



Crossroads Charter Schools

Special Board Meeting

Date and Time

Monday February 10, 2020 at 5:00 PM CST

Location

Crossroads Preparatory Academy
816 Broadway Blvd.
Kansas City, MO 64105

Agenda

I. Opening Items

Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

II. Governance

A. Policy Updates

B. Compensation Philosophy

III. Closing Items

A. Adjourn Meeting

Coversheet

Policy Updates

Section: II. Governance
Item: A. Policy Updates
Purpose: Vote
Submitted by:
Related Material: Updated Finance Policies.pdf
Updated Enrollment Policy - Feb 2020 Redline.pdf
Appendix Z.pdf
Employee Information Sharing Policy (HR Appendix P).pdf

APPENDIX H (revised)

FEDERAL FISCAL COMPLIANCE POLICY

The governing body (“Board”) of Crossroads Charter Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Fiscal Requirements under Title I, Title II, and Title IV of ESSA

SECTION 1.1. Supplement not Supplant. Crossroads Charter Schools shall ensure that federal funds will be used to supplement, not supplant regular non-federal funds.

SECTION 1.2. Documentation. Documentation shall be maintained, or caused to be maintained, by the Executive Director. The documentation must clearly demonstrate the supplementary nature of federal funds.

SECTION 2. Federal Grant Allowable Expenditures. Prior to expending funds, the Executive Director shall consult the appropriate OMB Circular (OMNI Circular) or other federal guidance to determine what costs are allowable under the grant awarded. The Executive Director shall ensure that all grant funds are expended in accordance with the requirements in section 2.1 and the Circular or other applicable federal law or rule.

Section 2.1 Allowability. To be allowable under a federal award, costs must meet the following general criteria and be documented that such criteria are met:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to the types or amount of cost items;
- Be consistent with the policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity;
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period;
- Be adequately documents; and
- Be net of all applicable credits.

SECTION 3.

Standards for Documentation of Personnel Expenses (2 C.F.R. § 200.430, OMNI DESE Memo FAS-15-003 Time and Effort under the OMNI Circular, April 2, 2015),

Time and Effort: Records are required for all employees, including teachers, paraprofessionals, administrators, and other staff that are paid with federal funds to document the time and effort they spend within the program. The portion of the federally paid salary should be reflective of the actual activity, not budgeted, the individual has put forth for that federal program. Time and effort reporting is required when any part of an individual's salary is charged to a federal program or used as match for a federal program.

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Semi-Annual Certification: Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications are required to be prepared at least semi-annually.

Monthly Personnel Activity Report (PAR): Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports (PARs). Salaries and wages of employees used in meeting cost sharing or matching requirements of Federal awards must be supported in the same manner as those claimed as allowable costs under Federal awards.

Charges for salaries must be based on records that accurately reflect the work performed. These records must be:

- Supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Incorporated into the official records;
- Reflecting the total activity for which the employee is compensated, not to exceed 100%;
- Encompassing all activities (federal and non-federal);
- Compliant with established accounting policies and practices; and
- Distributed among specific activities or cost objectives.

SECTION 4. Charter Schools Program (CSP), ESSA Title IV, Part C

SECTION 4.1. Compliance. If Crossroads Charter Schools receives CSP grants, the Executive Director shall ensure that Crossroads Charter Schools shall comply and use the federal funds in accordance with all statutes, regulations, and approved applications.

SECTION 4.2. Fiscal Control. The Executive Director shall directly administer or supervise the administration of any projects funding through CSP funds, and shall use fiscal control and fund accounting procedures that ensure proper disbursement of, and accounting for, federal funds.

SECTION 4.3. Procurement. When using CSP funds to enter into a contract for equipment or services the Executive Director shall comply with the applicable federal procurement standards.

SECTION 5. Use of Federal Grant Funds for Procurement

SECTION 5.1. Open and Free Competition. The Executive Director shall ensure that all procurement transactions are conducted in a manner that provides open and free competition. Awards must be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to Crossroads Charter Schools considering price, quality, and other relevant factors deemed appropriate by the school.

