



American Academy Board of Directors Meeting Minutes

May 20, 2010

American Academy

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

1. Call to Order

Chad King called the meeting to order at 7:32 pm.

2. Pledge of Allegiance

Chad King led the Board in a recitation of the Pledge.

3. Amendments to the Agenda

- Upon motion of Chad King, seconded by Dave Romero, the Board unanimously voted to amend the agenda to recognize 2010 Board Election results.
- Upon motion of Chad King, seconded by Dave Romero, the Board unanimously voted to amend the agenda to appoint to fill remainder of Erin Kane's term on the Board of Directors.

4. Approval of Prior Meeting Minutes

- Upon motion of Denese Gardner, seconded by Chad King, the Board unanimously voted to approve the Meeting Minutes of the April 15, 2010, meeting of the Board.

5. Audience Participation

The Board received public comments from Bill Paynter, who thanked the Board for having an election and passed along comments from other parents who felt the same way.

6. PAB Report

Bill Paynter reported (as PAB member) that no parent emails were received in April.

7. Discussion Items

- Previous Meeting Public Comments

8. Action Items

- Upon motion of Chad King, seconded by Jackie Santos, the Board unanimously approved, on second reading, the **Employee Evaluation Policy**, in the form attached hereto as **Exhibit A**.
- Upon motion of Denese Gardner, seconded by Jackie Santos, the Board unanimously approved **2009-2010 Supplemental Budget**, in the form attached hereto as **Exhibit B**.
- Upon motion of Denese Gardner, seconded by Jackie Santos, the Board unanimously approved updates to the **2010-2011 Budget**, in the form attached hereto as **Exhibit C**.

- Upon motion of Chad King, seconded by Adil Khan, the Board unanimously approved updates to the **2010-2011 Coal Creek Consulting Contract**, in the form attached hereto as **Exhibit D**.
- Upon motion of Adil Khan, seconded by Dave Romero, the Board unanimously approved the new **DCSD Purchased Services Contract**, in the form attached hereto as **Exhibit E**.
- Upon motion of Chad King, seconded by Denese Gardner, the Board unanimously voted to recognize the results of the 2010 Board Elections as presented by the Board Election Committee and to congratulate Shaylee Holland.
- Upon nomination by Chad King, seconded by Jackie Santos, the Board unanimously voted to appoint Bill Paynter to the spot on the Board vacated by Erin Kane to the completion of the term.

9. Next BOD Meeting Agenda Review

10. Dismissal

Chad King dismissed the meeting at 8:50 pm.

Respectfully submitted,

Dave Romero

Secretary

5/20/2010

Meeting Sign-In Sheet (Attached)

Exhibit A
Employee Evaluation Policy



AMERICAN ACADEMY
EDUCATE | INNOVATE | EXPLORE

Employee Evaluations Policy

This policy was approved by the American Academy Board of Directors on May 20, 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 May 20, 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 B
2010-2011 Supplemental Budget

