



Lincoln Academy Board of Directors

The Mission of Lincoln Academy is to help students attain their highest social and academic potential through an academically rigorous, content-rich educational program in a safe, orderly, and caring environment

The Vision of Lincoln Academy is to prepare all students for their future endeavors by providing a comprehensive Core Knowledge® education

Minutes for Regular Board Meeting

Monday, December 14, 2020 at 7:00 p.m.

Lincoln Academy Charter School, 7180 Oak Street, Arvada, CO

Zoom® Meeting Platform information:

Meeting ID: 865 3306 0405

Passcode: Leopards

Notes:

- To comply with current public health orders to limit gathering size, only Lincoln Academy Board of Directors and other necessary personnel may attend in person. Everyone in attendance must following all posted health and safety precautions.
- For Public Comment, you must sign up by 6:00 p.m. on the day of the meeting. (Sign up link available [here](#)) Public Comment will be facilitated through Zoom Meeting Platform.

1. Preliminaries

- a. Call to Order at 7:10pm
- b. Roll Call: Jeff Baucum, Kara Bohannon, Amber Bilby, Stephanie Trowbridge, Phil Courtney, Janelle Johnson
Via ZOOM: Sarah Wasinger
- c. Reading of Mission and Vision
- d. Welcome Guests: Lori Woods in room
- e. Public Comment (Stephanie Trowbridge): None

2. Consent Agenda

- a. Agenda for December 14 Regular Meeting: Approved by consent
- b. Approval of Minutes – November 16 and December 7 Special Meetings: Approved by consent

3. Principal Report (Janelle Johnson): As posted online.

45-12-2020 Motion: Jeff Baucum made a motion for Lincoln Academy to remain remote through January 15th following the winter holiday and returning in person on Tuesday January 19th. Amber Bilby seconded. Motion passes unanimously.

4. Committee Reports

- a. Finance (Jeff Baucum)

46-12-20 Motion: Jeff Baucum made motion to approve the revised operating budget for the 2020-2021 school year as posted online. Kara Bohannon seconded. Motion passes unanimously.

- b. School Accountability (Sarah Wasinger): as posted online.

- c. Facilities (Phil Courtney)

- i. Update on Bond Application

- d. Development (Stephanie Trowbridge): Committee will be on hold till spring.

- e. Governance (Kara Bohannon): Start in January to communicate about the election for board positions.

5. Unfinished Business: Board will get the following modules of training done on the following schedule January 10



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modules February 10 modules March 10 modules.

6. New Business

- a. Election of Officers: Stephanie Trowbridge moved to elect Phil Courtney as President. Passes 5-0.
- b. Vice President: Stephanie Trowbridge and Amber Bilby. Secret ballot. Stephanie 3 Amber 1.
 - i. Committee Assignments- No Changes

c. Declaration of Open Board Position -

- i. New Board Member Application

47-12-20 Motion: Phil Courtney made a motion to declare its intent to consider applications for the community Board position that is now vacant with the term to end in May 2022. Applications must be received by January 8 for consideration at the Board's next regular meeting on January 11. Stephanie Trowbridge seconded. 5 approve, 1 to abstain. Motion passed.

d. Discussion and Resolution of Leadership Structure for 2021-2022:

48-12-20 Motion: Jeff Baucum:

WHEREAS the Board of Directors of Lincoln Academy (the “Board”) is the governing body of Lincoln Academy and

WHEREAS Lincoln Academy has grown significantly over the past 5 years with students, teachers and facilities driving increasing demand on the Leadership team; and

WHEREAS, the Board and Leadership have identified key mission-driven opportunities to enhance support, training, and mentorship for the teachers; and

WHEREAS the Board desires to create a leadership structure that strengthens the educational focus on students and academic success; and

WHEREAS the Board desires to improve overall Charter School performance and provide greater opportunities for long-term strategic planning and goal achievement,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LINCOLN ACADEMY THAT:

1. ***New Leadership Structure will be created:*** Lincoln Academy will create a new Executive Director position to lead the school and two new positions: one Grade School (K through 4th grades) Leader and one Middle School (5th through 8th grades) Leader.

2. ***Roles and responsibilities for the Executive Leader:*** The Board has developed a comprehensive Job Description to be assist in the hiring process and to help establish annual goals for the Executive Leader.

3. ***Search Committee:*** The Board approves the creation of an advisory committee (“Search Committee”) that will include Board Directors and Board-approved representatives from multiple stakeholder groups to guide the hiring process and identify, assess and submit top qualified Executive Director candidates to the Board of



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Directors for consideration. This committee will exist only until the offer has been made by the Board to the final candidate. Motion passes unanimously.

7. Announcements

a. Upcoming Board Action Items

- i. Adding a PTO report
- ii. CORA Policy update
- iii. Kimberly update if we need anything HR.
- iv. Staff spotlight starting January 11 regular board meeting.
- v. Finance meeting Thursday January 7th.

8. Reading of the letter of Resolution

9. Adjourn Meeting at 9:45pm

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Amber Bilby', is written over the printed name.

Amber Bilby, Secretary
Lincoln Academy School Board of Directors

RESOLUTION

WITNESSETH:

WHEREAS, the Board of Directors of Lincoln Academy (the “Board”) is the governing body of Lincoln Academy Charter School (the, “Charter School”); and

WHEREAS, the Board determined on July 28, 2020 that it was in the best interest of the Charter School to hire an independent expert to advise the Board on the culture and work environment at the school; and

WHEREAS, the Board has received and reviewed a report from the independent expert, which shall remain confidential as provided under Colorado law; and

WHEREAS, the Board desires to improve the culture and work environment at Lincoln Academy, to provide additional Human Resource supports to all staff, improve communication at all levels of the organization, review and update the grievance policy as needed, and ensure roles and expectations of the Board and administrative staff are clearly defined; and

WHEREAS, the Board desires to support a workplace environment that allows all employees the opportunity to thrive in achieving our Mission and Vision; and

WHEREAS, the Board desires to improve its own performance in governance of the Charter School;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LINCOLN ACADEMY THAT:

1. ***Human Resources Support.*** The Charter School has hired a Human Resources consultant per the scope of work approved on November 9, 2020. The Board and Principal will work with this consultant to improve communication at all levels of the organization, review and update the grievance policy, and ensure organizational roles are clearly defined.

2. ***Board Training.*** The Board attended legal training regarding the Colorado Sunshine Law offered through Jefferson County School District on November 12, 2020, and will complete additional governance training by March 2021.

3. ***Principal Objectives.*** The Board provided specific performance objectives to the Principal in Executive Session as provided in the Colorado Revised Statutes.

PASSED AND ADOPTED at a special meeting this 7th day of December 2020

Lincoln Academy

By 

President, Board of Directors

Attest:

By 

Secretary, Board of Directors