

Lincoln Academy Board of Directors

Regular Meeting Minutes



Date: Monday, June 13, 2022 at 6:30 p.m.

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

Microsoft Teams Online Meeting Platform

Recording of Teams Meeting (available for 90 days after the meeting).

- (1) To comply with **current school considerations** the Lincoln Academy Board of Directors and other necessary personnel may attend in person. Everyone in attendance must follow all posted health and safety precautions. Masks must be worn by all persons while in the school. We will continue to offer on-line attendance via "Teams".
- (2) For **Public Comment**, you must sign up by 6:00 p.m. on the day of the meeting. (Sign up link [was] available [here](#)) Public Comment will be conducted in person. If you would like other considerations, please email Stephanie Trowbridge, President.

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 @ 6:37 p.m.
- B. Reading of Mission and Vision
- C. Roll call
 - a. Present: Stephanie Trowbridge (President), Micah Gilbreath (Vice President), Amanda Corrion, Lacy Cleveland (Secretary), Sarah Wasinger (SAC Committee), David Schoenhals (Executive Director)
 - b. Absent: Doug Neely (excused absence)
 - c. Guest (1 non-staff, 1 staff)
- D. Welcome Guest
- E. Public Comment

2. Consent Agenda

- A. Regular Meeting Agenda for June 13, 2022
- B. Approval of Meeting Minutes from May 9, 2022

3. Executive Director Report (David Schoenhals)

- A. Staff Award Winners
- B. Strategic Plan Review

4. Committee Reports @ 7:25 p.m.

- A. Executive (Stephanie Trowbridge)
 - a. Board Code of Conduct Review
- B. School Accountability (Sarah Wasinger) @ 7:32 p.m.
- C. Facilities (Micah Gilbreath) @ 7:34 p.m.
- D. Finance (Amanda Corrion) @ 7:44 p.m.
 - a. **Motion 5-6-13:** Motion to approve the 2021-22 budget as presented including a Contingency Reserve Appropriation of \$4,392,056 to be in compliance with C.R.S. 22-44-16.
 - i. Motion by Amanda Corrion.
 - ii. Second by Stephanie Trowbridge
 - iii. Votes: Lacy Cleveland (Y), Amanda Corrion (Y), Doug Neely (absent), Micah Gilbreath (Y), Stephanie Trowbridge (Y), Sarah Wasinger (Y)
 - iv. Motion is Passed, 5-0, 1 absent.
- E. Development (none)
- F. Governance (Doug Neely; none)

5. New Business @ 7:51 p.m.

- A. Review of Homes on Property
 - a. **Motion 6-6-13:** to approve the abatement and demolition of the existing rental properties and driveline buildings on the Lincoln Academy campus.
 - i. Motion by Micah Gilbreath.
 - ii. Second by Stephanie Trowbridge.
 - iii. Votes: Lacy Cleveland (Y), Amanda Corrion (Y), Doug Neely (absent), Micah Gilbreath (Y), Stephanie Trowbridge (Y), Sarah Wasinger (Y)
 - iv. Motion is Passed, 5-0, 1 absent.
 - b. **Motion 7-6-13:** Motion to approve the Colorado Asbestos Consulting, LLC for requisite consultant/project management services and a fee for a not to exceed amount of \$33,000.00.
 - i. Motion by Micah Gilbreath.
 - ii. Second by Stephanie Trowbridge.
 - iii. Votes: Lacy Cleveland (Y), Amanda Corrion (Y), Doug Neely (absent), Micah Gilbreath (Y), Stephanie Trowbridge (Y), Sarah Wasinger (Y)
 - iv. Motion is Passed, 5-0.
- B. Recruit Plan @ 8:04 p.m.

6. Announcement @ 8:25 p.m.

- A. Upcoming Board Action Items
- B. No meeting in July, August meeting starts at 7 p.m., Back-To-School BBQ the same night

7. Adjourn

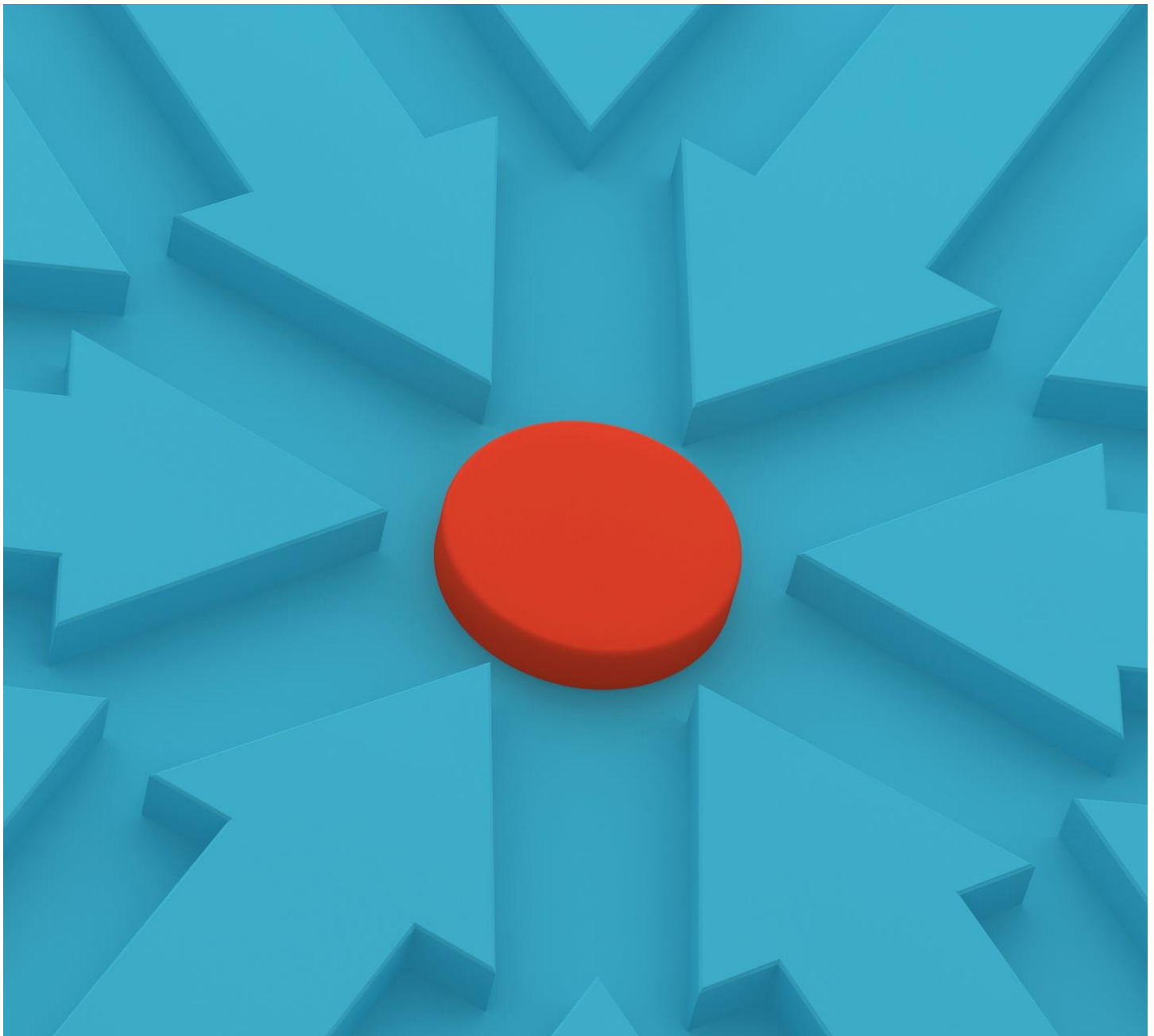
- A. Meeting adjourned at 8:30 p.m.

