked for the calculation of overtime.

If an eligible employee takes paid Personal Leave for one of the four reasons for which Family and Medical Leave may be taken, such Personal Leave is charged against the employee's Family and Medical Leave allotment. In other words, if a full-time salaried employee who commenced work at American Academy at the start of the academic year used all paid Personal Leave for the care of a spouse's serious health condition, for example, the employee would have ten weeks of unpaid Family and Medical Leave remaining.

An employee on a Family and Medical Leave is subject to layoff, just like an employee who is actively working. Unless your job has been eliminated or changed while you are on leave, upon your return from Family and Medical Leave, you will be restored to your original or equivalent job position with equivalent pay, benefits, and other employment terms. If you take intermittent leave or leave on a reduced leave schedule, you may be required to transfer to an available alternative position for which you are qualified and which better accommodates recurring periods of leave than does your regular position. You will not accrue additional wage or benefit entitlements during your Family and Medical Leave, but will not lose any benefit that accrued prior to the start of your leave.

Any employee who falsifies the reason for taking a Family and Medical Leave may be disciplined, including the possible termination of employment.

Jury Duty

A Jury Duty Leave of Absence may be given for employees who are called to serve on jury duty. The employee will be paid the difference between his/her regular pay and all moneys paid to the employee by the court.

Military Leave

A Military Leave of Absence is for required military service. American Academy complies with applicable state and federal law concerning leaves for military service.

Worker's Compensation

All employees are automatically covered by Worker's Compensation Insurance at the time they are hired. American Academy pays 100% of the premiums for this important coverage. The following benefits are provided to employees who sustain a work-related injury or illness:

- partial wage replacement for periods of disability;
- medical care including medicine, hospital, doctor, X-rays, crutches, etc.; and
- rehabilitation services, if necessary

It is important that the employee report any work-related injury or illness to the CAO, as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention as needed with a school-designated physician. Medical bills from a personal physician may not be paid.

POLICY HISTORY

- Original:* approved by the BOD on November 7, 2005
- Revision 1:* approved by the BOD on August 1, 2006
- Revision 2:* approved by the BOD on April 23, 2009
- Revision 3:* approved by the BOD on December 17, 2009
- Revision 4:* approved by the BOD on April 15, 2010

SUMMARY OF REVISION 1

Addition of compensation for unused personal days

SUMMARY OF REVISION 2

Changed personal days to 8 days

SUMMARY OF REVISION 3

Added personal days for part-time employees

SUMMARY OF REVISION 4

Added benefits for part-time, salaried employees

Exhibit E
Parent Communication Policy Changes



AMERICAN ACADEMY
EDUCATE | INNOVATE | EXPLORE

Parent Communication Policy

This policy was approved by the American Academy Board of Directors on April 15, 2010

Purpose

The purpose of this policy is to define the communication process at American Academy. This policy defines how parents of American Academy can communicate a suggestion or a concern to the school and ultimately participate in the solution. The process is designed so that the school will respond to parent input in a timely and efficient manner.

Timeliness Expectations

If you contact a staff member per this policy and you do not hear back within two business days, please try again. If you still do not receive a response, proceed to the next step as laid out in this policy.

American Academy Parent Advisory Board (PAB)

The purpose of the Parent Advisory Board (PAB) is to uphold the mission and vision of the school, as it relates to the parent population. The PAB will respond to parent feedback and concerns pertaining to school policy, operations, or programs and make recommendations to the Chief Administrative Officer (CAO) and the Board of Directors (BOD) on behalf of the parent population. The PAB is not an outlet for personal conflict resolution or complaints about a student, staff member, parent or any individual member of the American Academy community.

PAB responsibilities include:

- (1) Collect parent feedback on policies
- (2) Answer parent questions on policies and communication
- (3) Providing policy feedback per the BOD's policy calendar
- (4) Attending monthly BOD meetings
- (5) Conduct the annual Parent Survey

Through the PAB, the CAO and the BOD will be able to remain informed of parent suggestions, ideas, and concerns.

