

# Employment Agreement for Principal Lincoln Academy Charter School

7180 Oak St.  
Arvada, CO 80004

THIS AGREEMENT is entered into as of the **9<sup>th</sup> day of March, 2016** between Lincoln Academy Charter School, a Colorado nonprofit corporation and charter school (hereinafter "LA") and **Janelle Johnson** (hereinafter the "Principal").

1. Duties. The Principal shall perform the duties of the Principal of LA as prescribed by the Charter, the job description and the laws of the state of Colorado. The Principal shall have such powers and duties as are delegated to her by the Board of Directors (hereinafter the "Board"). The Principal shall execute all powers and duties in accordance with the policies adopted by the Board and the Charter.

2. Principal Responsibilities. The Principal shall report to the Board. The Principal shall have primary responsibility for executing Board policy in the school. The Principal shall fulfill responsibilities assigned by the Board.

3. Evaluation. The Board will evaluate the Principal in the spring of the year. Board evaluations of the Principal may occur more often as is deemed necessary. The Principal will be evaluated on objectives established by the Board.

4. Performance Objectives/Job Targets. On or before August 1 of each year under this agreement, the Principal and the Board of Directors shall establish performance objectives for review at the August Board meeting. **(See Attachment A)**

5. Work Year. The Principal is required to render 210 working days per year. The Principal will be entitled to **10 days of personal/sick** time during that period. Employee may **roll over** any unused personal/sick time each year, with a **maximum of two years held over**. Departing employee will have the right to all their unused leave time accumulated and will be compensated at the rate of \$100.00 per day.

6. Outside Employment. It is not the intent of LA to limit the potential of the Principal regarding outside work. It is understood that within teaching there may be a number of opportunities for the Principal to take on additional instructional and writing commitments. However, in the best interests of the students of LA, commitments that are within education or directly affect the time constraints or performance as outlined in the Principal Employment Agreement should not be entered into without the following considerations:

a) Type of Commitment The commitment should function to improve the expertise of the Principal engaging in the activity. For instance, the activity may be to write a grant for LA, it may be to write a book from experience gained at LA; it may be to go outside LA and instruct others on Core Knowledge or charter schools, etc.

b) Time Commitment

▪ The commitment should not take away from the time that is required for the Principal to prepare for regular classes, meetings or special events.

▪ The commitment should not require that time be taken away from regular attendance at LA, unless otherwise approved by the Board.

c) Goals of the Commitment: It is expected that all commitments made by the Principal to outside sources will allow the Principal to continue to support the vision and mission statement of LA.

7. Renewal or Agreement. The Board will review on at least an annual basis whether it wishes to continue the employment relationship with the Principal. Such annual review shall not be interpreted as creating a contract for a specified term and the Principal relationship shall remain at will.

8. Termination of Contract. Should the Principal voluntarily seek employment elsewhere during the term of this contract, she shall inform LA of her intentions to do so.

9. Compensation. Principal shall receive a base salary of **\$79,310** per annum, payable in twelve monthly installments, subject however, to termination before the end of the Effective Period, in which event the Principal shall be paid only through her last date of work. The Principal shall receive such other and additional fringe benefits, if any, as may from time to time be approved by the LA Board.

10. Flex Benefit. An Employee Benefit package for health insurance will be offered to Full Time Employees (FTE) as defined by the Affordable Care Act. A \$329 per month healthcare premium payment will be made for each FTE when taking insurance offered through Jefferson County Public Schools. A flex benefit will be offered to FTE in a manner that complies with district policies/processes and the Affordable Care Act with a total value not to exceed \$500 per month including afore mentioned premium payment. Other benefits from the package may be purchased at his/her own expense. Non FTE employees may be offered a pro-rated Flex Benefit.

Current employees may elect/waive coverage during the annual open enrollment period in May 2013. Depending on your eligibility and election, benefits may include:

Medical Insurance	Dental Insurance	Vision Insurance	Group Life
Insurance			

\_\_\_ I am signing up for benefits and have circled my enrollment selection above. I will enroll during open enrollment in May 2017.

\_\_\_ I am waiving benefits. I have attached a copy of my current medical insurance card as proof of coverage.

11. At Will Employment. Principal and LA agree that this employment agreement is not an agreement for employment for any minimum term. All Principals at LA are at will Principals. This means that either the Principal or LA may terminate the employment relationship at any time for any reason or no reason. Principal acknowledges and agrees that no representative or agent of LA has any authority to modify the at will status of the employment relationship unless such modification is in writing and specifically approved by the LA Board of Directors.