Respectfully Submitted by

Lacy M. Cleveland

Secretary

Lincoln Academy Board of Directors



LINCOLN ACADEMY

EXECUTIVE DIRECTOR REPORT

JUNE 13, 2022

David Schoenhals

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.

TOPICS

Value Awards

Strategic Plan Review

- Academic: Reading and Math
- Curriculum: Vertical Alignment
- Curriculum: Math Adoption
- Culture: Staff Retention
- Culture: Transparency and Clear Communications
- Culture: Social/Emotional Needs of Students
- Facilities: Research and Prepare Plan for Building B

STAFF AWARD WINNER

Teacher of the Year **Amy Jenkins**

Valuing People **Katie Neely**

Excellence **Mallory Kirkland**

Integrity **Jessie Newsome**

Leadership **Matt Spahn**

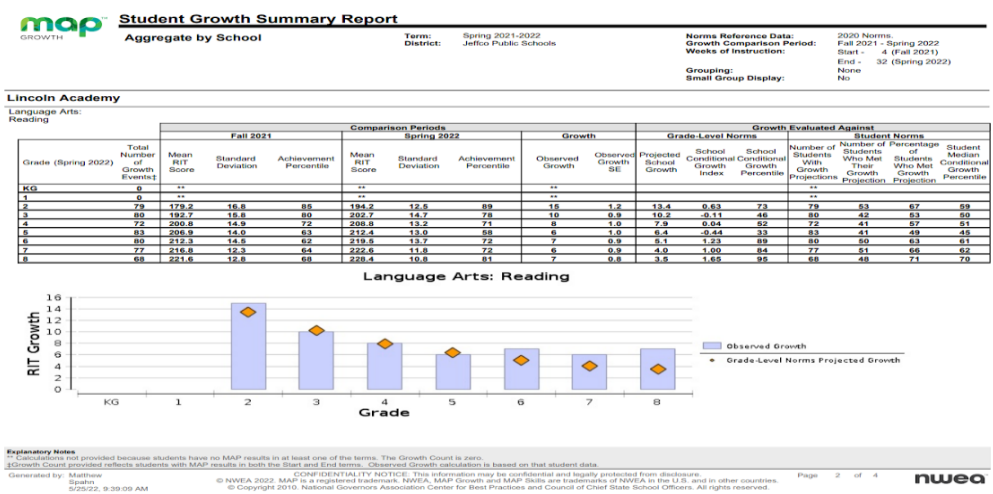
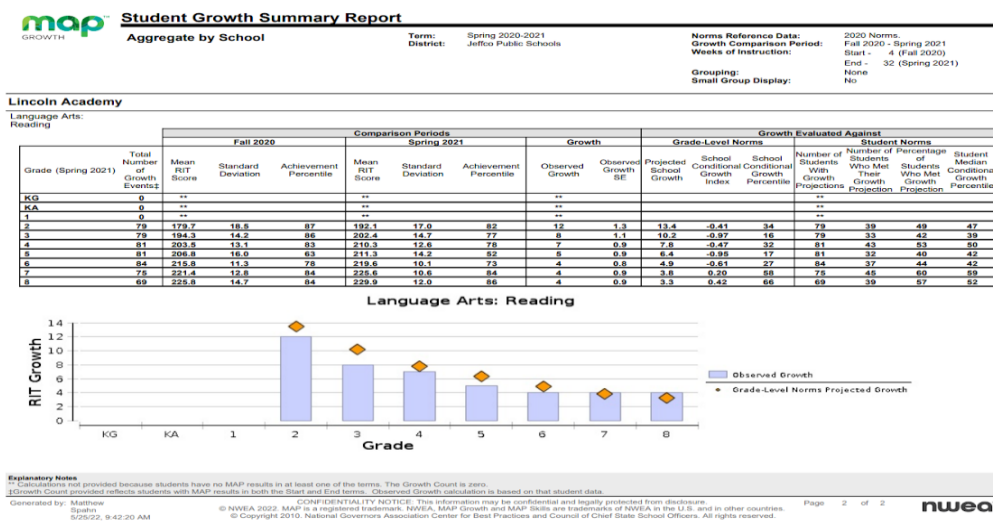
ACADEMIC: READING

MAP SPRING DATA

Academic: Reading – Compared to Previous Year Data Strategic Plan Goal 2021-2022

Increase 2-3 percentiles with a minimum value median growth percentile of 50

Grade	2020-2021	2021-2022
ALL	47	58
2	47	59*
3	39	50*
4	50	51
5	42	45
6	42	61*
7	59	62*
8	52	70*