American Academy
Supplemental FY 2009-10 Budget

	Audited	Adopted	Estimated	<i>Included in Estimated Actual 2009-10</i>	<i>11/19/09 Budget PLUS Supplemental Budget</i>	Projected	Projected	Projected	Projected
	Actual	Budget	Actual	<i>Supplemental Budget</i>	Proposed	Budget	Budget	Budget	Budget
	2008-2009	2009-2010	2009-2010	<i>2009-2010</i>	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Balance on Hand July 1	\$450,433	\$715,951	\$715,951		\$720,354	\$724,759	\$732,931	\$666,427	\$728,669
<u>Revenue:</u>									
5710 Per Pupil Revenue	3,360,751	5,270,567	5,193,419	-	5,270,567	5,450,889	5,295,900	5,295,900	5,295,900
1110 Mill Levy/Override	48,305	70,330	71,235	-	70,330	210,750	377,664	545,280	545,280
1310 Tuition	69,300	477,025	435,897	-	477,025	448,650	298,192	298,259	298,329
1500 Interest Income	9,445	12,000	19,070	-	12,000	12,000	12,240	12,485	12,734
1700 Student Participation Fees	186,208	123,822	123,322	-	123,822	175,541	345,204	352,108	359,150
1800 Child Care Fees	49,653	15,000	44,482	<i>29,144</i>	44,144	70,100	88,502	89,932	91,731
1910 Rental/Lease	-	-	6,000	<i>6,000</i>	6,000	20,000	20,000	20,000	20,000
1922 Contributions/Donations	12,834	63,749	136,510	<i>70,932</i>	134,681	48,100	-	-	-
3100 Categorical Revenue	-	69,471	75,089	-	69,471	75,870	76,680	76,680	76,680
3900 Other State Revenue	54,873	-	-	-	-	-	-	-	-
Cap Reserve Bond Revenue	141,878	140,762	140,762	-	140,762	-	-	-	-
Grants Local	-	-	-	-	-	-	-	-	-
Grants Federal	5,429	5,095	5,095	-	5,095	7,896	5,000	5,000	5,000
Miscellaneous Revenue	35,066	67,681	87,115	<i>9,000</i>	76,681	63,000	1,000	1,000	1,000
Total Revenue	3,973,741	6,315,502	6,337,997	<i>115,076</i>	6,430,579	6,582,796	6,520,381	6,696,644	6,705,803
Total Sources	4,424,174	7,031,453	7,053,948	<i>115,076</i>	7,150,933	7,307,555	7,253,312	7,363,071	7,434,473
<u>Expenditures:</u>									
0100 Salaries	1,726,423	2,676,070	2,692,816	<i>16,850</i>	2,692,920	2,809,418	2,862,238	2,868,250	2,874,282
0200 Benefits	338,084	580,394	568,161	-	580,394	649,051	698,294	729,344	750,785
0300 Purchased Services	172,011	164,979	157,063	-	164,979	127,399	129,650	130,607	137,539
0400 Purchased Prop Svcs	164,625	1,446,777	1,435,920	-	1,446,777	1,655,512	1,686,142	1,689,208	1,693,080
0500 Other Purch. Svcs	630,049	782,598	724,965	-	782,598	791,325	758,568	767,426	782,069
0600 Supplies & Materials	209,268	416,590	456,454	<i>38,781</i>	455,371	428,519	417,412	419,229	423,174
0700 Property	21,091	164,334	218,480	<i>54,146</i>	218,480	103,305	15,000	15,000	15,000
0800 Other Expenses	5,768	74,465	74,640	-	74,465	5,000	14,580	10,338	5,426
0900 Other Uses of Funds	-	-	-	-	-	-	-	-	-
Grant Expense	5,429	5,095	5,095	<i>5,095</i>	10,190	5,095	5,000	5,000	5,000
Cap Reserve Expense	435,475	-	-	-	-	-	-	-	-
Total Expenditures	3,708,223	6,311,302	6,333,593	<i>114,872</i>	6,426,174	6,574,624	6,586,885	6,634,401	6,686,354
Balance on Hand June 30	\$715,951	\$720,151	\$720,354	<i>\$205</i>	\$724,759	\$732,931	\$666,427	\$728,669	\$748,119
Fund Balance as a % of Revenue	18.02%	11.40%	11.37%		11.27%	11.13%	10.22%	10.88%	11.16%