SECTION 5.2. Conflicts of Interest. Pursuant to the Conflict of Interest Board Policy, no employee, officer, or agent of, who has a real or apparent conflict of interest, will participate in the selection, award, or administration of a contract supported by federal funds. Employees, officers, and agents may also not solicit or accept favors, gratuities, or

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anything of monetary value from contractors or their agents.

SECTION 5.3.

- a. The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder, technical requirements to be performed including the minimum acceptable standards and specific features of brand name or equal descriptions that bidders are required to meet;
- b. Positive efforts shall be made to utilize small businesses, minority-owned firms, and women's business enterprises whenever possible;
- c. The type of procurement instruments used (e.g. purchase orders) must be appropriate for the particular procurement;
- d. Contracts are made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement;
- f. Procurement documents shall be made available, upon request, to appropriate government officials.

SECTION 5.4. Record Documentation. The Executive Director shall ensure there is a cost or price analysis made and documented with every procurement action as well as appropriate documentation for the basis for contractor selection. The Executive Director shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract.

Section 5.5 All prequalified lists of persons, firms, or products which are used in acquiring goods and services must be reviewed and kept current and shall include enough qualified sources to ensure maximum open and free competition.

Section 5.6 The school shall utilize the most appropriate procurement method based on the particular procurement. The school utilize one of the following methods or any more restrictive method:

- **Micro-purchases.** Procurement by micro-purchase is the acquisition of supplies or services which are up to \$10,000. This purchase may be awarded without soliciting competitive quotations.
- **Small purchase procedures.** Small purchase procedures are those simple and informal procurements for securing services, supplies or other property that cost between \$10,001 to \$249,999. Price and rate quotations must be obtained from at least two qualified sources.
- **Sealed bids (formal advertising).** Bids are publicly solicited and a firm fixed price contract is awarded. This method is preferred for procuring construction.
- **Competitive proposals.** The technique of competitive proposals is normally conducted with more than one source submitting an offer and either a fixed price or cost reimbursement type of contract is awarded.
- **Noncompetitive proposals.** This is the solicitation of a proposal from only one source and may be used only when one or more of the following applies:
 - The item is available only from a single source;
 - The public emergency for the requirement will not permit a delay;
 - The pass-through entity authorizes noncompetitive proposals in response to a written request; and/or
 - After solicitation of a number of sources, competition is determined inadequate.

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SECTION 6. Travel Costs.

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. These costs are reimbursable with appropriate approval and documentation of expenses. Travel costs charged to Federal awards/funds must meet the requirements of 2 C.F.R. § 200.474.

Section 6.1 Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip and results in charges consistent with those normally allowed in like circumstances in the school's non-federally-funded activities and in accordance with the school's written travel reimbursement policies.

Section 6.2 Cost incurred by employees for travel, including costs of lodging, other subsistent, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school as a result of the school's written travel policy.

If these costs are charged to the Federal award, documentation must justify that (1) the Participation of the individual is necessary to the Federal award; and (2) the costs are reasonable and consistent with the school's travel policy. Document may include any or all of the following: an agenda; prior written approval; and/or written justification statement.

Section 6.3 The school shall not use its grant funds for temporary dependent care costs unless specifically permitted by the authorizing statute, regulation, and Department.

Section 7. Compliance with the Cash Management Improvement Act. In order to comply with the Cash Management Improvement Act (CMIA) the Department of Elementary and Secondary Education will only make payments to the school for reimbursements. Reimbursements are only for funds "spent"—transactions that are recorded on the school's books and the funds delivered to the recipients.

Section 7.1. The school may only make requests for payment once an initial budget application for the grants has been approved and must only include actual cumulative expenditures up to the payment request submission date.

Section 7.2 The school must at least annually submit an accounting of any interest earned on any Federal funds to the federal Department of Health and Human Services through the Department of Elementary and Secondary Education. The school may retain up to \$500 of earned interest annually on all combined Federal programs for administrative expenses. The school must document all administrative expenses in order to claim the interest offset. Under this section, the interest calculation is the amount of reimbursement times the annualized Federal interest rate for the fiscal year times the number of business days the funds were held until delivery. The federal interest rates may be found at <http://www.fms.treas.gov/cmia/index.html>.

