

Lincoln Academy Board of Directors

Regular Meeting Minutes



Date: Tuesday, August 16th at 7:00 p.m.

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

Microsoft Teams Online Record

A recording of our regular Board of Directors meeting is available 90 days after the meeting. The link expires November 16, 2022. The recording can be accessed at: https://lincolnacademyarvada-my.sharepoint.com/:v:/g/personal/lacycleland_lincolnacademy_net/Ed0h13N7eCtLqtoE6Rn8QwABkUQUTJMCbSMU4-DXz-v5cA?e=6CIQfz.

Mission & Vision

- 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

Meeting Minutes

1. Preliminaries
 - A. Call to order @ 7:05 p.m.
 - B. Roll call
 - a. Present: Stephanie Trowbridge (President), Micah Gilbreath (Vice President), Amanda Corrion (Treasurer), Lacy Cleveland (Secretary), Doug Neely (Governance Committee), & David Schoenhals (Executive Director)
 - b. Absent: Sarah Wasinger (SAC Committee)
 - c. Guest (1 non-staff, 3 staff)
 - C. Reading of Mission and Vision
 - D. Welcome Guest
 - E. Public Comment
2. Consent Agenda (7:08 p.m.)
 - A. Regular Meeting Agenda for August 16, 2022
 - B. Approval of Meeting Minutes from June 13, 2022
3. CIPA Compliance (Debbie McNutt)
4. Executive Director Report (David Schoenhals; 7:23 p.m.)
 - A. Professional Development Overview
 - B. Yearly Goal Overview
 - C. Safety

5. Committee Reports (8:15 p.m.)
 - A. Executive (Stephanie Trowbridge) – 8:15 p.m.
 - a. Board Page Website Ownership
 - B. School Accountability (Sarah Wasinger) – No report (due to absence) but meeting minutes = 8:18 p.m.
 - C. Facilities (Micah Gilbreath) – 8:21 p.m.
 - D. Finance (Amanda Corrion) – 8:30 p.m.
 - E. Development (none)
 - F. Governance (Doug Neely) – 8:35 p.m.
 - a. Committee Structure and Principles
 - b. Board Sign Conflict of Interest Form
6. New Business
7. Old Business
- A. Recruitment Plan Review (Lacy Cleveland) – 8:50 p.m.
8. Board Training (Doug Neely; 8:55 p.m.)
 - A. Board Member Conduct
 - B. Board Structure and Responsibility
 - C. Promoting Vision and Mission
9. Announcements (8:58 p.m.)
 - A. Meeting Schedule Review
 - B. Parent Academy Schedule
10. Adjourn
- A. Meeting adjourned at 8:59 p.m.

Respectfully Submitted by

Lacy M. Cleveland

Secretary

Lincoln Academy Board of Directors

LINCOLN ACADEMY



Executive Director Report
August 2022

LINCOLN ACADEMY MISSION AND VISION

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.

Our **Vision** is to prepare all students for their future endeavors by providing a comprehensive Core Knowledge Education.

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STAFF BACK-TO-WORK

Administrative Team

The administrative team has worked hard over the last three weeks to determine what work we need to do over the course of this year and into the future to support all our students at the greatest of levels. All ideas presented have been looked at through the lens of achieving our mission and vision.

Staff

Over the last week, a significant amount of staff time has been spent talking through revisions of policies, structures, and systems. Staff provided with information around the “why” and given opportunities to ask questions, provide feedback, etc. Many of the revisions related to staff feedback that took place during the 2021-2022 school year. Work included how do we create a safe, orderly, and caring school environment, communication of the new discipline tiers and structure, and taking apart the mission and vision to determine the meaning behind each as well as have discussions around what we do well and what we need to work on especially in relation to Core Knowledge. Climate and culture were also a focus during the week. Opportunities to get to know each other through work and through social opportunities.



IF

Intentionally Forward (IF). As the administrative team talked about possible themes for the coming year, several important ideas came forward that resonated with the team. Often, themes sound great in words at the beginning of the year, but soon they are filed away never to be discussed again. Actions are more important than words. We admire problems but never get around to solving them as we get busy. Finally, we need all stakeholders to not only communicate what is going well and what is not, but we also need to solve these problems together. Paul, in his infinite wisdom, came up with the idea of “Intentionally Forward”. Short, succinct and an apt description of what we are trying to accomplish. Lacking in bells and whistles but getting to the heart of what we will do as we move forward.

