Lincoln Academy Board of Directors

Regular Meeting Minutes

Date: Monday, May 9, 2022, at 6:30 p.m.
Location: Lincoln Academy Charter School, 7180 Oak Street, Arvada, CO

Microsoft Teams Online Meeting Platform

A recording of the Teams Meeting is available on the Lincoln Academy Board of Director webpage for 90 days after the meeting.

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 @ 6:32 p.m.
B. Roll call
    a. Present: Stephanie Trowbridge (President), Micah Gilbreath (Vice President), Jeff Baucum (Treasurer), Lacy Cleveland (Secretary), Doug Neely (Governance Committee), Sarah Wasinger (SAC Committee), David Schoenhals (Executive Director)
    b. Absent: None
    c. Guest
        i. In Person (1 non-staff, 2 staff)
        ii. Online (3 non-staff, 1 staff)
C. Reading of Mission and Vision
D. Welcome Guest
E. Public Comment

2. Consent Agenda

A. Regular Meeting Agenda for May 9, 2022
B. Approval of Meeting Minutes from April 11, 2022

3. Update from Staff

A. Introduction of Ryan Yonkerman

4. Executive Director Report (David Schoenhals) @ 6:44 p.m.

A. Suspension Data

B. Enrollment Updates 2022-2023
C. Educational Legislation Updates

5. Committee Reports @ 7:28 p.m.

A. Executive (Stephanie Trowbridge)
    a. Board Meeting 2022-2023 Dates Follow-up
    b. **Motion 53-5-9:** Move to approve the Board meeting scheduled as presented for 2022-2023.
        i. Motion by Stephanie Trowbridge.
        ii. Second by Doug Neely.
        iii. Votes: Jeff Baucum (Y), Lacy Cleveland (Y), Doug Neely (Y), Micah Gilbreath (Y), Stephanie Trowbridge (Y), Sarah Wasinger (Y)
        iv. Motion is Passed, 6-0.
B. School Accountability (Sarah Wasinger) @ 7:45 p.m.
C. Facilities (Micah Gilbreath) @ 8:00 p.m.
D. Finance (Jeff Baucum) @ 8:07 p.m.
    a. **Motion 54-5-9:** Move to approve the 2022-2023 Lease Appropriation Resolution as presented.
        i. Motion by Jeff Baucum.
        ii. Second by Micah Gilbreath.
        iii. Votes: Jeff Baucum (Y), Lacy Cleveland (Y), Micah Gilbreath (Y), Doug Neely (Y), Stephanie Trowbridge (Y), Sarah Wasinger (Y)
        iv. Motion is Passed, 6-0.
E. Development (none)
F. Governance (Doug Neely) @ 8:22 p.m.
    a. **Motion 55-5-9:** The Election Committee moves to certify the board elections to show that Micah Gilbreath (with 39 votes) and Amanda Corrion (with 35 votes) were duly elected to the office of Lincoln Academy Board Member for the term commencing on June 1st, 2022 for a term of three years ending May 31st, 2025.
        i. Motion by Doug Neely.
        ii. Second by Stephanie Trowbridge.
        iii. Votes: Jeff Baucum (Y), Lacy Cleveland (Y), Micah Gilbreath (Y), Doug Neely (Y), Stephanie Trowbridge (Y), Sarah Wasinger (Y)
        iv. Motion is Passed, 6-0.
    ~~b.~~ **Motion 56-5-10:** Move to add the following statement to Policy 2.1.1 Treatment of Parents "(8) Fail to post the proposed school calendar or any proposed calendar change for students contact days at least 30 days prior to approval." ~~submitting the calendar to the Board for approval."~~
        i. Motion by Doug Neely.
        ii. Second by Stephanie Trowbridge.
        iii. Friendly amendment, to strike "the submitting the calendar to the Board for approval."
        iv. Second of friendly amendment by Stephanie Trowbridge.
        v. Votes: Jeff Baucum (Y), Lacy Cleveland (Y), Micah Gilbreath (Y), Doug Neely (Y), Stephanie Trowbridge (Y), Sarah Wasinger (Y)
        vi. Motion is Passed, 6-0.
    c. **Motion:** Move to approve the 2022-23 Board Calendar as submitted.
        i. Motion by Doug Neely.

ii. Second by Micah Gilbreath.
iii. Motion withdrawn by Doug Neely.

6. Board Training @ 8:49 p.m.

A. Special Education
B. Pitfalls to Avoid
C. Additional Best Practices

7. New Business

A. Adjourn to 2022-2023 New Board to Elect New Board Members
    a. Motion by Doug Neely to move to the 2022-2023 Board Meeting.
    b. Second by Stephanie Trowbridge.
    c. Motion Passed, 6-0.
B. Board Evaluation @ 9:04 pm.