American Academy Communication Process

American Academy is a cooperative enterprise: families, teachers, administrators, directors and staff share the responsibilities and rewards of operating the school. Parents play essential roles as advocates for their children and partners in enriching our school community with their ideas, interests, talents, resources and concerns. Parent input is valued and encouraged.

This policy defines different communication processes to be used, depending on the nature of the communication from the parent community.

I. General Questions

- 1) Contact the school (info@americanacademyk8.org).
- 2) You will receive a response within one business day.

II. Specific Questions or Concerns Pertaining to your Student

- 1) Your child must first contact his or her teacher to discuss any questions or concerns.
- 2) If there is still a concern, you may contact the teacher.
- 3) If you still have a concern, contact the Dean of Students.
- 4) If necessary, contact the CAO.

III. Questions or Concerns Pertaining to Classroom Practices or Academic Program

- 1) Contact the appropriate teacher for that classroom or academic area. If you are unsure who to contact, contact your child's homeroom teacher.
- 2) If the issue is not resolved, contact the Dean of Students.
- 3) If the issue is still not resolved, contact the CAO.
- 4) If the issue is still not resolved, contact the Board of Directors (board@americanacademyk8.org).

IV. Policy Questions

- 1) Submit your question to the PAB (pab@americanacademyk8.org).
- 2) You will be contacted within 48 hours by a PAB member with the answer to your question or a referral on where to find the answer.
- 3) The PAB will file your question with the applicable policy so that they can recommend policy clarifications as needed when that policy is up for review.

V. Existing Policy Suggested Changes, Additions or Complaints

- 1) Submit your input to the PAB (pab@americanacademyk8.org).
- 2) You will be contacted within 48 hours by a PAB member for issue clarification and to give you an idea of the next steps including the next scheduled review of the policy by the BOD.
- 3) If needed, the PAB will facilitate a discussion of the issue with the CAO.
- 4) On recommendation of the CAO and/or the parent, the issue will be added to the next PAB meeting agenda, where the issue will be discussed with the parent population as needed. Parent input will be collected for the next scheduled review of the policy by the BOD.
- 5) The PAB may decide to draft a policy change proposal for the CAO and the BOD. If the resolution or policy change will impact the school's operating budget, the recommendation must detail specific proposed changes to the school's

operating budget to accommodate the recommendation. Any financial impact in excess of \$1,000 requires approval by the BOD, should the proposal be funded by the school.

- 6) The PAB will then present the recommendation at the BOD meeting when the policy is scheduled for review or the next meeting if the proposal is urgent. The PAB will present the proposal, complete with a summary of the positions for and against the recommendation, as determined by the parent population and the PAB, and financial impact, if any.
- 7) Prior to consideration, the BOD may request more information, refer the recommendation to the CAO, or refer to another advisory committee for further development and analysis. If so, the committee will investigate the feasibility and advisability of the recommendation and provide a report to the BOD in a timely manner.
- 8) The BOD will then vote on the recommendation.

VI. Proposals for Improvements or New Programs

- 1) Submit your input to the PAB (pab@americanacademyk8.org).
- 2) You will be contacted within 48 hours by a PAB member for clarification and to give you an idea of the next steps.
- 3) If needed, the PAB will facilitate a discussion of the issue with the CAO.
- 4) On recommendation of the CAO and/or the parent, the issue will be added to the next PAB meeting agenda, where the idea will be discussed with the parent population as needed. The PAB may form a committee to study the idea and form a proposal. You may be asked to participate in the study.
- 5) The PAB may decide to present a proposal to CAO and/or the BOD, depending on who has approval authority. If the proposal will impact the school's operating budget, the recommendation must detail specific proposed changes to the school's operating budget to accommodate the recommendation. Any financial impact in excess of \$1,000 requires approval by the BOD, should the proposal be funded by the school. The PAB may ask the PTO to fund the proposal.
- 6) The PAB will then present the proposal at a BOD meeting. The BOD may vote on the proposal.
- 7) If the BOD adopts the improvement and/or program, the proposal may be turned over to the Parent Teacher Organization for implementation.

