



Blue Ridge Academy

955 Stanislaus Street, Maricopa, CA 93252
Ph (661) 525-1178 | Fax (661) 465-4544

Regular Scheduled Board Meeting

April 12, 2021 – 6:00 pm
625 West Covina Blvd.
San Dimas, CA 91773

Through Teleconference

<https://zoom.us/j/8698887379>

Call-In Information

669-900-6833

Meeting ID: 869 888 7379

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. Discussion and Potential Action on the Executive Director and Vice Principal /
Special Education Director Salary Schedule
5. Closed Session: Public Employee Performance Evaluation: Executive Director
6. Discussion and Potential Action on the Executive Director Contract, Salary, Fringe
Benefits, Health / Retirement Benefits, Vacation and Sick Pay
7. Board of Directors' Requests
8. Announcement of Next Regular Scheduled Board Meeting
9. Adjournment

All matters listed under Consent Agenda are considered to be routine or sufficiently supported by prior or accompanying reference materials and information as to not require additional discussion. A motion as referenced below will enact all items. There will be no separate discussion of these items prior to the time the Board of Education votes on the motion unless members of the Board, staff or public request specific items to be removed from the Consent Agenda for separate consideration for action.

Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. Members of the public may also email their comments to the Board at Board@theblueridgeacademy.com no later than 1 business day before a Board meeting. Emailed comments will be read during the public comments portion



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of the meeting after the spoken comments, as time allows. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: Blue Ridge Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at 657-600-0976 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).



Comparable Salaries

School	Grade Range	Student Count	Superintendent Salary	Assistant Superintendent Salary
Azusa Unified	K-12	8,270	\$236,022	\$174,999
CAVA (virtual)	K-12	3,559	\$291,000	\$151,000
Moorpark Unified	K-12	6,200	\$198,407	\$153,695
Claremont Unified	K-12	7,075	\$308,028	\$182,157
San Gabriel Unified	K-12	7,244	\$268,681	\$196,292

[CDE Superintendent Salary Comparison](#)

Unified School Districts					
Statewide Averages	ADA <1,500	ADA 1,500 to 4,999	ADA 5,000 to 9,999	ADA 10,000 to 19,999	ADA ≥20,000
Beginning Teacher Annual Salary	\$44,318	\$47,145	\$49,782	\$52,484	\$50,029
Midrange Teacher Annual Salary	\$67,053	\$74,952	\$76,851	\$81,939	\$77,680
Highest Teacher Annual Salary	\$90,163	\$96,092	\$97,722	\$102,383	\$102,143
School-Site Principal Annual Salary (Elementary)	\$106,389	\$116,716	\$121,304	\$129,392	\$128,526
School-Site Principal Annual Salary (Middle)	\$113,976	\$120,813	\$128,629	\$136,831	\$133,574
School-Site Principal Annual Salary (High)	\$114,214	\$131,905	\$141,235	\$147,493	\$147,006
District Superintendent Annual Salary	\$141,066	\$192,565	\$233,396	\$254,706	\$284,736
Percentage Allocated for Administrative Salaries	6.15%	5.60%	5.57%	4.97%	5.02%
Percentage Allocated for Teacher Salaries	28.56%	31.16%	33.48%	33.54%	32.81%

Proposed Vice Principal/Executive Director Salary Scale

Blue Ridge Academy

July 1, 2021 – Executive Director Salary Table

A – Basis – 12-month Calendar*

PAY SCALE LEVEL

Pay Scale Group	1	2	3	4	5	6	7	8	9	10
Vice Principal/SPED Director										
A	\$180,000	\$180,000	\$182,500	\$182,500	\$185,000	\$185,000	\$189,000	\$189,000	\$192,500	\$192,500
Executive Director										
B	\$185,000	\$185,000	\$189,000	\$189,000	\$192,500	\$192,500	\$194,350	\$194,350	\$198,500	\$198,500
C	\$189,000	\$189,000	\$192,500	\$192,500	\$194,350	\$194,350	\$198,500	\$198,500	\$202,470	\$202,470
D	\$192,500	\$192,500	\$194,350	\$194,350	\$198,500	\$198,500	\$202,470	\$202,470	\$206,500	\$206,500

NBC or Doctorate Differential is \$3000 paid in two installments in January and June. ▾

*Annualized salary includes 233 work days. The 233 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

***Board may consider past experience when determining initial placement and promotion.

Pay Scale Group Key:

A – Vice Principal/SPED Director

B – Executive Director with minimum requirements, Bachelor's Degree

C – Executive Director with Master's Degree or Administrative Credential

D – Executive Director with Master's Degree and Administrative Credential

Blue Ridge Academy
DRAFT - PERFORMANCE EVALUATION REPORT: 2020-2021
Executive Director - Samantha Haynes

As outlined in the Executive Director’s contract, the Board and Executive Director will commit to writing those areas that are the responsibilities of the Executive Director by the Board meeting on **April 12, 2021**. The Board will provide a final evaluation by **April 12, 2021**. Please circle or bold your individual ratings on the items listed below. Write comments for item as needed. **Please be ready for our April 12, 2021 Board Meeting closed session conference.**

RATING DEFINITION
3. Performance exceeds expectations and is professional, effective, and of high quality.
2. Performance meets expectations.
1. Performance is not at the level expected for Executive Director. Improvement is needed. Comment Needed.