8. Announcements @ 9:32 p.m.

A. Up-coming board action items: Board Workshop, June 2, 6-9 p.m. Strategic Planning Meeting

9. Adjourn

B. Meeting adjourned at 9:39 p.m.

Respectfully submitted by,

Lacy M. Cleveland

Secretary
Lincoln Academy Board of Directors

EXECUTIVE DIRECTOR

May 9, 2022

Lincoln Academy May Board ReporT

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

Executive Director

LINCOLN ACADEMY MAY BOARD REPORT

Assistant Principal Hiring

In April, the 13 members of the Lincoln Academy Assistant Principal Hiring Committee completed a thorough interview process of several candidates. The team evaluated candidates against Lincoln's mission and vision and the priority of striving for PK-8 alignment and unity.

We are excited to announce that Ryan Younkerman will be the PK-8 Assistant Principal starting with the 2022-2023 school year.

Throughout his interview and his time as our Dean of Students, Ryan has showed himself to be a hard-working, reflective, and innovative educator and leader. Some of the numerous strengths that Ryan has demonstrated include:

- Invested and all-in with the Lincoln Academy staff, students, and families
- Strong work-ethic, willingness to take on all roles
- Background in teaching that includes strong instructional understanding, curriculum, development, and differentiation
- Collaborative
- Responsive to staff needs
- Strong parent communications
- Data driven
- Passionate about doing great things for the Lincoln students
- Demonstration of growth in his current role over time
- Humble

Message from Mr. Younkerman
I am so grateful to be able to continue working at Lincoln Academy next year as the new Pk-8 Assistant Principal. I have grown and learned so much from the staff, students, and community and I am so excited to be able to continue my leadership journey in the place it began. I am fully committed to push Lincoln Academy in a positive direction and continue to improve the things we do here to support our students, our staff, and our community for years to come. In addition to my experience at Lincoln, I served 5 years as a 6th-12th grade science teacher at Vantage Point High School/Crossroads Middle School, 1 year of teaching 8th grade science at STEM Launch K-8. I have a bachelor's degree in Natural Sciences with an emphasis in Secondary Education from Colorado State University, as well as a master's degree in educational leadership and Policy studies from the University of Denver.

Suspension Data

Year	# of suspensions	% of suspensions based on student enrollment	# of individual students suspended	% of students suspended based on student enrollment	Greatest # of suspensions for 1 student	Greatest # of school days missed to suspension	Police Contact
2021-22	32	4.5%	13	1.8%	7	5	1
2020-21	12	1.7%	10	1.4%	2	3	0
2019-20	31	4.1%	24	3.1%	5	3	0
2018-19	31	4.2%	24	3.2%	4	3	0

Year	In-school	Out-of-school	Males	Females	White	Non-White	Grades K-2	Grades 3-5	Middle School
2021-22	1	31	10	3	11	2 (2 or more races and Hispanic)	16	3	14
2020-21	1	11	9	3	11	1	0	1	11
2019-20	5	26	16	8	16	8	2	8	14
2018-19	16	15	16	8	17	7	2	8	14

Reasons students have been Suspended

- Detrimental Behavior
- Disobedient/Defiant of Repeated Interference
- Destruction of School Property
- Other Violations of Code of Contact

Steps we will be taking to address misbehavior and create a more orderly, safe environment

- Clearer expectations, follow through, and follow-up by administration and all staff
- Consistent messaging of expectations throughout the school
- De-escalation training for staff
- Middle School students more responsibility as leaders of the school
- Homeroom for all grade levels that will include social/emotional learning, buddy classroom support
- More staff presence in most important areas at the most important of times of day
- MTSS system where more targeted interventions will be implemented to support student struggles
- More opportunities for student engagement through clubs, events, activities, assemblies, etc.

Enrollment Update 2022-2023

Grade	Number Enrolled for 22-23	Projected Number	Number of openings	suggested enrollment number	Number on the waitlist as of 5-4-22	Total number of applications received through 5-3-22	Total Number of Applications Received for First Round 2022-2023
K	89	88	-1	92	0		146
1	91	88	-3	92	11		22
2	80	80	0	80	0		11
3	87	84	-3	87	10		21
4	86	84	-2	87	0		9
5	87	84	-3	87	3		18
6	87	84	-3	87	36		43
7	85	84	-1	84	14		12
8	76	77	-1	77	16		13
Total	**768**	753	-17	773	90	485	295

Educational Legislation Update

By the fall of 2023, all 4-year-old children in Colorado will be able to attend preschool for free, thanks to new legislation signed into law on Monday.

House Bill 1295 will establish a universal preschool program and a new Department of Early Childhood. Under the bill, the program will begin in 2023, providing 10 hours per week of free preschool for all children the year before they enter kindergarten.