VII. Conflict Resolution Process

If any student, parent, staff member, or community member is involved in a conflict with another member of the American Academy community, he or she must follow the appropriate communication process:

- 1) Discuss the conflict with the other party.
- 2) Bring the issue to the appropriate teacher or staff member if applicable.
- 3) If the issue cannot be resolved at the staff level, discuss the issue with the Dean of Students.
- 3) If the issue cannot be resolved discuss the issue with the CAO.
- 4) If the issue cannot be resolved at the school level, bring the issue to the BOD (board@americanacademyk8.org).

VIII. Exit Procedures

Should an American Academy family choose to leave the school for any reason, the following process must be followed in order for the school to strive for continual improvement and to learn from that family's experience:

- 1) Upon notification of disenrollment, the front office will schedule an exit interview with the parent(s), the CAO and at least one member of the Board of Directors. The parent will be given an Exit Interview form to complete.
- 2) The CAO and Board of Directors member will complete, sign, and file an Exit Interview form.

IX. General Communication Policies

American Academy strives to keep the lines of communication open in several ways, including board of director meetings, advisory board meetings, school committee meetings, electronic mail, newsletters, weekly folders and the website.

One of the goals of American Academy is to use technology to the maximum extent possible to enhance the educational opportunities and experience for its students, while reducing operational costs to the school. Electronic mail is one application of technology that provides enhanced convenience and timeliness in communication. Accordingly, members of the American Academy community are encouraged to use electronic mail whenever appropriate to communicate with one another. It is the responsibility of the parent to provide accurate and updated electronic mail addresses to the school's Administrative Assistant.

Appropriate etiquette should be observed, however, when sending electronic mail. Parent email addresses should be used only for official school communication. All members of the American Academy community should be mindful that electronic mail is a poor medium for resolving conflict—an electronic message cannot convey non-verbal communications, and the intended "tone" of electronic messages can be misinterpreted by the recipient.

Teachers and administration will use email to maintain frequent contact with students and parents. The school will also distribute a regular newsletter by electronic mail to update the American Academy community on school events, opportunities, policies, and news. The school's web site, www.americanacademyk8.org, is frequently updated and will be the primary place to update the American Academy community on current events and issues involving the school.

POLICY HISTORY

- Original:* approved by the BOD on October 3, 2005
- Revision 1:* approved by the BOD on March 6, 2006
- Revision 2:* approved by the BOD on November 15, 2007
- Revision 3:* approved by the BOD on May 20, 2009
- Revision 4:* approved by the BOD on January 21, 2010
- Revision 5:* approved by the BOD on April 15, 2010

SUMMARY OF REVISION 1

- 1) Addition of Questions or Concerns Pertaining to Classroom Practices or Academic Program
- 2) Addition of Exit Procedures
- 3) Clarification that the PAB is not an outlet for personal conflicts

SUMMARY OF REVISION 2: Clarification on weekly folders

SUMMARY OF REVISION 3: Clarification of the role of the PAB

SUMMARY OF REVISION 4: Insertion of the Dean of Students

SUMMARY OF REVISION 5: Clarify the role of the student

Exhibit F
Employee Evaluation Policy



AMERICAN ACADEMY
EDUCATE | INNOVATE | EXPLORE

Employee Evaluations Policy

This policy was approved by the American Academy Board of Directors on April 15, 2010.

Purpose

The purpose of this document is to clearly define the process for employee evaluation. This document also specifies the procedure for determining performance-based merit pay at the end of the year.

Employee Expectations

The Administration shall develop a Job Responsibilities document, using the attached template (Attachment A), for every position in the school, to be approved by the Board of Directors (BOD). The Job Responsibilities document defines a minimum of three high-level areas of responsibility, each containing specific related objectives including tasks and duties (with identified dates of completion and/or regular reporting). Each high-level area is assigned a percentage weighting correlating to emphasis of priority in responsibility. This weighting will be used at the end of each school year in evaluating the employee's overall performance and merit pay, if applicable.

The Administration will review the Job Responsibilities documents annually and, as needed, will recommend changes to the BOD. Employees shall sign the document for their position annually, to acknowledge that they have read and understand the school's expectations of their position and the criteria with which their overall performance and merit pay will be evaluated.