Appendix O

Authorized Signatures

The Board of Crossroads Charter Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. The Board of Crossroads Charter Schools shall designate at least one current board member to be included as an authorized signature on all financial accounts of the school.

Section 1.1. The Board shall notify all financial institutions that serve the school of the board member who is to be included as an authorized signature on financial accounts.

Section 2. The Board of Crossroads Charter Schools shall annually certify to the Missouri Charter Public School Commission that the financial institutions that serve the school have on file the authorization form for the board member who is to be the signature on all financial account.

APPENDIX CC

School Admissions

SECTION 1. Eligibility To attend Crossroads Charter Schools (Crossroads) a student must reside within the Kansas City Public Schools (KCPS) district boundaries, or be eligible to attend under an urban voluntary transfer program. All students residing within KCPS district boundaries who are age appropriate for a grade level offered by Crossroads are eligible to apply. Crossroads does not limit admission based on race, ethnicity, religion, national origin, sexual orientation, disability, gender, income level, status of student or parent as homeless, proficiency in the English language or athletic ability.

SECTION 2. No Testing Requirements Applicants to Crossroads will not be required to complete any test or measure in order to be admitted. Once students are admitted and fully registered, formal and informal assessments may be administered to determine the most appropriate instructional plan and grade-level placement for each student.

SECTION 3. Application Process

SECTION 3.1. Crossroads utilizes SchoolMint, a verified, independent online student enrollment platform, for receiving and processing student applications. The SchoolMint system can be accessed through the Crossroads website , and the SchoolAppKC website . SchoolAppKC is a common application collaborative among public schools within KCPS boundaries to which Crossroads is a partner. All student information and support documentation that is required to complete a student application is indicated within the SchoolMint system.

SECTION 3.2. Families can request assistance in completing the SchoolMint online application - including use of an internet enabled device - at the front desk of any Crossroads school during regular business hours.

SECTION 3.3. The priority application deadline for the following school year is March 1 of the current school year. In the event that an admissions lottery is needed (see SECTION 4) only those applications that are completed in SchoolMint on or before March 1 will be eligible for inclusion in the lottery.

SECTION 3.3. Applications that include falsified information may be deemed ineligible. If a student gains admittance to Crossroads based upon a falsified application, Crossroads reserves the right to revoke the student's enrollment offer at anytime. Adopted by the Board on May 21,2018

SECTION 4. Lottery Process

SECTION 4.1 If the capacity of Crossroads is insufficient to enroll all students who meet the eligibility requirements in Section 1 and completed an application in SchoolMint on or before March 1, Crossroads will use an admissions lottery to ensure fairness and transparency in the admissions process. The lottery is held within one week of the March 1 application deadline.

SECTION 4.2 Lottery priorities Among families who complete an application in SchoolMint on or before March 1 and meet the eligibility requirements in Section 1, priority in the lottery process is given in the following order: 1. Currently enrolled students 2. Children of Crossroads staff members 3. Siblings of current Crossroads students 4. Children who live or have a parent who works in the Greater Downtown Area, defined by State Line Road to Prospect Avenue and the Missouri River to 39th Street. 5. All other eligible applicants

SECTION 4.3 The lottery will be executed using SchoolMint, a verified, independent online student enrollment platform. The lottery results will be announced on the date set forth by SchoolAppKC, typically within one week of the March 1 application deadline. The precise date shall be published on the Crossroads and SchoolApp KC websites annually.

SECTION 5. Enrollment

SECTION 5.1. Once the lottery results are announced, the parents/guardians of those students offered a seat for the following school year will have approximately two weeks to accept the seat and complete their child's enrollment. The precise completion date will be set forth by SchoolAppKC each year and

published on the Crossroads and SchoolAppKC websites. All student information and support documentation that is required to complete enrollment is indicated within the SchoolMint system. If a student's enrollment is not completed by the date set forth by SchoolAppKC, then the enrollment offer may be rescinded.