“Now, we know (IF) is not exactly a rallying cry. I doubt many armies used this to pump their troops up, but it is what we want to be about this year. We want to take a close look at everything that we do and make sure it gets back to the idea of “What is best for our students?”.

Paul Hurst

POLICIES

7th/8th Grade STEM

Due to a lack of qualified STEM teachers on the market, no STEM curriculum at Lincoln Academy, and the importance in consistency with Science/Engineering concepts, we determined that it was best to hire a Science Teacher to teach science every day. The science teacher will incorporate the more important concepts taught in the STEM class into this class.

Cell Phone Policy Enforcement

The administration team abhors having rules on the book that are not enforced. After lengthy discussion, the team agreed that the existing policy is very important and should be consistently enforced moving forward from a student engagement and safety and security standpoint. Therefore, students will not be allowed to use their cell phones during the school day, including during lunch and recess.

Calendar Change Request

During the summer, the LA PTO and administration determined that they would like to bring back a very important day in the history of Lincoln Academy. Grandparents' Day will take place on September 23rd. Through further discussion with teachers and administration, it was determined that changing this day from a full day of school to a half-day of school would be best for a variety of reasons. One concern that has been brought forward is that some students may not have grandparents or may not have grandparents who can attend. We want to be sensitive of this situation. We have had further discussion with PTO and teachers who have stated that two ways this has been addressed previously is having special people like grandparents attend on behalf of those students and/or students "share" their grandparents with other students.

ENROLLMENT

	Number Enrolled for 22-23	Projected Number	Number of openings	Offers Pending	Number on the waitlist as of 8-12-22
K Full Day	86	88	2	4	6
1	89	88	-1	3	4
2	78	80	2	0	0
3	83	84	1	3	7
4	85	84	-1	2	0
5	84	84	0	3	2
6	86	84	-2	1	39
7	80	84	4	0	18
8	77	77	0	0	19
Total	748	753	5		95

TEACHER SUMMER WORK

During the summer, the administration offered all teachers the opportunity for paid planning time. The administration team wanted to support a strong start to the 2022-2023 school year by compensating teachers. The approved work included:

- Revamping units/lessons for depth of knowledge and improved student engagement
- Evaluating and redeveloping lesson/units to meet the needs of all learners in the room
- Vertical alignment work
- Cross-curricular alignment work
- CKLA curriculum implementation

Examples of summer work included:

- Integrated CKLA units between History and ELA
- Vertical Alignment of math units through multiple teachers at multiple grade-levels
- Teachers working together to set up classroom rituals and routines that will support student discourse that leads to significant understandings
- Revamped physical education classes geared towards fitness, teamwork, and differentiation of skill level
- ELA scope and sequence work that includes Big Idea and supporting questions aligned with Common Core Standards

SAFETY

Facilities

- The whole administration team attended the Jeffco Threat management and school safety 101 (SRP) training sessions. The training included one live scenario, tabletop group scenarios, and a large group overview of the Department of School Safety. The administrative team is implementing these trainings into our safety and security plans moving forward.
- We are continuing to purchase new doors that are in line with the latest safety standards.
- Training being provided for staff that is much more thorough in addressing the various types of safety situations.
- Administration use of cameras and periodic walks across campus.
- Increased security walks by the facilities team.

Social/Emotional Learning

- SEL lessons taught 3 days/week (Second Step Curriculum)
- Buddy classrooms where older students support younger students (mentors/teach lessons, etc.)
- Through beginning stages of the Multi-Tiered System of Supports, teachers will be provided with and implement interventions for students that support not only academics, but also student social/emotional needs.