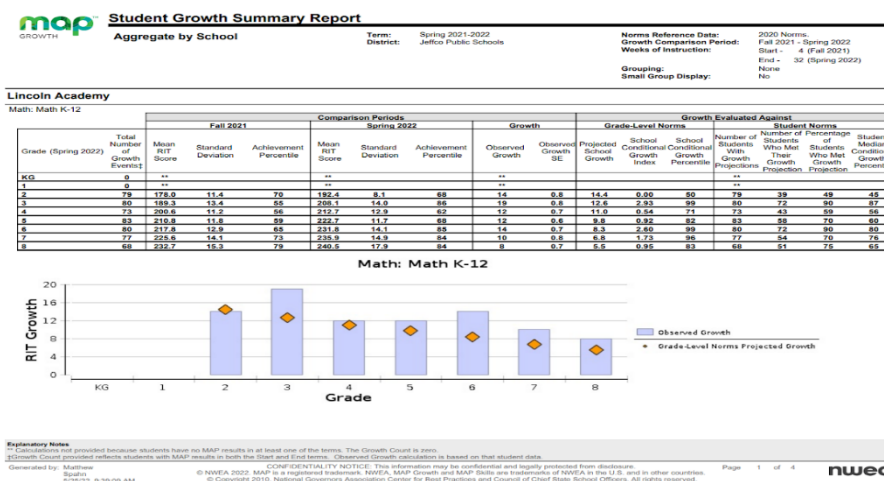
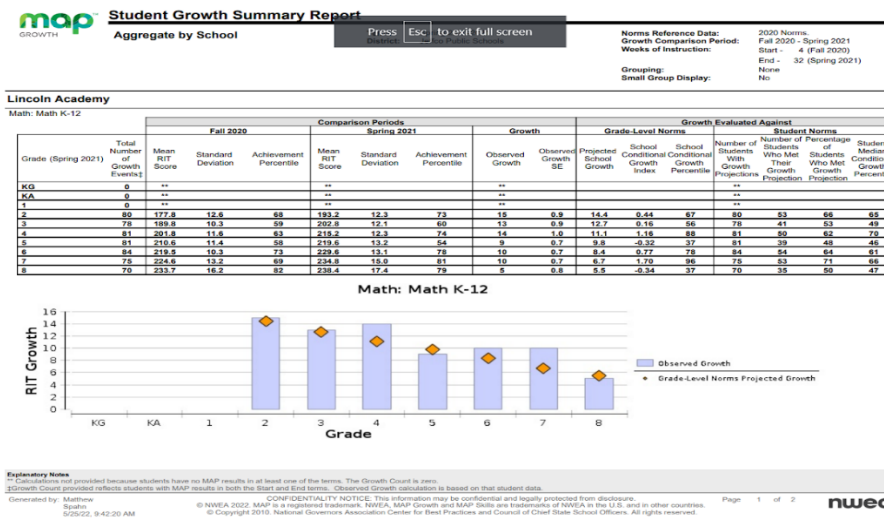
ACADEMIC MATH

MAP SPRING DATA

Academic: Math – Compared to Previous Year Data Strategic Plan Goal 2021-2022

Each grade-level cohort shows increase of 2-3 median growth percentiles with a minimum median growth percentile of 55.

Grade	2020-2021	2021-2022
ALL	58	68
2	65	45
3	49	87*
4	70	56
5	46	60*
6	61	80*
7	66	76*
8	47	65*



Academic Goals

How did we do?

- In both reading and math, we achieved our goal in 5 out of 7 grades.
- In 3rd grade and 6th grade math, we had the highest average growth score of any school in Jeffco.
- Overall, we had a double digit increase in average growth in both math and reading.
- Significant decrease in average growth for both 2nd and 4th grades.
- Within cohort groups, growth mostly stable or increasing with the exceptions of 5th grade in both Math (70 to 60) and ELA (50 to 45)

Next steps?

- Digging deeper into the data for MAP (and eventually CMAS) as an administration team and teachers to determine which students are demonstrating significant growth and which ones aren't.
- At each grade-level, utilizing the data to determine what changes need to be made based on the results of last year and the needs of this year's students.
- Determine if a lack of significant growth with certain students or with the grade-level as a whole is a result of teachers needing more support around how to differentiate support or if it relates to adjustments needing to be made in content to ensure there is significant new learning.
- Strategically placing our more struggling teachers in classes where a DSS teacher can support. Providing more push-in support and less pull-out.
- Utilizing ESSER III funds to pay teachers this summer to do the following work.
 - 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

CURRICULUM: VERTICAL ALIGNMENT

Until the new administration team starts working together in mid-July, it is difficult to commit to a plan for what the work will look like next year and beyond. There are, however, some parts of vertical alignment that has been identified by me and other staff that invariably will be a part of future work.

- Ensuring that the Core Knowledge sequence is followed by all grades/courses at our school.
- For this school year, looking closely at Saxon math in each grade-level to ensure that there is enough significant new learning for students and adjust accordingly.
- Through the math adoption process, teachers will understand how certain concepts are developed through each grade-level.
- Understanding what students have learned in previous grade-levels and what they will need to learn in future grade-levels helps teachers to better understand what to prioritize in teaching.
- Utilization of writing rubrics vertically (and horizontally) to ensure expectations/rigor, calibration, and clarity.
- Vertical work helps teachers to understand proficiency at their grade-level and also helps with grading calibration.
- Teachers knowing what content and expectations students have had at previous grade-levels helps them to build off student understandings as well as reactivate the student's prior knowledge,
- The vertical alignment process facilitates collaboration, analysis, and deep reflection of the school's curriculum. It moves teachers away from what students will do to what students will know and be able to do.

CURRICULUM: MATH ADOPTION

Moved to 22-23

- More time to utilize materials/lessons that support both procedural fluency and conceptual understanding
- After a decision is made, determine a plan for implementation including pacing guides that take into consideration cohort mathematical concepts taught at each grade-level through Saxon and the new resource, professional development, and future unit planning opportunities.
- Engage the community in the process

CULTURE: STAFF RETENTION

Staff Not Returning to Lincoln in 2022-2023

Mallory Kirkland	8 th ELA
Becka Prestien	4 th
Laura Price	1 st
Carey Ridenour	2 nd
Heather Trelease	PK
Sharon Leasure	3 rd
Lindsey Holmes	5/6 Science
Audrey Klein	Nurse
Janelle Johnson	Principal
Lindsey Tomsick	Principal
Anita Gimple	ALP
Jessica Simmons	7/8 Science
Kimberly Nyquist	7/8 STEM
Vinny Rosa	7 th ELA
Rebecca Gustafson	EA
Katie Will	1 st

Staff Retention Actions

- Prioritization of staff compensation (Teacher 6% plus steps when applicable, EAs 25%)
- MS staff not teaching electives to have more time for planning and working with teams in Core Academic areas
- ES teachers having EAs taking students to specials and bringing them back. Creative use of resources to provide more opportunities for unit planning. Commitment to fill EA positions, especially at younger grades.
- Climate and culture focus.
- Intentionally celebrating staff, especially in person
- Clear discipline/support expectations and plan
- Providing staff with the necessary tools to be successful
- Trust, Trust, Trust

CULTURE: TRANSPARENCY AND CLEAR COMMUNICATION

Clear Communications Actions

- 12-month Work Plan that includes different tasks/events, who will be a part of the work, point-person, due dates, and deadline for when it will be communicated (ensuring a minimum of two weeks notification).
- When communications occur through the Loop, make sure that the calendar is simultaneously updated.
- Website update plan determined this summer.