SECTION 5.2. Pursuant to the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended, no child seeking enrollment into Crossroads shall be segregated or enrolled in a separate school or separate program of Crossroads based upon such child's status as homeless, and the status of any such child as homeless shall not be a factor in the child's application for enrollment into Crossroads. In the event a homeless student that meets the admissions criteria is admitted to Crossroads, the homeless student's admission into Crossroads shall not be voided or invalidated upon such homeless student's failure or inability to produce records normally required for the enrollment of students, such as previous academic records, medical records, proof of residency or other documentation. In such event, Crossroads shall contact the school last attended by such homeless student to obtain academic or other records and refer the parent(s) or guardian(s) of any homeless student seeking enrollment to Crossroads to a designated staff member of Crossroads to assist the student in obtaining immunizations or immunization or medical records necessary for the student's enrollment.

SECTION 6. Waiting List.

Section 6.1 Applicants who do not receive an enrollment offer following either the application or lottery processes will be placed on the Crossroads Charter Schools waiting list for the grade applied for.

Section 6.2 Crossroads shall maintain a waiting list following the lottery for all grades where the capacity of Crossroads is insufficient to register all students who applied. To ensure all students are treated fairly, the following waiting list process shall be used

- Assign a number to each student on the waiting list by grade level following the lottery. The students on the waiting list shall be given the same admission priorities outlined in section 4.2. Please note: It is possible for a student to move down the waiting list. This can occur when a

student in a different grade accepts an open spot. His or her sibling moves up the waiting list based on the sibling priority.

- Following the lottery, all parents/guardians will receive notification of their students waitlist numbers.
- When a registration spot becomes available, the student with the lowest waiting list number in that particular grade will receive an registration offer from a school designee. Contact may be made by phone, and if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone and/or email.
- Once the offer is extended, parents/guardians will have no more than twenty-one (21) calendar days to accept the offer, complete the registration forms, upload necessary documents and have their student in attendance at Crossroads. Based on demand, Crossroads staff reserves the right to adjust this timeline up to the 21 calendar days mentioned above. Staff will communicate the deadline to parents/guardians via email. If this is not completed by the deadline, the next student on the waiting list shall be extended the offer.

SECTION 7. Policy Accessibility Crossroads' School Admissions Policy will be accessible on the Crossroads Charter Schools' website. A printed copy may be obtained from the front desk of any Crossroads school during regular school hours.

APPENDIX Z

Human Sexuality and Sexually Transmitted Diseases Instruction

Pursuant to Missouri law (section 170.015):

SECTION 1. Any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

- (1) Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried pupils because it is the only method that is one hundred percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity, and advise students that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy;
- (2) Stress that sexually transmitted diseases are serious, possible, health hazards of sexual activity. Pupils shall be provided with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases;
- (3) Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases; or shall present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law, 42 U.S.C. Section 710;
- (4) Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan;
- (5) Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role-playing at appropriate grade levels to emphasize that the pupil has the power to control personal behavior. Pupils shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others. Pupils shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Pupils shall be taught to resist unwanted sexual advances and other negative peer pressure; and
- (6) Advise pupils of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise pupils of the provisions of chapter 566 pertaining to statutory rape.
- (7) Teach pupils about the dangers of sexual predators, including online predators when using electronic communication methods such as the internet, cell phones, text messages, chat rooms, email, and instant messaging programs. Pupils shall be taught how to behave responsibly and remain safe on the internet and the importance of having open communication with responsible adults and reporting any inappropriate situation, activity, or abuse to a responsible adult, and depending on intent and content, to local law enforcement, the Federal Bureau of Investigation, or the National Center for Missing and Exploited Children's CyberTipline; and
- (8) Teach pupils about the consequences, both personal and legal, of inappropriate text messaging, even

Adopted by the Board on May 21,2018

among friends.

SECTION 2. When providing human sexuality instruction students may be separated according to gender for instructional purposes.

SECTION 3. The school shall notify the parent or legal guardian of each student enrolled in the school of:

(1) The basic content of the district's or school's human sexuality instruction to be provided to the student; and

(2) The parent's right to remove the student from any part of the school's human sexuality instruction.

(3) All curriculum materials used in the human sexuality instruction shall be available for public inspection pursuant to chapter 610 prior to the use of such materials in actual instruction.

(4) The school will not provide abortion services, or permit a person or entity to offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if such person or entity is a provider of abortion services.