Employee Evaluation Frequency

. All teachers will be evaluated informally by the end of the first trimester. Additional informal evaluations will occur throughout the second trimester as needed. All teachers will receive their formal evaluation by the end of the third trimester for merit pay determination. All other staff members will be evaluated informally at least once during the year and formally at the end of the school year for merit pay determination.

Employee Evaluation Process

In preparation for a performance evaluation, the Administration will complete an Employee Evaluation Form (see Attachment B for the template) for the employee's position, assigning a score of 0 to 4 for each area of responsibility and adding specific comments to each area. The Employee Evaluation Form shall directly correlate to the areas of responsibility defined in the Job Responsibilities document. In addition, in preparation for the employee's evaluation, the Administration will request that an Employee Evaluation Form be completed by the employee (a self-evaluation), the employee's immediate supervisor or lead, and others as needed, at least 3 business days prior to the scheduled evaluation. The Administration will compile results from all Evaluation Forms into one document, determining the comparative ratings, weighted points and specific comments. The overall performance rating is determined by totaling the points for each area of responsibility. Points for each area are determined by multiplying the area's rating with the weight (percentage).

Administration will schedule a time during normal business hours with the employee for the evaluation. During this meeting, the Administration will go over the evaluation and answer any questions the employee has. Both parties will sign the evaluation document to acknowledge the comparative results and verify that the evaluation took place. Evaluations will be included in the employee's personnel file and may be reviewed by the Board of Directors as needed or requested.

Results of the final evaluation will be used to determine the merit pay at the end of the school year. Final evaluations will also include the amount of the recommended performance-based bonus and subsequent annual salary changes (if applicable). Final evaluations including bonus payouts and salary adjustment recommendations must be approved by the Board of Directors prior to being presented to the employee. Bonus payments and salary adjustments are at the discretion of the BOD with consideration to budget and concurrence in performance.

Merit Pay Plan

All regular full-time employees and other part-time positions determined on hire are eligible for merit pay at the end of the year based on a predetermined set of requirements that are defined at the beginning of each school year in the Job Responsibilities for each faculty and staff position. Merit Pay is distributed in the first payroll following the end of any given school year based on the results of the formal evaluations process described above and the salary banding assigned to that employee. There are separate bandings for teachers and support staff; annual allocations per banding are determined as part of the budget process.

Points are assigned as part of the evaluation process on a scale of 1 to 4 as follows:

- 4 – Distinguished
- 3 – Proficient
- 2 – Basic
- 1 – Unsatisfactory

As a result of the final points assigned between intervals of 1 and 4, the portion of Merit Pay allocated to that employee will be determined using the total merit pay potential assigned to the employee times the percentage earned, per the following chart:

4	100%
3.9	95%
3.8	90%
3.7	85%
3.6	81%
3.5	76%
3.4	72%
3.3	69%
3.2	66%
3.1	63%
3	60%
2.9	58%
2.8	55%
2.7	52%
2.6	50%
2.5	48%
2.4	46%
2.3	44%
2.2	42%
2.1	41%
2	40%

Scores below a 2 are not eligible for Merit Pay.

POLICY HISTORY

Original: approved by the BOD on November 7, 2005

Revision 1: approved by the BOD on August 1, 2006

Revision 2: approved by the BOD on April 23, 2009

Revision 3: approved by the BOD on April 15, 2010

SUMMARY OF REVISION 1

Changed frequency from semesters to quarterly

SUMMARY OF REVISION 2

Changed frequency to twice a year

Included teaching and support staff

SUMMARY OF REVISION 3

Addition of the Merit Pay Plan

[Position Title] Job Responsibilities

Purpose:

The purpose of this document is to clearly lay out the Chief Administrative Officer (CAO)'s expectations for a/the [Position Title], in order for American Academy to successfully achieve its mission. Also included is a Report Form which is to be completed twice monthly or as needed to measure progress. These expectations will be used in [Position Title] performance evaluations including performance merit pay criteria.

High-Level Responsibilities of the [Position Title]:

The [Position Title] is responsible for the successful execution of the school mission and for making progress towards [high-level goals for position].