Exhibit C
2010-2011 Budget

American Academy
Adpoted 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	\$720,354	\$728,526	\$662,023	\$724,265	\$743,714
<u>Revenue:</u>								
5710 Per Pupil Revenue	3,360,751	5,270,567	5,193,419	5,450,889	5,295,900	5,295,900	5,295,900	5,295,900
1110 Mill Levy/Override	48,305	70,330	71,235	210,750	377,664	545,280	545,280	545,280
1310 Tuition	69,300	477,025	435,897	448,650	298,192	298,259	298,329	298,399
1500 Interest Income	9,445	12,000	19,070	12,000	12,240	12,485	12,734	12,989
1700 Student Participation Fees	186,208	123,822	123,322	175,541	345,204	352,108	359,150	366,333
1800 Child Care Fees	49,653	15,000	44,482	70,100	88,502	89,932	91,731	93,565
1910 Rental/Lease	-	-	6,000	20,000	20,000	20,000	20,000	20,000
1922 Contributions/Donations	12,834	63,749	136,510	48,100	-	-	-	-
3100 Categorical Revenue	-	69,471	75,089	75,870	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	7,896	5,000	5,000	5,000	5,000
Miscellaneous Revenue	35,066	67,681	87,115	63,000	1,000	1,000	1,000	1,000
Total Revenue	3,973,741	6,315,502	6,337,997	6,582,796	6,520,381	6,696,644	6,705,803	6,715,146
Total Sources	4,424,174	7,031,453	7,053,948	7,303,150	7,248,907	7,358,666	7,430,068	7,458,860
<u>Expenditures:</u>								
0100 Salaries	1,726,423	2,676,070	2,692,816	2,809,418	2,862,238	2,868,250	2,874,282	2,880,335
0200 Benefits	338,084	580,394	568,161	649,051	698,294	729,344	750,785	777,150
0300 Purchased Services	172,011	164,979	157,063	127,399	129,650	130,607	137,539	134,509
0400 Purchased Prop Svcs	164,625	1,446,777	1,435,920	1,655,512	1,686,142	1,689,208	1,693,080	1,699,393
0500 Other Purch. Svcs	630,049	782,598	724,965	791,325	758,568	767,426	782,069	797,004
0600 Supplies & Materials	209,268	416,590	456,454	428,519	417,412	419,229	423,174	427,197
0700 Property	21,091	164,334	218,480	103,305	15,000	15,000	15,000	15,000
0800 Other Expenses	5,768	74,465	74,640	5,000	14,580	10,338	5,426	1,425
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	6,333,593	6,574,624	6,586,885	6,634,401	6,686,354	6,737,013
Balance on Hand June 30	\$715,951	\$720,151	\$720,354	\$728,526	\$662,023	\$724,265	\$743,714	\$721,848
Fund Balance as a % of Revenue	18.02%	11.40%	11.37%	11.07%	10.15%	10.82%	11.09%	10.75%

Exhibit D

2010-2011 Coal Creek Consulting Contract (Redacted-Available Upon Request)

Exhibit E

DCSD Purchased Services Contract

Douglas County School District Re. 1
AMERICAN ACADEMY CONTRACT
Costs for District Services 2010-2011, Page 21
 Revised 3/9/10

Purchased Services Categories and Allocated Costs:

Service	Cost based on Estimated Actual 08-09 Budget	Check and Initial
Charter School Staff	\$32.42 per FTE	Required
FirstClass Electronic Mail	\$19.50 per Account in Year 1 \$7.50 per Account in Year 2+	Required
(4)		
Legal Services	Actual Cost	Required
Processing of Wire Transfers	No Cost at this Time	Required
Student Information System – IC	\$19.50 per FTE	Required
Assessment Options:		
CBLA Compliance and DRA Testing	\$4.64 per FTE	✓ EK CR
CSAP Testing	\$14.42 per FTE	✓ EK CR
MAP Testing	Actual Cost	
Auditing	Actual Cost	✓ EK CR
BASE Options:		
BASE Licensing – Initial Application	\$46.91 per Hour	
BASE Licensing – On-going Support	\$46.91 per Hour	
BASE Director Selection/Hiring	\$46.91 per Hour	
BASE Director Orientation/Professional Development	\$46.91 per Hour	
BASE Staff Professional Development	\$46.91 per Hour	
BASE Director Evaluation	\$46.91 per Hour	
BASE Business Education and Support	\$38.77 per Hour	
Business Services Options:		
Budget	\$7.76 per FTE	
Business Services Package - Auditing - Human Resources, Payroll and Benefits - Hiring and Recruitment - Investigative - SubFinder - Business Services - FirstClass Electronic Mail - Student Information System (Infinite Campus) - Purchasing and Warehouse Services	\$127.28 per FTE Plus Cost of FirstClass Accounts	
Business Services Basic	\$26.26 per FTE Plus Cost of Oracle eBusiness Suite	
DCSD ExpressLine	2.25% Processing Fee Plus \$.75 per Transaction Fee	