STAFFING REPORT

<u>Staff Not Returning This Year</u>	<u>Staff Moving to A Different Position</u>	<u>New Staff Members</u>	<u>Positions Open</u>
• Mallory Kirkland • Becka Prestien • Laura Price • Carey Ridenour • Heather Trelease • Sharon Leasure (retiring) • Lindsey Holmes • Audrey Klein (retiring) • Janelle Johnson • Lindsey Tomsick • Anita Gimple (retiring) • Jessica Simmons • Barbara Haropolous • Kimberly Nyquist • Vinny Rosa • Rebecca Gustafson • Brit Hoagland • Becky Furst • Katie Will • Nikki Erb • Ashleigh Betz • Krista O'Leary	• Brenda Guenther to PreK staff part time - keeping Leopard Care duties • Ashlyn Helm to 1st grade • Ryan Younkerman to Assistant Principal • Joana Blum to Educational Assistant • Maria Jelinek to 5/6 Science	• Lauren Carpenter Kindergarten • Liliana Heredia 2nd Grade • Chloe Brass 4th Grade • Peggy Schuetz 8th grade English • Riley Takata 3rd Grade • Ansley Cowan Kindergarten • Amber Wood Nurse • Sarah Smith 1st Grade • Christine Westbrook 2nd Grade • Cathy Gipson 4th Grade • Megan Lindgren 4th Grade • Kami Guyer Educational Assistant • Brittany Tanner 7th Grade Science • Michelle Condo 8th Grade Science • Laura Waters 7th Grade English • Jeanne Papantonakis Educational Assistant • MaryAnn Castellano Educational Assistant	7 th Grade Math Educational Assistants

EMERGENCY EXECUTIVE DIRECTOR SUCCESSION PLAN

In the unforeseen event that David Schoenhals was not able to complete his duties and responsibilities as executive director, Paul Hurst and Lori Woods would take over the roles and responsibilities as the interim directors of Lincoln Academy until the Board of Directors were able to duly appoint or hire a new executive director.

ADMINISTRATIVE LEADERSHIP RESPONSIBILITIES

Postponed until September

PROFESSIONAL DEVELOPMENT OVERVIEW

Focus this year

...academically rigorous content-rich education

and

...comprehensive Core Knowledge education

Further details to come in September

YEARLY GOAL OVERVIEW

Postponed until September

COVID

Memo from Jeffco's Health Services Team Aug 9, 2022

We will no longer be posting school-level COVID-19 case numbers and we encourage parents and staff to refer to the [CDC's COVID-19 Community Level tool](#) to help determine personal prevention measures for themselves and their family. Should the CDC COVID-19 Community Level be raised to level **RED**, Jeffco Public Schools will continue to work with Jefferson County Public Health and CDPHE regarding any potential updates to our protocols and guidelines.

- Positive Test = Isolate at home for 5 days; may return to school days 6-10 with masking strongly recommended.
- Return to school only if fever free for 24 hours without taking fever-reducing medication, and if symptoms are improving.

2022-2023 Executive Team Report

Stephanie Trowbridge, Board President

August 2022

1. Agenda Meeting

Mr. Schoenhals and Stephanie met at the end of summer to review the overview of the agenda, plan for back-to-school and staff professional development. Micah was updated from the conversation. Mr. Schoenhals will bring his initial goals to August's meeting.

2. Recruitment

Lacy and Stephanie both attended the New Family Night and were able to have multiple conversations with new families about committee opportunities. There will be a booth at the Back-To-School BBQ to promote recruitment as well as at Parent Academies. Board members are requested to attend at least one opportunity.

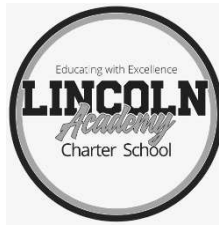
- August 15 - PreK-K Parent Academy 6:00 p.m. (Stephanie)
- August 16 - BBQ 4-7 p.m., Board Meeting 7 p.m. (Stephanie, Micah, Lacy)
- August 23 - 1st-4th Grade Parent Academy 6 p.m. (Stephanie, Lacy)
- August 25 5th-8th Grade Parent Academy 6 p.m. (Stephanie, Micah)

3. Training

Stephanie will be notifying the Board when the annual legal training date is announced. She will also put together some workshops prior to Board members in the future. If any Board members would like to learn specifics, please communicate with her.

4. Committee Support

Stephanie is planning on attending each committee meeting at least once this school year. She will reach out to discuss those potential dates with each committee lead.



SAC Minutes

Tuesday, August 2, 2022, 6:30pm
Lincoln Academy Student Center

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

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I. Preliminaries

- a. SAC Chair, Sarah Wasinger, called the meeting to order at 6:34 pm.

II. Attendance: Dawn Bennet (MS Teacher), ,Kristi Geisz (Community Member), Carrie Matter (Parent), Rob McCready (Parent), Maudra Pacheco (PTO rep), Ami Paulsen (Parent), Sarah Wasinger (Chair, BoD Representative), Gordon Wu (Parent), and Ryan Younkerman (Admin representative) were present.