CULTURE: SOCIAL/EMOTIONAL NEEDS OF STUDENTS

Actions: Homeroom starting at 8:00 everyday for all students

- SEL lessons taught 2-3 days/week (Second Step Curriculum)
- Buddy classrooms where older students support younger students (mentors/teach lessons, etc.)
- GT Pullout time
- Math Intervention Time
- Morning Meeting
- Homework help time

FACILITIES: RESEARCH AND PREPARE PLAN FOR BUILDING B

Initial meeting held to have preliminary discussions around potential options, costs, and funding sources. It was determined that the first step with the process will be to update the master feasibility and cost study. This will give us tangible information that will help us to be more efficient and effective in determining what is possible before we begin investigation options for remodeling and/or new structures.

Executive Team Report - June 2022

Stephanie Trowbridge, President

1. Executive Director Check-In

Stephanie and Micah touched base with David at the end of May to plan the agenda and the Strategic Plan update. David will work with Mr. Hurst and Mr. Younkerman this summer to plan for the next school year, redefining goals and making new ones. He will work on his Executive Director goals and report timeline for the Board to follow-up by September.

2. Agenda Planning

We will review the code of conduct at our meeting.

Our new Board meeting dates start in August. The August agenda will arrive to the Board by August 9, 2022. Reports are due to the Board, if possible, August 10, 2022 by 6:30 p.m.. Motions will need to be to the Board 72 hours before our meeting so August 13th by 6:30 p.m.. I will post the official agenda on August 14th by 6:30 p.m..

We will all have grace in these areas, however, I am required to post the agenda at the 48-hour point prior to our meetings. I will continue to do my best to remind us and encourage report reading prior to our meetings in hopes we can create shorter meetings.

3. Strategic Planning

We had a good workshop on June 2nd, however, we missed David and Micah. We will hear more from David at our meeting and continue to review our plan as we move forward next year.

4. Board Playbook

Stephanie sent out the latest draft of the playbook at the beginning of the month. Feedback is encouraged. Finalizing the draft will happen in July.

Facilities Committee Report June 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 August 5th (8:15-9:30 AM).**

Executive Summary

- Building and Campus Safety
- 72nd Project Update from Muller
- Design update for Lincoln Internal sitework
- Building B Roof update
- Playground improvements
- Building Corporation recommendation for rental properties
- Committee schedule for Priority List and Facility related Dash Board Metrics

Building & Campus Safety:

- Operations team continues to ensure building and campus safety Building B Doors
- 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 August committee meeting

72nd Project update:

- City project is currently over budget and behind schedule due to RR coordination and materials escalation
- Lincoln north property line trees to be removed Summer 2022
- All Oak Street work besides the Lincoln Entrance shift south to Parfet to be completed Summer 2022 (change approval in progress with the City)
 - Includes Oak Widening, sidewalk addition, curb/gutter/drainage up to Lincoln property entrance

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

- Lincoln, City of Arvada, and consultant Muller Engineering met to discuss drainage requirements
 - Permitting requirements will fall under city permitting
 - Vanir confirmed the district is working on new permitting requirements with the state but this project most likely won't fall within that timeline
 - Water quality will be required; drainage report, grading and drainage construction documents, erosion control plan and specs., site disturbance permit, and O&M manual for the water quality pond. School will be required to maintain.
- 30% design package to begin in April with completion in July
- 90% design package to begin after 30% with Completion in early Fall
- 90% to 100% fairly simple (usually) Design package complete in late fall
 - Shelf package until early spring of 2023 when we will go to bid and select a contractor
- As of now team feels confident work will be completed over summer break **2023**
- Period of performance is extended to **October 31, 2023** for construction support

Building B Roof:

- Work will begin last week of June
- Roof replacement costing is included in 2022-2023 budget and will not require a separate motion

Facilities Committee schedule for Priority List and Dashboard Metrics:

- Committee will have working meeting in June to complete annual task of Review/Update of facilities priority list
- Committee will delegate work for obtaining and placing facilities metrics on dashboard (May/June)
- Committee is working to obtain bids for decision of rental properties work/abatement demo with Building Corp.

Playground Improvements:

- PTO has requested Facilities Team to determine use of Dance fundraiser earnings for playgrounds
 - New structure for K-4th playground
 - New Swings for 5th-8th playground (behind building C)
- Large green structure on K-4th playground is outdated and no longer has replaceable parts, new structure will replace

Recommendation for rental properties (includes two motions):

- Building Corp. and the Facilities Committee recommend abatement and demolition of the existing rental properties (Center house and Northeast house) along with the storage buildings along the interior driveline
 - Age of homes: maintenance and safety issues (Sanitary Systems, Electrical, Structural ect)
 - School cannot continue to manage rental properties
 - Homes do not meet historical preservation requirements
- See attachment for cost comparison for Abatement & Demo vs Repair & Remodel
- Proposed schedule for recommendation
 - August - Current Tennant's will vacate properties by August 15th (Both properties have found alternative housing and confirmed that could be share with the BoD)
 - September – Inspection, sampling, and sampling analysis
 - 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

Proposed Motions:

Motion: Motion to approve the abatement and demolition of the existing rental properties and driveline buildings on the Lincoln Academy campus.

Motion: Motion to approve the Colorado Asbestos Consulting, LLC for requisite consultant/project management services and a fee for a not to exceed amount of \$33,000.00

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 discussion with Building Corp., Summer project update.

Next Facilities meeting at Lincoln Academy will be August 5th 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.
- **In progress (Summer of 2022 construction):** 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
- **In progress:** Rental properties decision
- **In progress:** Addition of facilities data/metrics to BoD internal dashboard
- **In progress:** 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