Douglas County School District Re. 1
AMERICAN ACADEMY CONTRACT
Costs for District Services 2010-2011, Page 22
Revised 3/9/10

Kronos Time Management	See Description; Call ITS	
Cell Phone	\$394.08 Annually per Standard Cell Phone Account or \$675.60 Annually per Blackberry Account	
Curriculum and Instruction Options:		
Art Show	See Description	✓ Ed Al
Curriculum and Instruction Services	\$10.03 per FTE	
Spelling Bee	\$60 per Participant	✓ Ed Al
English as a Second Language	\$1.00 per FTE	
Facilities Management Options:		
Preventive Maintenance Services	Actual Cost Plus Supplies/Materials	
Consulting Services	Actual Cost	
Food Services	Actual Cost	
Health Services Options:		
Health Services	\$30.56 per FTE	✓ Ed Al
Health Services Oversight	\$24.45 per FTE	
Health Concerns, 504 Process and Front Office Training	\$22.93 per FTE	
Immunization Compliance	\$3.05 per FTE	
Infectious Disease Control	\$3.05 per FTE	
Vision and Hearing Screening	\$1.53 per FTE	
Human Resources Options:		
Hiring and Recruitment	\$1.92 per FTE Plus Cost of Oracle eBusiness Suite	
Investigative	\$.50 per FTE	
Human Resources and Payroll	\$59.72 per FTE Plus Cost of Oracle eBusiness Suite	
Human Resources, Payroll and Benefits	\$68.53 per FTE Plus Cost of Oracle eBusiness Suite	
SubFinder Basic	\$2.94 per FTE Plus Cost of the Substitute	
Information and Technology Services Options:		
Network Option	See Description	✓ Ed Al


Douglas County School District Re. 1
AMERICAN ACADEMY CONTRACT
Costs for District Services 2010-2011, Page 23

Revised 3/9/10

Oracle eBusiness Suite	\$5,170 per Account - Year 1 \$1,170 per Account – Year 2+	
School Center Website Management	See Description	
Mail Services Options:		
Intra-district Mail Services	\$3.60 per FTE	
Intra-district Mail Services and Bulk Mailings	\$3.60 per FTE Plus Cost of Postage	
Intra-district Mail Services and Postal Services	\$3.60 per FTE Plus Cost of Postage	
Media Services Options:		
Bibliographic Services and Technical Support For Destiny Library Services	\$7.80 per FTE	
Media Services	\$9.75 per FTE	
Purchasing Services	\$10.05 per FTE Plus Cost of Oracle eBusiness Suite	
Risk Management	\$69.91 per FTE	
Special Education	\$484.54 per FTE	✓ EXC
Staff Development Options:		
Staff Development	\$6.24 per FTE	
Curriculum, Instruction and Assessment (CIA):		
Brain Research	\$600	
Critical Thinking	\$600	
Colorado Academic Standards	\$600	
Instructional Strategies	\$600	
Student Achievement	\$600	
Warehouse Services Option with Oracle	\$6.63 per FTE Plus Cost of Oracle eBusiness Suite Plus Cost of Items	
Warehouse Services Option without Oracle	\$6.63 per FTE Plus Cost of Items Plus 20% Billing Charge	

Douglas County School District Re. 1
AMERICAN ACADEMY CONTRACT
Costs for District Services 2010-2011, Page 24
Revised 3/9/10

The foregoing *Costs for Contracted Services* menu for the 2010-2011 school year is correct and the handwritten entries (if any) are services expected and for which compensation to the District will be rendered.

By:  _____
Governing Board Chair

Date: 5-20-10

By:  _____
Charter School Administrator

Date: 5/20/10