III. Meetings for next school year

- a. First Tuesday of the month

IV. Review of SAC responsibilities

- a. SAC is a state mandated committee for each school.
- b. Budget input
 - i. LA SAC does not give input on the school budget as neighborhood school SACs do.
 - ii. Charter school boards (LA Board Finance Committee) manage charter school finances.
- c. Unified Improvement Plan (UIP) input
 - i. Information from admin next month
- d. Parent/Family/Community Engagement
- e. Members signed SAC code of Conduct

V. Parent Engagement topics discussed for information goals

- a. School discipline: philosophy, consistency and logistics (September)
- b. FALL Internet Safety (work with SRO, presentations for parents and MS)
- c. High School Open enrollment (November) Summer activity fair (January)
- d. Testing Townhall (March)
- e. Growing & Changing Preview for Parents (April)
- f. Internet Safety (Spring): PTO Today.

VI. Communication avenues and opportunities were discussed

- a. Parent Academies
- b. Parent Engagement Nights
- c. Home rooms
- d. Leave survey "as is" for the coming year to have comparable data

VII. Meeting adjourned at 9:00 pm.

Minutes respectfully submitted,
Kristi Geisz, SAC Community Member

Facilities Committee Report August 2022

The facilities committee is responsible for providing guidance, oversight, and, when appropriate, specialized expertise to the operations team in order to create and maintain a safe, healthy, and functional campus. As needed, this committee will make recommendations to the Board of Directors in relation to Operational and Fiscal Planning.

Committee Members in attendance: Lori Woods (Operations Manager), Norm Miendl (Facilities Manager), & Micah Gilbreath (LA Board Chair)

Facilities meetings will typically occur the first Friday of every month.

Next meeting September 9th (8:15-9:30 AM).

Executive Summary

- Building and Campus Safety
- 72nd Project Update
- Update for Lincoln Internal sitework
- Building B Roof update
- Building C HVAC update
- Playground improvements
- Rental Properties update
- Committee schedule for Priority List and Facility related Dash Board Metrics

A huge THANK YOU to the Operations/Facilities Team. The list is long of tasks completed over the summer. A brief summary of their hard work is: keeping our outdoor spaces watered, trimmed and mitigated for pests, deep cleaning of all school buildings, replacement and installation of an array of fixtures, fresh paint and improved organization. In addition, managing and implementing BoD approved work and PTO funded playground improvements.

Building & Campus Safety:

- Operations team continues to ensure building and campus safety is up to code
- Operations working with Jeffco response team, actively working to ensure building safety
- Brainstorming vulnerable entrance solutions
- Operations to bring large expenditure requests (if any) to September committee meeting
- Summer tasks completed by Operations team:
 - Replaced and repaired crash bars and several classroom door locks
 - Alarm system replaced sensors and comm units with hard wired units in Bldgs. A, B, & C.

72nd Project update:

- See City of Arvada website for weekly update on project status (<https://arvada.org/w-72nd-avenue-project>)
- School community should allow for extra time for drop off and pick up

Internal drive lane/parking lot design (Muller Engineering):

- Review of 30% design package is in progress; Engineer's Cost Estimate came in over budget
 - Committee is working with consultant on costing and scope and will report at September's BoD meeting

Building B Roof:

- Work has been completed for the partial roof replacement (approx. 1/3 of roof) as approved by BoD
 - North Roof replaced, including sheathing
 - Failing Evaporative Cooler Removed
 - Replaced with In-Room coolers

Building C HVAC work:

- All rooftop heating/air conditioning units removed and replaced as approved by BoD

Playground Improvements:

- Thanks PTO and Lincoln Community for the new playground equipment
 - New Structure for main playground to be installed by start of school
 - Building C playground: new swings to be installed by start of school, triple bar on back order
 - New mulch on main playground and as needed areas for Building C playground
 - Fresh gravel in Little Leopards playground

Rental Properties update:

- Both rental properties have been vacated by tenants (*ahead of schedule*)
- Colorado Asbestos Consulting LLC has begun sampling of each property (start date 8/9/2022) (*ahead of schedule*)
- Proposed schedule:
 - August – Inspection and sampling to occur
 - September – N/A
 - October - Consultant to provide Inspection report and asbestos abatement scope of work
 - November – Receive bids from minimum of three (3) abatement demolition contractors
 - December (Winter break) – abatement of all subject properties
 - March/April 2023 – Demolition of all subject properties

Facilities Committee schedule for Priority List and Dashboard Metrics:

- TBD

Proposed Motions:

Motion: None

Additional Facilities Updates:

Action item for next Facilities Committee meeting: Building safety update, 72nd project update, Review of 30% Interior driveline design documents, Rental Properties status and timeline for sampling to begin., Summer project update.