Account		Prior Year		Current Year		Current Year	Current Year	Variance	Percent Spent
Number	Description	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		
401000	Commissions/Profits	2,157.19	8,663.00	0.00	1,968.03	-	1,968.03	6,694.97	23%
401400	Ticket Sales	-	1,668.00	0.00	1,195.00	-	1,195.00	473.00	72%
408000	Resale	10,388.31	20,000.00	0.00	20,984.41	-	20,984.41	(984.41)	105%
409000	Sales-Fund Raising	294.78	12,846.00	0.00	3,120.50	-	3,120.50	9,725.50	24%
411000	Prop Tax-Mill Levy Override	1,348,701.29	1,327,395.00	0.00	1,353,584.50	-	1,353,584.50	(26,189.50)	102%
415000	Earnings On Investments	101.94	11,330.00	0.00	-	838.72	838.72	10,491.28	7%
419000	Other Revenue	24.76	1,137.00	0.00	2,141.17	-	2,141.17	(1,004.17)	188%
431100	Capital Lease Proceeds	9,023,895.85	-	0.00	-	-	-	-	n/a
433000	State Revenue - Other	217,844.70	209,948.00	0.00	16,956.52	178,914.44	195,870.96	14,077.04	93%
434000	Exceptional Children Revenue	89,384.40	75,000.00	0.00	75,955.04	-	75,955.04	(955.04)	101%
438000	State ELPA Revenue	9,681.12	-	0.00	-	-	-	-	n/a
450000	Transfers PPR	5,726,686.23	6,299,094.00	0.00	6,329,633.96	-	6,329,633.96	(30,539.96)	100%
450000	Transfers Bonds	675,690.70	463,882.50	0.00	-	439,722.43	439,722.43	24,160.07	95%
451000	Fees/Dues	42,885.99	62,817.00	0.00	71,917.16	-	71,917.16	(9,100.16)	114%
455000	Tuition from Individuals	243,869.44	253,895.00	0.00	245,755.91	-	245,755.91	8,139.09	97%
455000	Tuition from Individuals on Deposit for 22-23	-	-	0.00	28,706.10	-	28,706.10	(28,706.10)	n/a
461000	Building Rental	9,600.00	15,796.00	0.00	10,730.00	-	10,730.00	5,066.00	68%
474000	Transportation - Field Trips	10,565.76	49,968.00	0.00	37,085.85	-	37,085.85	12,882.15	74%
482000	Activity Revenue	400.00	21,711.00	0.00	8,430.00	-	8,430.00	13,281.00	39%
493500	Proceeds-Surplus Property	-	625,000.00	0.00	625,000.00	-	625,000.00	-	100%
498000	Donations	34,099.00	10,000.00	0.00	11,125.00	-	11,125.00	(1,125.00)	111%
499000	Miscellaneous Revenue	-	600.00	0.00	-	-	-	600.00	0%
950500	Mandatory Transfers STATE INTERCEPT	(675,690.70)	(463,882.50)	0.00	(237,162.11)	(212,874.48)	(450,036.59)	(13,845.91)	97%
	Revenues	16,770,580.76	9,006,868.00	-	8,607,127.05	406,601.11	9,013,728.16	(6,860.16)	100%
	Available	19,941,084.60	9,006,868.00		11,357,719.83	2,893,919.03	14,251,638.86	(6,860.16)	158%
511700-52100	Adminstration	298,067.58		431,809.00	384,061.50	-	384,061.50	47,747.50	89%
521100	Teacher	2,407,477.33		2,672,362.00	2,403,964.03	-	2,403,964.03	268,397.97	90%
521900	Substitute Teacher	14,085.00		29,900.00	23,145.00	-	23,145.00	6,755.00	77%
522100	Counselor	23,292.90		24,130.00	23,148.19	-	23,148.19	981.81	96%
522200	Teacher Librarian	65,461.80		71,247.00	65,193.33	-	65,193.33	6,053.67	92%
524200	Coordinator - Classified	115,760.82		131,968.00	95,957.82	-	95,957.82	36,010.18	73%
526200	Instructional Coach	38,327.70		116,732.00	100,391.26	-	100,391.26	16,340.74	86%
529200	Occupational Therapist	33,714.29		36,378.00	32,354.85	-	32,354.85	4,023.15	89%
529400	Nurse	30,794.42		30,670.00	28,049.47	-	28,049.47	2,620.53	91%
529600	Social Worker	58,558.00		93,694.00	75,737.16	-	75,737.16	17,956.84	81%
529800	Speech Therapist	40,021.73		42,095.00	39,264.83	-	39,264.83	2,830.17	93%
552100	School Secretary	188,943.33		214,487.00	178,554.69	-	178,554.69	35,932.31	83%
557100	Paraprofessional	657,684.01		610,287.00	496,021.14	-	496,021.14	114,265.86	81%
557600	Clinic Aides	25,494.00		24,488.00	22,578.91	-	22,578.91	1,909.09	92%
591100	Custodian	156,020.75		125,402.00	94,334.77	-	94,334.77	31,067.23	75%
591400	Campus Supervisor	50,102.00		60,188.00	58,980.71	-	58,980.71	1,207.29	98%
599400	Unused Sick Leave	30,866.29		45,000.00	2,662.66	-	2,662.66	42,337.34	6%
599810	Additional Pay - Certificated	4,253.90		15,000.00	12,050.00	-	12,050.00	2,950.00	80%
599820	Additional Pay-Classified	4,024.91		1,750.00	1,250.00	-	1,250.00	500.00	71%
599830	Additional Pay-Administrative	500.00		1,750.00	-	-	-	1,750.00	0%
	Salaries	4,243,450.76		4,779,337.00	4,137,700.32	-	4,137,700.32	641,636.68	87%
699000	Employee Benefits	1,142,500.35		1,384,262.00	1,166,931.83	-	1,166,931.83	217,330.17	84%
	Benefits	1,142,500.35		1,384,262.00	1,166,931.83	-	1,166,931.83	217,330.17	84%
	Total Salaries and Benefits	5,385,951.11		6,163,599.00	5,304,632.15	-	5,304,632.15	858,966.85	86%
701000	Mileage And Travel	291.17		1,100.00	47.04	-	47.04	1,052.96	4%
702000	Employee Training & Conf	10,261.23		13,350.00	4,789.23	-	4,789.23	8,560.77	36%
708000	Background Verifications	2,172.00		2,000.00	1,592.50	-	1,592.50	407.50	80%
710000	Meals/Refreshments	2,816.40		7,805.00	5,413.12	-	5,413.12	2,391.88	69%
713000	Student Transportation	3,257.02		10,500.00	6,424.36	-	6,424.36	4,075.64	61%
715000	Student Admission/Entry Fees	7,642.00		43,000.00	33,877.47	-	33,877.47	9,122.53	79%