12. Additional Agreements.

a) That deductions authorized by law or policy shall be made by LA from the monthly installments of the salary due the Principal;

b) That notwithstanding any specification or reference herein, this Agreement is subject to all applicable laws of the federal and state governments and all duly adopted policies, rules and regulations of LA as are in effect at any time during the term of this Agreement. The parties agree that the policies, rules and regulations of LA are in no way contractual and may be amended, suspended or repealed in their entirety by LA at any time in its sole and absolute discretion.

c) That this Agreement and LA's obligations are conditioned upon the approval by LA Board of Directors of all background checks of the Principal.

d) That this Agreement and LA's obligations are conditioned upon LA actually being and remaining in operation for the term of the Agreement.

e) No Principal of LA has employment or other rights with the School district.

13. Complete Agreement. This Agreement (**including Attachment A**) contains the complete agreement between the parties concerning Principal's employment at LA, hereunder, and supersedes all other agreements (whether oral or written) between the parties with respect to the subject matter hereof. Principal acknowledges and represents that she has not relied upon any representation with respect to the subject matter of this Agreement except as set forth herein and that she has relied upon her own judgment in entering into this Agreement. Principal acknowledges and represents that she has not been induced to enter into this Agreement as a result of any representations by LA, its agents or representatives, regarding the availability of additional employment opportunities at LA. This Agreement shall be interpreted by the laws of the state of Colorado and that jurisdiction for any disputes arising herein shall be held in county or district courts of Jefferson County, Colorado.

14. Representations. LA has relied upon Principal's representations made in the Principal's employment application and interview(s) with regard to the Principal's education and work experience, in offering Principal employment at LA. Principal's representations to LA are a material factor in its' entering into this Agreement.

This agreement shall be in effect commencing, the **15th day of July, 2016**.

\_\_\_\_\_  
Lincoln Academy President,  
(Doug Neely)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lincoln Academy Principal,  
(Janelle Johnson)

\_\_\_\_\_  
Date



## Lincoln Academy Charter School Principal's Job Description

1. Organization and Management
  - a. Supervises the day-to-day operations of the school.
  - b. Monitors the needs of the school program and solves problems promptly.
  - c. Performs other duties as needed to support the everyday functioning of the school.
2. Finance
  - a. Oversees income and expenses and ensures that the school remains within the approved budget.
  - b. Works with the Board to prepare the annual budget each year.
3. Relationship with the Board
  - a. Submits monitoring data as required by the board in a timely, accurate and understandable fashion.
  - b. Implements board policy and decisions.
  - c. Proposes effectual policies and changes as they relate to school operations.
  - d. Keeps board informed of relevant issues concerning the school.
  - e. Performs effectively on various sub-committees when required.
  - f. Follows and promotes the philosophy, vision and mission of the school.
4. Parent Constituency
  - a. Encourages frequent participation (20-hour volunteer time commitment) of parents within the school program.
  - b. Represents the school at parent and community activities as able.
  - c. Is available to meet with parents and other interested people.
  - d. Communicates regularly with the parent community.
5. Instructional Leadership
  - a. Keeps informed about all instructional aspects of the school.
  - b. Stays up to date on the latest political, educational, and cultural issues affecting the school.
  - c. Encourages the professional growth of the faculty through in-services, workshops, conferences, class visitations, etc.
  - d. Oversees discipline policy administration.
  - e. Ensures the use of established curriculum implementing the Core Knowledge Sequence®, the synthetic, systematic phonics program (Open Court) and the incremental math program (Saxon Math for K-5; Glencoe for 6-8).
  - f. Oversees scheduling
6. Faculty-Administration Relations
  - a. Interviews, hires, and terminates staff as needed.
  - b. Works to organize and execute a plan for staff evaluation, improvement, recognition and assignments.
  - c. Keeps faculty and staff informed of all pertinent information regarding school business and plans.

- d. Monitors faculty/staff morale and helps develop positive relations among faculty/staff.
  - e. Works out job descriptions/evaluation procedures for staff.
  - f. Makes regular, informal visits to each classroom.
7. Professional and Personal
- a. Understands the principal is the public face of Lincoln Academy.
  - b. Pursues personal and professional development.
  - c. Maintains high standards of personal ethics and guidelines.
  - d. Sets a high professional example for staff.
8. Marketing/Public Relations
- a. Encourages and coordinates enrollment of new and existing students in the spring.
  - b. Fosters and maintains proper relations with other schools, local businesses and Jefferson County School District (the authorizer).
  - c. Participates in relevant district training and meetings.
9. Revenue Generation
- a. Works to find alternative revenue streams that may be available to the school.
  - b. Oversees the use of any incoming money through the budget process.