Next Facilities meeting at Lincoln Academy will be September 9th at 8:15 am – 9:30 am.

Contact Micah Gilbreath if you would like to join this committee micahgilbreath@lincolnacademy.net

Facilities Committee goals for the 2021-2022 school year:

- **In progress:** Update our facilities priority list on a bi-annual basis. The list includes improvements and needs for campus buildings and grounds.
- **Completed:** boiler instillation on south end of building A
- **Completed:** two new exterior security doors.
- **In progress:** Continue to develop design and planning for interior infrastructure site improvements in coordination with the City of Arvada's 72nd project.
- **Completed:** Design and install the HVAC for the three existing condensers serving building A office hallway as well as the ten units serving Building C.
- **Completed:** Discuss ATV pricing for snow removal and possible ways to fund

Facilities Committee goals for the 2022-2023 school year:

- **In progress:** Building & Campus Safety measures from a facilities viewpoint
- **Completed:** Rental properties decision
- **In progress:** Addition of facilities data/metrics to BoD internal dashboard
- **Completed:** Partial Roof replacement on Building B
- **In progress:** assist in management of design package for Internal driveline work
- **In progress:** Coordinate with PTO on further playground enhancements/buddy benches

Finance Committee Report

The finance committee is responsible for planning, monitoring and recommending the yearly budget to the Board of Directors. As needed, this committee will make recommendations to the Board of Directors in relation to Operational and Fiscal Planning.

Executive Summary

- 2021-2022 Annual Financials Update
- July 2022 Financial Review
- 2022-2023 Finance Committee Goals

2021-2022 Annual Financials Update:

- Final margin came in at \$649,000 resulting in a positive budget variance of \$203,000
- Pre-adjusted carryforward to 2022-2023 school year of \$3,390,000
- Restricted project fund remains at \$1,820,000

July 2022 Financial Review:

- TBD – Jeffco is finalizing July financial statements. Update to be provided once they are received.

2022-2023 Finance Committee Goals:

- Finance Policy Review
 - Work with administration to review all finance related policies (i.e. treasury, procure to pay, revenue, etc)
 - Who, what, how much \$ as it applies to approval limits
 - Operational process vs. Capital processes
- Develop 5 year plan to assist in forecasting of high-dollar capital projects and financing needs
- Process Documentation
 - Work with administration to ensure that all finance processes are documented, including identification of preventive and detective internal controls
- Others as identified

Proposed Motions

- None

Contact Amanda Corrion if you would like to join this committee amandacorrion@lincolnacademy.net.