Account		Prior Year		Current Year		Current Year	Current Year		Current Year	
Number	Description	Total	Estimated Revenue	Budget	Operational Funds	Capital Funds	Total	Variance	Percent Spent	
721000	Legal Fees	1,140.00		5,000.00	4,365.00	-	4,365.00	635.00	87%	
723000	Printing	-		1,100.00	-	-	-	1,100.00	0%	
731000	Contracted Services	211,603.71		182,197.00	133,410.00	-	133,410.00	48,787.00	73%	
743000	Equipment Rental	3,849.78		5,200.00	924.82	-	924.82	4,275.18	18%	
745000	Contract Maint/Eq Repair	6,344.55		10,100.00	5,056.76	-	5,056.76	5,043.24	50%	
745500	Technology Services	39,698.83		42,530.00	55,587.14	-	55,587.14	(13,057.14)	131%	
746000	Const Maint/Repair-Bldg	42,031.44		54,200.00	30,722.88	-	30,722.88	23,477.12	57%	
747000	Software Purch/Lease	-		0.00	-	-	-	-	n/a	
752000	Marketing - Advertising	1,021.54		500.00	1,310.24	-	1,310.24	(810.24)	262%	
761000	Natural Gas	15,312.07		18,360.00	16,503.96	-	16,503.96	1,856.04	90%	
764000	Electricity	56,159.28		78,500.00	60,105.21	-	60,105.21	18,394.79	77%	
765000	Voice Communication Line	14,629.88		13,860.00	12,208.15	-	12,208.15	1,651.85	88%	
766000	Water & Sanitation	18,199.26		19,595.00	14,838.29	-	14,838.29	4,756.71	76%	
768000	Postage	196.05		600.00	288.08	-	288.08	311.92	48%	
769000	Permits/Licenses/Fees	296,826.93		19,330.00	18,896.70	-	18,896.70	433.30	98%	
770000	Risk Management Charges	80,770.99		91,543.00	86,434.28	-	86,434.28	5,108.72	94%	
770800	Unemployment Comp Insur	12,988.12		14,210.00	8,866.25	-	8,866.25	5,343.75	62%	
781000	Lease Purch-Other-Principal	170,000.00		175,000.00	-	175,000.00	175,000.00	-	100%	
781001	Principal-Refinance	6,475,000.00		0.00	-	-	-	-	n/a	
781500	Lease Purch-Other-Interest	841,336.12		284,686.00	-	284,686.42	284,686.42	(0.42)	100%	
950000	Transfers District Fees	758,663.10		786,000.00	787,011.06	-	787,011.06	(1,011.06)	100%	
	Purchased Services	9,072,211.47		1,880,266.00	1,288,672.54	459,686.42	1,748,358.96	131,907.04	93%	
804000	Fund Raising	-		1,500.00	-	-	-	1,500.00	0%	
805000	Materials/Supplies-Other	9,788.18		20,575.00	10,095.92	-	10,095.92	10,479.08	49%	
806000	Materials/Supplies Resale	8,455.86		20,600.00	7,673.37	-	7,673.37	12,926.63	37%	
810000	Office Material/Supplies	948.08		3,500.00	2,919.29	-	2,919.29	580.71	83%	
810001	Office Equipment - Under \$5K	3,816.66		8,350.00	11,501.34	-	11,501.34	(3,151.34)	138%	
812000	Clinic Supplies/Materials	469.68		1,250.00	303.23	-	303.23	946.77	24%	
814000	Custodial Supplies	8,595.36		15,200.00	12,474.10	-	12,474.10	2,725.90	82%	
820000	Instructional Material/Supply	71,567.00		103,095.00	57,021.83	-	57,021.83	46,073.17	55%	
820001	Instructional Equip-Under \$5K	16,449.52		18,334.00	81,434.39	-	81,434.39	(63,100.39)	444%	
822000	Textbooks	14,162.07		8,671.00	4,014.91	-	4,014.91	4,656.09	46%	
823000	Copier Usage	18,238.98		20,100.00	24,795.00	-	24,795.00	(4,695.00)	123%	
824000	Testing Materials	227.80		1,000.00	866.30	-	866.30	133.70	87%	
826000	Graduation Materials	-		500.00	39.34	-	39.34	460.66	8%	
829000	Athletic Supplies	-		0.00	-	-	-	-	n/a	
840000	Maint Materials/Supplies	19,351.82		20,500.00	11,961.91	-	11,961.91	8,538.09	58%	
870000	Library Materials	2,997.58		3,200.00	2,458.33	-	2,458.33	741.67	77%	
885000	Miscellaneous Expense	0.32		500.00	-	-	-	500.00	0%	
889000	Consumable Supplies	8.97		500.00	285.39	-	285.39	214.61	57%	
	Materials and Supplies	175,077.88		247,375.00	227,844.65	-	227,844.65	19,530.35	92%	
930000	Building Improvements	69,933.44		367,810.00	217,464.22	-	217,464.22	150,345.78	59%	
	Capital Outlay	69,933.44		367,810.00	217,464.22	-	217,464.22	150,345.78	59%	
	Total Expenditures	14,703,173.90		8,659,050.00	7,038,613.56	459,686.42	7,498,299.98			
	Pre-Adjusted Carryforward	5,237,910.70			4,319,106.27	2,434,232.61	6,753,338.88			
	TABOR (school enters amount)			230,084.19						
	Adjusted Carryforward	5,237,910.70			4,319,106.27	2,434,232.61	6,753,338.88			

Jefferson County Public Schools Charter Schools Lincoln Academy Charter School Budget for 21-22									
Account		21-22 WORKING BUDGET BOARD APPROVAL DECEMBER 13, 2021			21-22 WORKING BUDGET REVISED FUNDING JANUARY 2022 TO BOARD MARCH 2022				
Number	Description	Estimated Revenue	Budget	Bond Transfers	Estimated Revenue	Budget	Bond Transfers	COMMENTS ON DIFFERENCES	
	Prior Year Carry forward								
401000	Commissions/Profits	8,663.00	0.00		8,663.00	0.00			
401400	Ticket Sales	1,668.00	0.00		1,668.00	0.00			
408000	Resale	20,000.00	0.00		20,000.00	0.00			
409000	Sales-Fund Raising	12,846.00	0.00		12,846.00	0.00			
411000	Prop Tax-Mill Levy Override	1,327,394.90	0.00		1,352,979.42	0.00		REVISED ESTIMATES ON MILL LEVY FUNDING RECEIVED. ALL THE AMOUNTS HAVE CHANGED PLEASE REFER TO THE FUNDING SHEET FOR DETAILS.	
415000	Earnings On Investments	11,330.00	0.00		11,330.00	0.00			
419000	Other Revenue	1,137.00	0.00		1,137.00	0.00			
433000	State Revenue - Other	209,948.00	0.00		215,976.53	0.00			
434000	Exceptional Children Revenue	75,000.00	0.00		75,955.04	0.00			
438000	State ELPA Revenue	-	0.00		-	0.00			
450000	Transfers PPR Funding ONLY	6,299,094.29	0.00		6,319,319.76	0.00		SUPPLEMENTAL BILL HB22-1186 PASSED HOUSE RAISING OUR PPR TO \$8,789.04 (\$74.12 PER FTE)	
451000	Fees/Dues	62,817.00	0.00		62,817.00	0.00			
455000	Tuition from Individuals	253,895.00	0.00		253,895.00	0.00			
461000	Building Rental	15,796.00	0.00		15,796.00	0.00			
474000	Trans - Field Trips	49,968.00	0.00		49,968.00	0.00			
482000	Resale/Activity Revenue	21,711.00	0.00		21,711.00	0.00			
493500	Proceeds-Surplus Property	625,000.00	0.00		625,000.00	0.00			
498000	Donations	10,000.00	0.00		10,000.00	0.00			
499000	Miscellaneous Revenue	600.00	0.00		600.00	0.00			
950500	State Intercept Bond Transfers	(516,177.03)	0.00	516,177.03	(516,177.03)	0.00	516,177.03		
950500	Bond R &R Draw	-	0.00	0.00	-	0.00	0.00		
		8,490,691.16	0.00	516,177.03	8,543,484.72	0.00	516,177.03		
	Revenues								
512100-513100	Adminstration		431,809.00			439,496.00			
521100	Teacher		2,672,362.01			2,687,710.11			
521900	Substitute Teacher		29,900.00			29,900.00			
522100	Counselor		24,129.72			25,685.39			
522200	Teacher Librarian		71,247.00			73,247.00			
524200	Coordinator - Classified		131,968.22			110,822.49			
526200	Instructional Coach		116,732.00			120,732.00			
529200	Occupational Therapist		36,378.05			34,315.93			
529400	Charter Nurse		30,669.60			32,669.60			
529600	Social Worker		93,694.00			65,868.00			
529800	Speech Therapist		42,095.23			41,905.92			
552100	School Secretary		214,486.76			205,991.18			
557100	Paraprofessional		610,289.28			574,557.67			
557600	Clinic Aides		24,487.68			26,674.36			
591100	Custodian		125,402.20			104,112.29			
591400	Campus Supervisor		60,187.50			65,354.78			
599400	Unused Sick Leave		45,000.00			32,000.00			
599810	Additional Pay - Certificated		15,000.00			12,150.00			
599820	Additional Pay-Classified		1,750.00			1,250.00			
599830	Additional Pay-Administrative		1,750.00			0.00			
	Salaries		4,779,338.25	-		4,684,442.72	-	SALARIES AND BENEFITS REVISED TO PROJECTIONS AS OF 5/31/2022 INCLUDES BONUSES	
699000	Employee Benefits		1,384,260.90	-		1,286,405.74	-		
	Benefits		1,384,260.90	-		1,286,405.74	-		
	Total Salaries and Benefits		6,163,599.15			5,970,848.46			