(4) The school will not provide abortion services, nor will any organization or entity that will offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students be permitted to offer any information regarding abortion services to students.

Appendix P

Sample Employee Information Sharing Policy

The Board of Crossroads Charter Schools adopts the following policy, effective on the date of adoption by the Board.

Section 1. The Executive Director or his/her designee shall be permitted to respond to requests for information from public schools about former employees.

Section 2. Information Sharing

Section 2.1. The School shall provide information about a former employee to another public school upon request.

Section 2.2. The School shall share the following information: information regarding any violation of the published regulations of the Governing Board of the School by the former employee if such violated related to sexual misconduct with a student and was determined to be an actual violation by the Governing Board after a contested case due process hearing conducted pursuant to board policy; the results of a children's division investigation if the investigation involved allegations of sexual misconduct with a student and the children's division reached a finding of substantiated.

Section 3. All current and potential employees shall be given notice of this policy upon its adoptions.

Coversheet

Compensation Philosophy

Section:	II. Goverance
Item:	B. Compensation Philosophy
Purpose:	Vote
Submitted by:	
Related Material:	Compensation Philosophy Final.pdf



Crossroads Charter Schools

Compensation Philosophy

At Crossroads Charter Schools, we pride ourselves on the talent of our team members and believe in fair pay based on several factors, including external market data, education, and skills. Our compensation philosophy is based on a total rewards strategy where multiple factors make up your total rewards package. We believe each of the following components play a part in making Crossroads a rewarding place to work.

- Base Compensation
- Additional Pay Opportunities
- Stipend Pay Opportunities
- Comprehensive Benefits Package
- Wellness Program 20-21 School Year
- Paid Time Off
- Culture

We strive to be a competitive employer of choice that attracts and retains top talent in our market who have a voice in our specialized programming and use creativity in their classroom to advance our mission, vision and core values.

Our Mission

Crossroads Charter Schools prepare and inspire students to build a better tomorrow by providing an academically rigorous K-12 education in a creative, collaborative, community-focused environment.

Our Vision

Crossroads Charter Schools will be the premier school system in Kansas City and a destination for other educators seeking inspiration and best practices. Graduates of Crossroads Charter Schools will be scholarly, culturally literate and service-oriented individuals who will pursue their dreams relentlessly and have a positive impact on their family, their community and the world.

Core Values

- High Expectations
- Authentic Learning
- Creative Culture
- Educational Equity

Base Compensation

There are two models of compensation for Crossroads Charter Schools which focus on the unique goals and structure of the academic staff and the central office staff.

12-Month Staff Model

Our 12-Month Staff Model of compensation is a banded scale with a range assigned to each position based on their internal equity and external market factors. Placement in the band is based on experience, skills, and individual performance.

Range	Min	Mid	Max	Positions
1	\$32,154.43	\$36,977.60	\$41,800.75	Admin Assistant
2	\$34,782.60	\$40,000.00	\$45,217.38	Coordinator
3	\$49,651.81	\$59,582.19	\$69,512.53	Manager
4	\$60,864.51	\$76,080.63	\$91,296.76	Director/Assistant Principal
5	\$80,291.60	\$95,750.20	\$111,644.96	Principal
6	\$96,631.48	\$125,620.72	\$154,610.37	COO, CAO, CEO

10-Month Staff Model

Our 10-Month Staff Model of compensation is a salary schedule that helps us determine equitable pay based on your education, certifications, experience, and any special skills.