Account Number	Description	Prior Year		Current Year			Current Year		Variance
		Total	Estimated Revenue	Budget	Operational Funds	Capital Funds	Total		
	Prior Year Carryforward	3,170,503.84			2,750,592.78	2,487,317.92	5,237,910.70		
	Commissions/Profits		8,663.00	0.00	1,968.03	-	1,968.03	6,694.97	
401000	Ticket Sales	2,157.19	1,668.00	0.00	1,195.00	-	1,195.00	473.00	
408000	Resale	10,388.31	20,000.00	0.00	20,984.41	-	20,984.41	(984.41)	
409000	Sales-Fund Raising	294.78	12,846.00	0.00	3,120.50	-	3,120.50	9,725.50	
411000	Prop Tax-Mill Levy Override	1,348,701.29	1,352,979.00	0.00	1,353,584.50	-	1,353,584.50	(605.50)	
415000	Earnings On Investments	101.94	11,330.00	0.00	-	3,587.35	3,587.35	7,742.65	
419000	Other Revenue	24.76	1,137.00	0.00	1,905.89	-	1,905.89	(768.89)	
431100	Capital Lease Proceeds	9,023,895.85		0.00					
433000	State Revenue - Other	217,844.70	215,977.00	0.00	16,956.52	214,365.17	231,321.69	(15,344.69)	
434000	Exceptional Children Revenue	89,384.40	75,955.00	0.00	75,955.04	-	75,955.04	(0.04)	
438000	State ELPA Revenue	9,681.12	-	0.00	-	-	-	-	
450000	Transfers PPR	5,726,686.23	6,319,320.00	0.00	6,329,619.58		6,329,619.58	(10,299.58)	
450000	Transfers Bond	675,690.70	463,882.50	0.00	-	516,226.45	516,226.45	(52,343.95)	
451000	Fees/Dues	42,885.99	62,817.00	0.00	71,917.16	-	71,917.16	(9,100.16)	
455000	Tuition from Individuals	243,869.44	253,895.00	0.00	251,557.62	-	251,557.62	2,337.38	
461000	Building Rental	9,600.00	15,796.00	0.00	12,300.00	-	12,300.00	3,496.00	
474000	Transportation - Field Trips	10,565.76	49,968.00	0.00	37,085.85	-	37,085.85	12,882.15	
482000	Activity Revenue	400.00	21,711.00	0.00	8,430.00	-	8,430.00	13,281.00	
493500	Proceeds-Surplus Property	-	625,000.00	0.00	625,000.00	-	625,000.00	-	
498000	Donations	34,099.00	10,000.00	0.00	11,125.00	-	-	(1,125.00)	
499000	Miscellaneous Revenue	-	600.00	0.00	-	-	-	600.00	
950500	Mandatory Transfers State Intercept	(675,690.70)	(463,882.50)	0.00	(260,490.04)	(266,050.57)	(526,540.61)	62,658.11	
	Revenues	16,770,580.76	9,059,662.00	-	8,562,215.06	468,128.40	9,030,343.46	29,318.54	
	Available	19,941,084.60	9,059,662.00		11,312,807.84	2,955,446.32	14,268,254.16	29,318.54	
511700-521000	Administration			439,496.00	427,308.50	-	427,308.50	12,187.50	
521100	Teacher	298,067.58		2,687,710.00	2,670,585.20	-	2,670,585.20	17,124.80	
521900	Substitute Teacher	14,085.00		29,900.00	24,725.00	-	24,725.00	5,175.00	
522100	Counselor	23,292.90		25,685.00	25,685.39	-	25,685.39	(0.39)	
522200	Teacher Librarian	65,461.80		73,247.00	73,130.58	-	73,130.58	116.42	
524200	Coordinator - Classified	115,760.82		110,822.00	108,438.58	-	108,438.58	2,383.42	
526200	Instructional Coach	38,327.70		120,732.00	113,718.92	-	113,718.92	7,013.08	
529200	Occupational Therapist	33,714.29		34,316.00	34,315.93	-	34,315.93	0.07	
529400	Nurse	30,794.42		32,670.00	31,403.97	-	31,403.97	1,266.03	
529600	Social Worker	58,558.00		65,868.00	64,488.33	-	64,488.33	1,379.67	
529800	Speech Therapist	40,021.73		41,906.00	42,445.92	-	42,445.92	(539.92)	
552100	School Secretary	188,943.33		205,991.00	202,733.40	-	202,733.40	3,257.60	
557100	Paraprofessional	657,684.01		574,558.00	575,353.44	-	575,353.44	(795.44)	
557600	Clinic Aides	25,494.00		26,674.00	26,593.47	-	26,593.47	80.53	
591100	Custodian	156,020.75		104,112.00	109,027.69	-	109,027.69	(4,915.69)	
591400	Campus Supervisor	50,102.00		65,355.00	65,937.98	-	65,937.98	(582.98)	
599400	Unused Sick Leave	30,866.29		32,000.00	32,744.37	-	32,744.37	(744.37)	
599810	Additional Pay - Certificated	4,253.90		12,150.00	12,050.00	-	12,050.00	100.00	
599820	Additional Pay-Classified	4,024.91		1,250.00	1,250.00	-	1,250.00	-	
599830	Additional Pay-Administrative	500.00		0.00	-	-	-	-	
	Salaries	4,243,450.76		4,684,442.00	4,641,936.67	-	4,641,936.67	42,505.33	
699000	Employee Benefits	1,142,500.35		1,286,405.00	1,265,674.84	-	1,265,674.84	20,730.16	
	Benefits	1,142,500.35		1,286,405.00	1,265,674.84	-	1,265,674.84	20,730.16	
	Total Salaries and Benefits	5,385,951.11		5,970,847.00	5,907,611.51	-	5,907,611.51	63,235.49	
701000	Mileage And Travel				47.04	-	47.04	1,052.96	
702000	Employee Training & Conf	10,261.23		13,350.00	5,858.56	-	5,858.56	7,491.44	
708000	Background Verifications	2,172.00		2,405.00	1,810.50	-	1,810.50	594.50	
710000	Meals/Refreshments	2,816.40		7,805.00	6,153.74	-	6,153.74	1,651.26	
713000	Student Transportation	3,257.02		10,500.00	6,424.36	-	6,424.36	4,075.64	
715000	Student Admission/Entry Fees	7,642.00		43,000.00	33,877.47	-	33,877.47	9,122.53	
721000	Legal Fees	1,140.00		5,000.00	4,365.00	-	4,365.00	635.00	
723000	Printing	-		1,100.00	-	-	-	1,100.00	