A minimum of three areas of responsibility must be specified:

- 1) [Area of Responsibility] (XX%)
- 2) [Area of Responsibility] (XX%)
- 3) [Area of Responsibility] (XX%)

Break each area into objectives and specific tasks as follows:

I. [Area of Responsibility]

General description of area here.

A. [First Objective]:

- Bullets with specific tasks and duties
-

B. [Second Objective]:

- Bullets with specific tasks and duties
-

ETC...

I have discussed this document with [employee name] and addressed his/her questions.

[Name], [Position Title]

Date

I have read this document and understand the responsibilities of my position at American Academy.

[Name], [Position Title]

Date

ATTACHMENT B

EMPLOYEE EVALUATION FORM
[PERIOD OF EVALUATION]
[20xx-20xx] ACADEMIC YEAR

EVALUEE: [Name, Position Title]
EVALUATOR: [Name, Position Title]
DATE OF EVALUATION: [Date evaluation is scheduled for]

EVALUATION SUMMARY: Objectives were previously identified and agreed upon per [Position Title] Job Responsibilities document in the following areas; please make specific comments/observations on each and assign a rating from 1 to 10 (10 being the best).

Category	Weight	[Employee] Self-Eval	CAO Rating	CAO Weighted Points (Weight x Rating)	Self-Eval Weighted Points (Weight x Self Rating)
(1) Responsibility Area	X%				
(2) Responsibility Area	X%				
(3) Responsibility Area	X%				
Total Points (of 10 possible):					

EVALUATION COMMENTS:

Overall Comments:

General job performance comments go here.

Make specific comments for each area of responsibility listed in the Job Responsibilities document as follows:

I. [Area of Responsibility]

Purpose of Area, per Job Responsibilities document: List here.

Objectives, per Job Responsibilities document:

A. [First Objective]:

- Specific comments pertaining to job performance towards objective

B. [Second Objective]:

- Specific comments pertaining to job performance towards objective

ETC...

This performance evaluation reflects my feedback for the [period of evaluation] of the [2005/2006] academic year.

[Name], [Position Title]

Date

.....
(To be signed at conclusion of evaluation review with the employee)

Together, we have reviewed this performance evaluation and addressed all questions and comments.

[Evaluee's Name], [Position Title]

Date

[Evaluator's Name], [Position Title]

Date

Exhibit G

Support Staff Salary Bandings and Teacher Salary Bandings

American Academy Staff Salary Bandings

Note: All Staff positions are exempt

<i>Level</i>	<i>Base Salary Range</i>	<i>Merit Pay Potential at Distinguished Rating</i>
Officer	\$85,000 and up	\$15,000 and up
Sr. Director	up to \$87,000	\$10,000 and up
Director	up to \$72,000	\$5,000 and up
Sr. Associate	up to \$57,000	\$4,000 and up
Associate	up to \$47,000	\$2,600 and up
Assistant	up to \$34,000	\$1,300 and up

American Academy Faculty Salary Bandings

<i>Level</i>	<i>Base Salary Range</i>	<i>Merit Pay Potential</i>
Lead Instructor <i>Criteria:</i>	up to \$56,000	\$5200 and up
	Recommendation of the Administration History of outstanding job performance Record of consistent professional development Demonstration of leadership and professionalism Ambassador for American Academy's mission Models American Academy policies and code of conduct Additional minimum requirements for consideration <ul style="list-style-type: none"> • Minimum 5 years teaching experience 	
Senior Instructor <i>Criteria:</i>	up to \$44,000	\$4000 and up
	Recommendation of the Administration History of solid job performance Record of consistent professional development Solid record of academic success and data-driven instruction History of proactive problem solving Works well with teaching team Seeks opportunities to make positive contributions Additional minimum requirements for consideration <ul style="list-style-type: none"> • 3-5 years teaching experience • Core Knowledge experience 	
Instructor <i>Criteria:</i>	up to \$38,000	\$2600 and up
	Minimum requirements for consideration <ul style="list-style-type: none"> • Meet NCLB qualifications for Highly Qualified Teacher • Experience or strong knowledge of AA's curriculum • Passion for the mission of American Academy • Implementation of 21st century technology objectives • Excellent communication and organization skills • Knowledge of data-driven instruction 	
Specials <i>Criteria:</i>	up to 48,000	\$2600 and up
	Minimum requirements for consideration <ul style="list-style-type: none"> • Meet NCLB qualifications for Highly Qualified Teacher • Passion for integrating technology into curriculum • Supports the mission of the school 	