Full Years of Experience	Degree			
	Para	Bachelor's Degree Teacher	Master's Degree Teacher	Doctorate Degree Teacher
0	\$35,500	\$45,500	\$50,000	\$54,500
1	\$36,000	\$46,000	\$50,500	\$55,000
2	\$36,500	\$46,500	\$51,000	\$55,500
3	\$37,000	\$47,000	\$51,500	\$56,000
4	\$37,500	\$47,500	\$52,000	\$56,500
5	\$38,000	\$48,000	\$52,500	\$57,000
6	\$38,500	\$48,500	\$53,000	\$57,500
7	\$39,000	\$49,000	\$53,500	\$58,000
8	\$39,500	\$49,500	\$54,000	\$58,500
9	\$40,000	\$50,000	\$54,500	\$59,000
10	\$40,500	\$51,000	\$55,500	\$60,000
11	\$41,000	\$52,000	\$56,500	\$61,000
12	\$41,500	\$53,000	\$57,500	\$62,000
13	\$42,000	\$54,000	\$58,500	\$63,000
14	\$42,500	\$55,000	\$59,500	\$64,000
15	\$43,000	\$56,000	\$60,500	\$65,000
16	\$43,500	\$57,000	\$61,500	\$66,000
17	\$44,000	\$58,000	\$62,500	\$67,000
18	\$44,500	\$59,000	\$63,500	\$68,000
19	\$45,000	\$60,000	\$64,500	\$69,000
20	\$45,500	\$61,000	\$65,500	\$70,000
21	\$45,500	\$62,000	\$66,500	\$71,000
22	\$45,500	\$63,000	\$67,500	\$72,000
23	\$45,500	\$64,000	\$68,500	\$73,000
24	\$45,500	\$65,000	\$69,500	\$74,000
25	\$45,500	\$66,000	\$70,500	\$75,000

Starting Pay	
	Amount
Para	\$35,500
Teacher	\$45,500

Additional Pay *	
Certification/Skill/Training	Amount
Bilingual	\$3,000
Math/Science Cert (7-12)	\$1,000
Master's Degree	\$4,500
Doctorate Degree	\$4,500
Instructional Coach	\$5,000
4-6 Year Contract w CCS	\$500
7+ Year Contract w CCS	\$1,000

*Additional pay opportunities must be discussed and approved in advance and may not be implemented until employees have been able to apply new skills

Stipend Pay **	
Duty	Amount
Bus Monitor	\$40.00 per ride
Before Care	\$25.00 per day
Home Visits	\$20.00 per visit
Sub Pay (P/T employees only)	\$120.00 per day
Middle School Athletic Co-Coach	\$1,500 annually
High School Athletic Co-Coach	\$2,500 annually
Instructional Leadership Team	\$2,000 annually
Athletic Coordinator	\$5,000 annually
Department Chair	\$5,000 annually

**Sports with only one coach will be paid both co-coach stipends

New teachers to Crossroads Charter Schools with more than 15 years of certified teaching experience will be credited for the first 15 years of experience and receive additional credit in subsequent years for their experience with Crossroads. This provision also applies to 10-month non-teaching staff.

Non-teaching staff will be credited for experience in their specific field (i.e. a counselor with 10 years of counseling experience will be paid in accordance with their years of counseling experience).

Comprehensive Benefits Package

Crossroads Charter Schools is pleased to offer a competitive benefits package for our full-time employees working at least 30 hours per week.