Account		Prior Year			Current Year			Current Year		
Number	Description	Total	Estimated Revenue	Budget	Operational Funds	Capital Funds	Total	Variance		
731000	Contracted Services	211,603.71		172,182.00	150,884.22	-	150,884.22	21,297.78		
735000	Bank Fees & Other Expense			0.00	-	120.46	120.46	(120.46)		
743000	Equipment Rental	3,849.78		5,200.00	1,648.69	-	1,648.69	3,551.31		
745000	Contract Maint/Eq Repair	6,344.55		10,100.00	4,943.45	-	4,943.45	5,156.55		
745500	Technology Services	39,698.83		53,430.00	59,052.72	-	59,052.72	(5,622.72)		
746000	Const Maint/Repair-Bldg	42,031.44		54,200.00	41,336.38	-	41,336.38	12,863.62		
747000	Software Purch/Lease	-		0.00	-	-	-	-		
752000	Marketing - Advertising	1,021.54		500.00	3,018.23	-	3,018.23	(2,518.23)		
761000	Natural Gas	15,312.07		18,360.00	18,363.68	-	18,363.68	(3.68)		
764000	Electricity	56,159.28		78,500.00	64,922.09	-	64,922.09	13,577.91		
765000	Voice Communication Line	14,623.88		13,860.00	13,344.54	-	13,344.54	515.46		
766000	Water & Sanitation	18,199.26		19,595.00	17,888.68	-	17,888.68	1,706.32		
768000	Postage	196.05		600.00	288.08	-	288.08	311.92		
769000	Permits/Licenses/Fees	296,826.93		19,330.00	19,925.56	-	19,925.56	(595.56)		
770000	Risk Management/Charges	80,770.99		91,543.00	88,648.28	-	88,648.28	2,894.72		
770800	Unemployment Comp Insur	12,988.12		14,210.00	11,511.20	-	11,511.20	2,698.80		
781000	Lease Purch-Other-Principal	170,000.00		175,000.00	-	175,000.00	175,000.00	-		
781001	Principal Refinance	6,475,000.00		0.00	-	-	-	-		
781500	Lease Purch-Other-Interest	841,336.12		284,686.00	-	284,686.42	284,686.42	(0.42)		
950000	Transfers	758,663.10		787,011.00	787,010.34	-	787,010.34	0.66		
	Purchased Services	9,072,211.47		1,882,567.00	1,341,322.81	459,806.88	1,801,129.69	81,437.31		
801000	Contingency	-		4,392,056.00	-	-	-	4,392,056.00		
804000	Fund Raising	-		1,500.00	-	-	-	1,500.00		
805000	Materials/Supplies-Other	9,788.18		20,575.00	11,633.56	-	11,633.56	8,941.44		
806000	Materials/Supplies Resale	8,455.86		20,600.00	16,788.88	-	16,788.88	3,811.12		
810000	Office Material/Supplies	948.08		3,500.00	3,267.21	-	3,267.21	232.79		
810001	Office Equipment - Under \$5K	3,816.66		8,350.00	6,111.98	-	6,111.98	2,238.02		
812000	Clinic Supplies/Materials	469.68		1,250.00	463.23	-	463.23	786.77		
814000	Custodial Supplies	8,595.36		15,200.00	12,718.14	-	12,718.14	2,481.86		
820000	Instructional Material/Supply	71,567.00		103,095.00	81,007.18	-	81,007.18	22,087.82		
820001	Instructional Equip-Under \$5K	16,449.52		70,034.00	78,883.24	-	78,883.24	(8,849.24)		
822000	Textbooks	14,162.07		8,671.00	5,293.27	-	5,293.27	3,377.73		
823000	Copier Usage	18,238.98		20,100.00	24,795.00	-	24,795.00	(4,695.00)		
824000	Testing Materials	227.80		1,000.00	866.30	-	866.30	133.70		
826000	Graduation Materials	-		500.00	39.34	-	39.34	460.66		
829000	Athletic Supplies	-		0.00	-	-	-	-		
840000	Maint Materials/Supplies	19,351.82		20,500.00	14,785.65	-	14,785.65	5,714.35		
870000	Library Materials	2,897.58		3,200.00	2,904.25	-	2,904.25	295.75		
885000	Miscellaneous Expense	0.32		500.00	-	-	-	500.00		
889000	Consumable Supplies	8.97		500.00	150.12	-	150.12	349.88		
	Materials and Supplies	175,077.88		4,691,131.00	259,707.35	-	259,707.35	4,431,423.65		
	Building Improvements	69,933.44		461,000.00	412,761.80	-	412,761.80	48,238.20		
	Capital Outlay	69,933.44		461,000.00	412,761.80	-	412,761.80	48,238.20		
	Total Expenditures	14,703,173.90		13,005,545.00	7,921,403.47	459,806.88	8,381,210.35			
	Pre-Adjusted Carryforward	5,237,910.70			3,391,404.37	2,495,639.44	5,887,043.81			
	TABOR (school enters amount)				215,925.17					
	Adjusted Carryforward	5,237,910.70			3,175,479.20	2,495,639.44	5,887,043.81			