AREA EVALUATED	INDICATORS	COMMENTS AND SUGGESTIONS
<u>1. Duties Related to Board:</u>		
1.1 Advises and makes recommendations to the Board when necessary for new or revised Board policies.	1 2 3	
1.2 Submits to the Board recommendations relative to all matters requiring Board Action, together with materials needed for informed decisions.	1 2 3	
1.3 Reports periodically on all the Charter School operations.	1 2 3	
1.4 Conducts special studies requested by the Board.	1 2 3	
1.5 Secures legal opinions when needed.	1 2 3	
1.6 Submits Staff members’ communications to the Board at regular Board meetings.	1 2 3	
1.7 As liaison to the Board, prepares the agenda, minutes of meetings, handles correspondence, records, contracts, securities and other documents.	1 2 3	
1.8 Anticipates and communicates needs of the Charter School.	1 2 3	
1.9 Communicates with Board in an open, honest style and based on Board Policies and legal standing.	1 2 3	
<u>2. Duties Related to Staff:</u>		
2.1 Coordinates the work of all schools and departments.	1 2 3	
2.2 Directs the employment and assignments of administrative/management staff and coordinates staff activities.	1 2 3	
2.3 Selects and recommends to the Board the best qualified and most competent candidate for employment per law and affirmative action plans.	1 2 3	
2.4 Advises the Board regarding the leave, classification, retirement, resignation, promotion, suspension or dismissal of the Charter School employees.	1 2 3	
2.5 Assigns personnel within the the Charter School in accordance with Board Policy.	1 2 3	
2.6 Arranges for the evaluation of each staff member and identifies appropriate opportunities for continued professional development.	1 2 3	
2.7 Maintains appropriate channels of communication to inform staff about relevant laws, policies, procedures, improvements, and welfare of school.	1 2 3	

AREA EVALUATED	INDICATORS	COMMENTS AND SUGGESTIONS
<u>3. Duties Related to Students and the Educational Program:</u>		
3.1 Executive Director enforces compulsory attendance laws.	1 2 3	
3.2 Continuously observes the instructional program in schools and provides the Board with regular evaluations of the Charter School programs and student progress.	1 2 3	
3.3 Together with staff, studies the curriculum and makes recommendations to the Board regarding the courses of study, major changes in texts and schedules, and potentially sound innovative programs.	1 2 3	
3.4 Apprises the Board of contemporary educational practices and related legislative issues.	1 2 3	
3.5 Under appropriate circumstances, recommends to the Board student suspensions or expulsions.	1 2 3	
3.6 Prepares implementation plans for school academic improvement (WASC, Single School Plans...) for Board approval.	1 2 3	
<u>4. Duties Related to Non-Instructional Operations:</u>		
4.1 Seeks and identifies sources of income and funding.	1 2 3	
4.2 Maintains and updates adequate census, business, property and personnel records.	1 2 3	
4.3 Coordinates with designated financial team to provide financial and budgetary reports which identify the the Charter School's outstanding obligations.	1 2 3	
4.4 Annually prepares and submits to the Board the Charter School budget that relates the Charter School priorities for the upcoming year and multiyear projections, revises this year's budget or takes other related action as the Board designates.	1 2 3	
4.5 Works with financial team to approve all expenditures in accordance with Board Policy and within Board-approved appropriation limits.	1 2 3	
4.6 Makes recommendations to the Board regarding the maintenance, safety, improvement and /or expansion of school facilities, sites, equipment, and transportation services.	1 2 3	
4.7 Develops instructions and regulations governing the use and care of school properties for school purposes.	1 2 3	
<u>5. Duties Related to the Community:</u>		
5.1 Represents and advocates for the Charter School in relationships with city, county and state governments, private agencies, and the school community.	1 2 3	
5.4 Deals with complaints against the schools and resolves controversies between employees and students or parents/guardians. Brings formal written complains to Board.	1 2 3	
AREA EVALUATED	INDICATORS	COMMENTS AND SUGGESTIONS