Exhibit H
2010-2011 Organizational Structure

- Administration/Management
- Contract Services
- Teaching Staff
- Support Staff

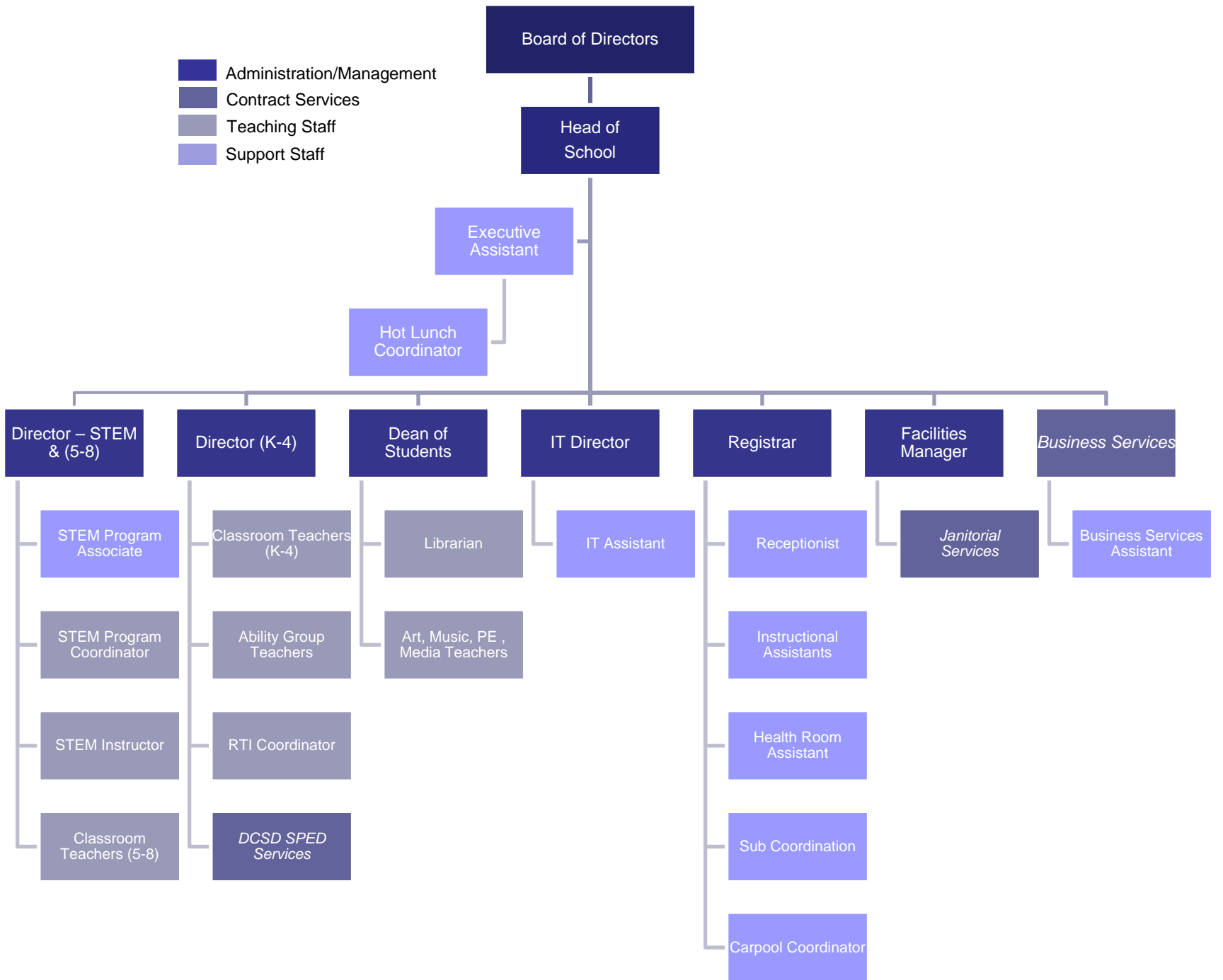


Exhibit I
2010-2011 Budget

American Academy
Proposed FY 2010-2011 Budget

	Audited Actual 2008-2009	Adopted Budget 2009-2010	Estimated Actual 2009-2010	Proposed Budget 2010-2011	Projected Budget 2011-2012	Projected Budget 2012-2013	Projected Budget 2013-2014	Projected Budget 2014-2015
Balance on Hand July 1	\$450,433	\$715,951	\$715,951	\$719,093	\$722,178	\$647,418	\$700,394	\$711,663
<u>Revenue:</u>								
5710 Per Pupil Revenue	3,360,751	5,270,567	5,219,850	5,290,681	5,186,184	5,186,184	5,186,184	5,186,184
1110 Mill Levy/Override	48,305	70,330	71,235	210,750	377,664	545,280	545,280	545,280
1310 Tuition	69,300	467,025	444,455	507,045	298,192	298,259	298,329	298,399
1500 Interest Income	9,445	12,000	20,094	12,000	12,240	12,485	12,734	12,989
1700 Student Participation Fees	186,208	123,822	127,272	192,541	404,766	412,862	421,119	429,541
1800 Child Care Fees	49,653	15,000	48,050	53,100	71,162	72,245	73,690	75,164
1910 Rental/Lease	-	-	6,000	20,000	20,000	20,000	20,000	20,000
1922 Contributions/Donations	12,834	63,749	74,816	28,250	-	-	-	-
3100 Categorical Revenue	-	69,471	75,089	37,935	76,680	76,680	76,680	76,680
3900 Other State Revenue	54,873	-	-	-	-	-	-	-
Cap Reserve Bond Revenue	141,878	140,762	140,762	-	-	-	-	-
Grants Local	-	-	-	-	-	-	-	-