701000	Mileage And Travel			1,100.00			1,100.00			
702000	Employee Training & Conf			13,350.00			13,350.00			
708000	Employee Background Verification			2,000.00			2,405.50		RAISED TO HANDLE CHECKS ON NEW HIRES	
710000	Meals/Refreshments			7,805.00			7,805.00			
713000	Student Transportation			10,500.00			10,500.00			
715000	Student Admission/Entry Fees			43,000.00			43,000.00			
721000	Legal Fees			5,000.00			5,000.00			
723000	Printing			1,100.00			1,100.00			
731000	Contracted Services			182,197.00			172,182.00		THE DESIGN PHASE OF THE BLDG A&C HVAC REDESIGN MOVED TO CAPITAL OUTLAY \$32,300	
743000	Equipment Rental			5,200.00			5,200.00			
745000	Contract Maint/Eq Repair			10,100.00			10,100.00			
745500	Technology Services			42,530.00			53,430.00		ADDED THE COST OF LICENSES OF THE 400 CHROMBOOKS APPROVED BY THE BOARD \$10900.	
746000	Const Maint/Repair-Bldg			54,200.00			54,200.00			
752000	Marketing - Advertising			500.00			500.00			
761000	Natural Gas			18,360.00			18,360.00			
764000	Electricity			78,500.00			78,500.00			
765000	Voice Communication Line			13,860.00			13,860.00			
766000	Water & Sanitation			19,595.00			19,595.00			
768000	Postage			600.00			600.00			
769000	Permits/Licenses/Fees			19,330.00			19,330.00			
770000	Risk Management Charges			91,543.00			91,543.00			
770800	Unemployment Comp Insur			14,210.48			14,210.48			
781000	Lease Purch-Other-Principal			0.00	175,000.00		0.00	175,000.00		
781500	Lease Purch-Other-Interest			0.00	284,686.43		0.00	284,686.43		
950000	Transfers District Fees			785,999.71			787,010.99		DISCTICT FEES WILL INCREASE WITH THE ADDITIONAL PPR	
	Purchased Services			1,420,580.19	459,686.43		1,422,881.97	459,686.43		
804000	Fund Raising			1,500.00			1,500.00			
805000	Materials/Supplies-Other			20,575.00			20,575.00			
806000	Materials/Supplies Resale			20,600.00			20,600.00			
810000	Office Material/Supplies			3,500.00			3,500.00			
810001	Office Equipment - Under \$5K			8,350.00			8,350.00			
812000	Clinic Supplies/Materials			1,250.00			1,250.00			
814000	Custodial Supplies			15,200.00			15,200.00			
820000	Instructional Material/Supply			103,095.00			103,095.00			
820001	Instructional Equip-Under \$5K			18,334.05			70,034.05		ADDED THE COST OF THE 400 CHROMEBOOKS APPROVED BY THE BOARD \$51,700	
822000	Textbooks			8,671.36			8,671.36			
823000	Copier Usage			20,100.00			20,100.00			
824000	Testing Materials			1,000.00			1,000.00			
826000	Graduation Materials			500.00			500.00			
840000	Maint Materials/Supplies			20,500.00			20,500.00			
870000	Library Materials			3,200.00			3,200.00			
885000	Miscellaneous Expense			500.00			500.00			
889000	Consumable Supplies			500.00			500.00			
	Materials and Supplies			247,375.41	-		299,075.41	-		
930000	Building Improvements			145,200.00	222,609.72		383,036.19	77,963.81	MOVED THE DESIGN PHASE OF A&C HVAC REDESIGN FROM GENERAL FUND \$32300 AND ADDED THE ESTIMATES FROM ALL VENDORS FOR THE WORK THEY WILL BILL US IN JUNE.	
	Capital Outlay			145,200.00	-		383,036.19	-		
	Total Expenditures			7,976,754.75	682,296.15		8,075,842.03	537,650.24		
	NET PROFIT/(LOSS)		5.474%	347,817.29		9.153%	446,169.48			
	21-22 Beginning Fund Balance			0.00			5,237,911.00			3.13%
	Adjusted Carry Forward			0.00			5,684,080.48			
	801000 Contingency									
	Appropriation of Carry Forward over 15%			0.00			4,392,056.00			

Lincoln Academy Board of Directors

Recruitment Plan 2022-2023

Purpose

The purpose of this document is to facilitate conversation and to develop a specific plan of action to recruit potential new board members for the 2022-2023 school year. Any parent/legal guardian who wishes to apply for a Board vacancy must have served a minimum of one school year in one of the following committees with an attendance rate of fifty percent or better: Board committees, PTO, Building Corporation Board, or other capacity approved by the Board. Therefore, the action items within this document include significant recruitment for board committees.