Governance Committee Report

Executive Summary

The governance committee has the following goals for 2022-2023 school year:

- Investigate, gather data, and implement a Board of Directors dashboard.
- Update policies and by-laws, as necessary.
- Board Training

Strategic Plan

Board Dashboard

Each year, the Board of Directors is presented with a ton of data points. The challenge, though, is keeping track of these data points and being able to compare them year to year. This level of comparison allows the Board to see trends and helps with the decision-making process. A goal of the Governance committee this year is to continue investigating what data might be beneficial. This might include static data (such as square footage of our buildings), yearly updates (CMAS scores) and project related data (such as evaluation of prior capital construction projects). Once some key data points are determined, we will work with the various committees and individuals to gather the data. The final piece of the puzzle will be to put together a dashboard that is easy to update and view. I will continue to work with individual committees to gather this data and present it to the board.

Update Policies and By-laws

This year, I would like to continue the review of our current by-laws and policies to ensure that they are consistent and clear. Each meeting we will spend time reviewing policies and look at what changes may need to be made.

Board Training

It is always important for the Board to be educated on our responsibilities. Most months, there are policy items listed for the board to review. I will plan on sending out the item that is to be reviewed prior to the meeting and have a brief discussion on the item.

In addition, it is good for the board to review the board training modules from CDE. August through May, I will ask the Board to review 3 of the CDE training modules and review some questions related to those modules to help us internalize this learning for our Board.

Other Business

4.1.7 Board Committee Principles

Board committees, when used, will be assigned so as to reinforce the wholeness of the Board's job and so as never to interfere with delegation from the Board to the Executive Director.

(1) Board committees are to help the Board do its job. Committees ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees will normally not have dealings with current staff operations.

- (2) Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully written in order not to conflict with authority delegated to the Executive Director.
- (3) Board committees cannot exercise authority over staff. Because the Executive Director works for the Board, the Executive Director will not be required to obtain approval from a committee of the Board before an Executive action.
- (4) Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a Board committee that has helped the Board create policy on some topic will not be used to monitor organizational performance on that same topic.
- (5) Committees will be used where appropriate.
- (6) This policy applies to any group that is formed by Board action, whether or not it is called a committee and regardless of whether the group includes Board members. It does not apply to committees formed under the authority of the Executive Director.

4.1.8 Board Committee Structure

The structure of the committees will facilitate their effectiveness.

- (1) Each Board committee will explicitly state its goal(s).
- (2) Each Board committee will explicitly state its actions.
- (3) Each Board committee will make regular reports to the Board.

Board Training Modules

Here are the modules we are reviewing for this month:

- Board Member Conduct
- Board Structure and Responsibilities
- Promoting the Vision and Mission

Next Meeting

To be determined