Grants Federal	5,429	5,095	5,095	6,460	5,000	5,000	5,000	5,000
Miscellaneous Revenue	35,066	77,681	70,624	75,000	1,000	1,000	1,000	1,000
Total Revenue	3,973,741	6,315,502	6,303,343	6,433,761	6,452,888	6,629,995	6,640,016	6,650,237
Total Sources	4,424,174	7,031,453	7,019,294	7,152,854	7,175,066	7,277,413	7,340,410	7,361,900
<u>Expenditures:</u>								
0100 Salaries	1,726,423	2,676,070	2,706,216	2,719,764	2,774,080	2,779,814	2,785,563	2,791,328
0200 Benefits	338,084	580,394	581,268	632,679	684,047	714,295	734,930	736,616
0300 Purchased Services	172,011	164,979	153,095	123,399	122,650	123,537	130,327	127,154
0400 Purchased Prop Svcs	164,625	1,446,777	1,440,154	1,647,160	1,677,522	1,680,312	1,683,898	1,689,916
0500 Other Purch. Svcs	630,049	782,598	752,442	851,312	827,481	837,624	853,672	870,040
0600 Supplies & Materials	209,268	416,590	421,994	408,167	409,312	411,073	414,904	418,812
0700 Property	21,091	164,334	165,836	38,100	15,000	15,000	15,000	15,000
0800 Other Expenses	5,768	74,465	74,100	5,000	12,555	10,363	5,452	2,491
0900 Other Uses of Funds	-	-	-	-	-	-	-	-
Grant Expense	5,429	5,095	5,095	5,095	5,000	5,000	5,000	5,000
Cap Reserve Expense	435,475	-	-	-	-	-	-	-
Total Expenditures	3,708,223	6,311,302	6,300,201	6,430,676	6,527,648	6,577,019	6,628,747	6,656,357
Balance on Hand June 30	\$715,951	\$720,151	\$719,093	\$722,178	\$647,418	\$700,394	\$711,663	\$705,543
Fund Balance as a % of Revenue	18.02%	11.40%	11.41%	11.22%	10.03%	10.56%	10.72%	10.61%