Mission

Our mission 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.

Vision

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

*Highlighted items were added during June 13th discussion.

Alignment with Strategic Plan

2021-2022 Goals

1. Each committee will recruit volunteers for the committee.
2. Board will create a strategic recruitment process.
3. Successful election of two board members.

2022-2023 Goals

1. Each committee will recruit volunteers for the committee.
2. Board will create a strategic recruitment process.
3. Successful election of two board members.

During the 2021-2022 school year a total of XX committee members. In 2021-2022 three new parent-members joined the School Accountability Committee, giving the committee a total of nine members. A total of four individuals, including staff, a board member, and parents comprise our Facilities Committee. In 2021-2022 the Finance Team consisted of seven members, four (including the chair) of whom are Lincoln Academy parents. The former Finance Committee chair completed his third board term in June 2022 and has been replaced by newly elected Amanda Corion. In 2021-22 Amanda served as parent volunteer on the Finance Committee. Doug Neeley chairs the Governance Committee. Currently the Governance Committee does not include any additional parents or community volunteers. Doug is seeking parent and community members to join this vital committee.

In April 2022 Micah Gilbreath and Amanda Corrion ran and were elected to the LA Board. Micah joined the board in the 2021-2year, when a mid-term seat became available. Amanda officially began her first term in June 2022.

2022-2023 Action Steps

1. Host a booth at back-to-school night.
 - a. Provide a flyer that outlines the roles and meeting times of the various committees and roles of an adjunct board member.
 - b. Create a printed and virtual sign-up sheet.
2. Parent Academy Booth.
 - a. Energizing Volunteers – both from Administrator & Teachers at Parent Academy
 - b. Multiple Faces – Administrator Share, Teachers, PTO, WatchDog, ...
3. Highlight one board committee per week in the Lincoln Loop during August and September. (The same verbiage from the back-to-school night flyer would be appropriate).
4. In August, send a personal email to teacher-recommended parents.
 - a. Late July
5. In January/February, ask teachers for recommendations; send personalized emails to recommended individuals in February.
 - a. Personally invite to come to a Board Meeting – January

Flyer Verbiage

The following verbiage provides a template for creating our Board Recruitment Flyer.

Development Committee

Until we find a Committee Chair, we will not be advising this committee. Once a chair is found, the wording below can be used.

Are you excellent at networking, fundraising or grant writing? Help us to commence and deploy a Development Committee. The Development Committee serves to build positive relationships with the community, host fundraisers, and obtain funds through grant-support. If you are interested in commencing the Development Committee, if so, please contact Lacy Cleveland (lacycleveland@lincolnacademy.net) Or complete the Google Survey found below.

Facilities Committee

Are you an engineer, electrician, or plumber? Would you consider offering your professional expertise to Lincon Academy's Facilities Committee? The Facilities Committee is responsible for providing guidance, oversight, and, when appropriate, specialized expertise to the operations team 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.

During the 2021-2022 school year, the facilities committee served a vital role in working with the city to design and develop the interior infrastructure associated with the 72nd and Oak construction, installing a new boiler , installing of two exterior security doors, obtaining an ATV for snow removal, and developing a facilities priority list. Can you join our facilities team and ensure that Lincoln Academy continues to have a safe environment for our students?

The Facilities Committee meets once a month on **Fridays**. If you are interested in joining the Facilities Committee please contact Micah Gilbreth (micahgilbreth@lincolnacademy.net) Or complete the Google Survey found below.

Finance Committee

Do you have expertise in finance and are looking for an opportunity for professional development? We are looking for individuals to join the Finance Committee. Lincoln Academy's Finance Committee monitors the school's finance and creates, advises, and reports on the budget. Would you consider joining the Finance Committee and to continue to build upon Lincoln Academy's strong financial standing?

If you are interested in joining in the Finance Committee, please contact Amanda Corrion (amandacorrion@lincolnacademy.net) Or complete the Google Survey found below.

Governance Committee

Do you enjoy reviewing and creating policies to ensure proper school governance? If so, we need you! The Governance Committee serves a variety of purposes, including creating and reviewing policies, ensuring policies are followed, and creating Board (self) evaluation procedures.

If you are interested in joining the Governance Committee contact Doug Neeley (dougneeley@lincolnacademy.net) OR complete the Google Survey found below.

School Accountability Committee

Are you passionate about school accountability? If so, would you consider joining the School Accountability Committee (SAC)? SAC is a state-mandated committee that empowers the school community by giving members a voice in critical areas of school functions while serving in an advisory role to the Executive Director. The SAC works alongside a Charter school's Board of Directors and can advise on the School Unified Improvement Plan (UIP) and Parent/family and community engagement.

The SAC writes, edits, and deploys family surveys, teacher surveys. In the 2021-2022 school year, the SAC suggested and facilitated informational nights, including, but not limited to: a presentation by Anita Gimple on learning styles, a preview of *Growing and Changing*, and a Testing Townhall with Executive Director Schoenhals. Furthermore, the SAC created a list of summer activities and camps suggested by Lincoln Academy families.

If you are interested in joining the School Accountability Committee, please email Sarah Wasinger (sarahwasinger@lincolnacademy.net) Or complete the Google Survey found below.

Google Survey

If you are interested in joining one of Lincoln Academy Board of Directors committee, please provide us with your contact details via a short Google survey found at xxxx.

Email Template

[Date]

Dear Insert Name,

You were nominated by a Lincoln Academy teacher as an asset to the Lincoln Academy community. The nominating teacher recognizes your leadership without our parent community. Thank you!

The Lincoln Academy Board of Directors would like to personally reach out and invite you to serve on a board-related committee or to be considered as an adjunct Board Member for the 2022-2023 school year. Parental involvement in committees is vital to fulfilling our mission, to help students attain their highest social and academic potential through an academically rigorous, content-rich education in a safe, orderly, and caring environment. The various board committees are listed and described in the attached flyer. Whereas, an adjunct board member, is an individual approved by the board to attend and participate in board discussions at board meetings. An adjunct board member does not hold voting rights but gains first-hand experience of the roles and responsibility of the board. Additionally, after a year of serving as an adjunct board member, adjuncts are eligible to run for a board position.

Would you consider serving on a board-related committee or as an adjunct board member? We look forward to hearing from you. Please reply to this email regarding your level of interest. If you have any questions, all Board members are happy to answer any questions you may have via phone, e-mail, or Zoom.

Sincerely,

Lacy M. Cleveland

On Behalf of the Lincoln Academy Board of Directors