Crossroads Annual
Contribution

<p>Medical</p> <p>Crossroads offers you the opportunity to enroll in one of three different medical plan options. You may choose the option that works best for you and your family:</p> <ul style="list-style-type: none"> ▪ Spira Care Plan ▪ High Deductible Health Plan (HDHP) with HSA ▪ Traditional PPO Health Plan <p>We provide coverage for our eligible employees in the Spira Care Plan at no cost to you. The HDHP with HSA and the Traditional PPO Health Plan are available on a cost-sharing basis between you and the school. The school's contribution towards the HDHP and PPO plans will match the amount of the Spira care premium. You may choose to pay the premium to add your eligible dependents.</p>	~\$6,600
<p>Dental</p> <p>Crossroads also offers you the opportunity to enroll in a comprehensive dental plan at not cost to you and you may choose to pay the premium for coverage on your eligible dependents.</p>	\$324
<p>Vision</p> <p>Crossroads also offers you the opportunity to enroll in a comprehensive vision plan at no cost to you. You may choose to pay the premium for coverage on your eligible dependents.</p>	\$83
<p>Health Savings Account (HSA)</p> <p>If you enroll in the HDHP, the school will also contribute up to \$750 to use toward your out of pocket medical, dental and vision expenses. You can choose to contribute additional pre-tax funds to this account up to the IRS maximum each year.</p>	\$750
<p>Flexible Spending Account (FSA)</p> <p>You also may voluntarily choose to enroll in the Flexible Spending Account where you can set pre-tax funds to pay for medical, dental and vision expenses. If you enroll in the HDHP, you can only use FSA money for eligible dental and vision expenses.</p>	
<p>Basic Life Insurance and Accidental Death & Dismemberment (AD&D)*</p> <p>We provide basic life insurance and AD&D in an amount equal to your annual salary rounded to the next \$1,000 up to \$85,000 at no cost to you. You also have the option to purchase up to an additional \$500,000 for yourself or your spouse and \$10,000 per eligible child.</p>	~\$82
<p>Short-Term Disability</p> <p>You may voluntarily choose to purchase short-term disability insurance which pays a portion of your salary in the event of an injury that prevents you from working or an illness that causes you to miss more than 7 days of work.</p>	
<p>Long Term Disability*</p> <p>As an eligible employee, Crossroads provides you long-term insurance to pay a portion of your salary in the event of an accident or injury that prevents you from working for more than 90 calendar days.</p>	~\$1,335
<p>Supplemental Voluntary Insurance Coverages</p> <p>You may choose to purchase voluntary coverages through a group discount for additional short-term disability coverage, accident insurance, critical illness insurance and hospital indemnity.</p>	
<p>Retirement*</p> <p>All employees who work a minimum of 25 hours a week must become members of the Retirement System as a condition of employment. Your contributions will be the percentage imposed on the school by the state. Crossroads Charter Schools makes contributions to the general reserve account to pay benefits.</p>	~\$6,500

*Basic Life/AD&D, LTD and Retirement estimates based on average salary of a Crossroads employee
 Overall chart and values based on the average value per employee. There may be difference based on options elected
 These costs are based on the 19/20 school year. Updated amounts will be available each spring.

~\$15,674

Paid Time Off

Crossroads Charter Schools also prides itself on the high-quality educational opportunities for our students. This caliber of programming requires more days per contract year and more hours per day than a typical school in our area. We take this extra time and dedication into account when offering opportunities for time off.

Employees are offered the following time off as part of their Total Compensation Package:

10-mo Staff		
Category	Amount	Avg Value Per 10-mo Staff
Personal Time	66 hours	\$2,000
Sick Time	66 hours	\$2,000
Total	132 hours	\$4,000

*Dollar amounts based on average 10-month staff salary per contract hour (200 contract days at 9 hours per day for a total of 1,800 hours)

12 Month Staff		
Category	Amount	Avg Value Per 12-mo Staff
Personal Time	66 Hours	\$1,973
Sick Time	66 Hours	\$1,973
Holidays	81 Hours	\$2,421
Vacation Time	135 hours	\$4,035
Total	348 hours	\$10,402

*Dollar amounts based on average salary per hour (9 hours per day during the school year and 8 hours per day during summer for a total of 2,310 hours)

Culture

We believe that work environment is just as important as compensation and benefits. We strive to provide an environment where you can thrive by providing you opportunities to participate in your own growth and development. You not only have a voice in our specialized programming, but your voice is also an integral part of our overall performance model when setting goals and delivering high quality education to students in a way that makes an impact.

Since the work environment is impacted by the relationships with those around you, we're also proud to offer a Culture Committee that hosts voluntary activities throughout the year, such as game nights. The school also celebrates our hard-working staff with various appreciation events including a holiday party and staff breakfasts.

We hope that you will help add value to the culture of Crossroads when you join our team.

Updating the Plan

In order to keep our Compensation Philosophy plan current, we plan to review the plan annually. This will help us remain competitive and relevant. Each year we will update the plan to adjust for applicable cost of living changes, competitive market fluctuations, and/or competition for talent.

In addition to the annual update to the compensation structure, you will continue to move through the plan with your [additional year of experience] [merit increase to your salary tied to your overall performance and effectiveness in your position].

Grandfathering

As of the implementation of this plan, any employees over the maximum for their position will be grandfathered into and frozen at their current salary until the salary structure surpasses their salary.

*Details on other policies, benefits and time off such as bereavement and jury duty can be found in the Employee Handbook. Please note this document does not supersede the Employee Handbook which outlines many policies and procedures for the school