Preliminary Staffing Update

Staff Not Returning Next Year	Staff Moving to A Different Position	New Staff Members	Positions Open
Sharon Leasure Teacher Anita Gimple ALP Heather Trelease PK Mallory Kirkland Teacher Jessica Simmons Teacher Lindsey Holmes Teacher Janelle Johnson Principal Lindsey Tomsick Principal Audrey Klein Nurse Rebecca Manguso EA Krista O'Leary EA Becka Prestien Teacher Laura Price Teacher Carey Ridenhour Teacher Barb Haropolous EA	Joana Blum EA Brenda Guenther PK Asst Teacher (Still Leopard Care Director) Ashlyn Helm 1st Ryan Younkerman AP	Lauren Carpenter K Teacher Chloe Brass 4th Teacher Liliana Heredia 2nd Teacher Peggy Schuetz 8th ELA Teacher	K Teacher 3rd Teacher 4th Teacher 5/6 Science 7/8 Science ALP Coordinator/ Instructional Coach EA

Executive Team Report - May 2022

Stephanie Trowbridge, President

1. Executive Director Check-In

Stephanie and Micah touched base with David at the end of April to plan the agenda and get an update about staffing. We will be meeting less with David for check-ins as we move forward unless he requests them. We will continue to meet to plan the agenda.

As we move to supporting David in a more collaborative way, Stephanie would like to begin the transition to David's lead of the Board. We would continue to work within the Board policy. It has also become apparent we need to tighten up individual initiatives which have gone to David and staff instead of coming through the Board.

2. Agenda Planning

Stephanie is recommending the following schedule the 2022-2023 Board meeting. The Board will meet the third Tuesday of the month except for December and March, which fall on holidays.

August 16

September 20

October 17

November 15

December 12 (Second Monday)

January 17

February 21

March 13 (Second Monday)

April 18

May 16

June 20

Motion: Move to approve the Board meeting as presented for 2022-2023

3. Strategic Planning

The reassessment of the Strategic Plan will happen in June per previous discussion. The consensus is June 2nd 6-9 p.m.. Stephanie is nailing down a meeting location at Storyline Fellowship. Please start gathering any information your committees can provide for this assessment.

4. Board Playbook

Stephanie will be completing the playbook over the summer. She and Doug will offer a Board review for new members or anyone interested in being on the Board in the future in August.

SAC Minutes

Tuesday, April 26, 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.

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

I. Preliminaries
   a. SAC Chair, Sarah Wasinger, called the meeting to order at 6:34 pm.
   b. Attendance: Dawn Bennet (MS Teacher), Shannon Gantenbein (Parent), Kristi Geisz (Community Member), Carrie Matter (Parent), Ami Paulsen (Parent), David Schoenhals (LA Executive Director), Sarah Wasinger (Chair, BoD Representative) and Gordon Wu (Parent) were present. Karen Dwyer (ALP Coordinator) and Becky Furst (7th Grade Math Teacher) were excused.

II. Meetings for next school year
   a. Best meeting night for most was determined to be Tuesdays.
   b. Ryan Younkerman will be the administration SAC representative.

III. 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. Initial draft of UIP is due in September – perhaps Ryan could present?
      ii. Final draft is due in October.
      iii. The state will most likely allow use of MAP data due to sporadic state testing resulting from the pandemic.
      iv. Next year: better inform parents about the benefits of testing – perhaps at Parent Academy.
   d. Parent/Family/Community Engagement

IV. Survey Priorities
   a. Communication
      i. Lincoln Loop has already been revised.
      ii. Improvement needed in MS - What is the best vector?
      iii. More details need to be communicated regarding DSS and discipline.
   b. Parent Engagement topics for next year
      i. School discipline, culture and DSS (September)
      ii. Executive Functioning/Study Skills (early October): Enlist Anita Gimple, Karen Dwyer, Mrs. MC, Katherine Burns, Carrie Hill
      iii. Open enrollment (November)
         a) Kristi will research area HS info nights.
         b) Include HS readiness information - enlist Matt Trowbridge.
      iv. Summer activity fair (January)
      v. Testing Townhall (March)
         a) Discussion was held regarding format and timing for next year.
         b) Mr. Schoenhals will plan a presentation with Q&A.

c) Optimal timing is perhaps 2 weeks prior to start of testing, which is 3/28/23.

vi. Growing & Changing Preview for Parents (April)
   a) This year's parent preview was very well received.
   b) Sarah will touch base with Mrs. Holmes regarding next year.

vii. Internet Safety (Fall and Spring): Ami will touch base with SRO, Adrienne Blackwood, regarding fall presentations. There is also a virtual offering for spring available through PTO Today.

V. Meeting adjourned at 8:26 pm.

Minutes respectfully submitted,
Kristi Geisz, SAC Community Member

2022-2023

Lease Appropriation Resolution

WHEREAS, the Colorado Educational and Cultural Facilities Authority issued their Charter School Revenue Bonds (Lincoln Academy Charter School Project), Series 2021A in the aggregate principal amount of $1,825,000, and the Authority's School Refunding Revenue Bonds (Lincoln Academy Charter School Project), Taxable Series 2021B in the aggregate principal amount of $7,010,000 (together, the "2021 Bonds") on behalf of Lincoln Academy Charter School Building Corporation (the "Building Corporation") and Lincoln Academy (the "School").

WHEREAS, the Building Corporation and the School are parties to that Lease Agreement, dated as of April 7, 2021 (known as the "Facility Lease"), and containing a lease payment schedule which will retire the indebtedness evidenced by the 2021 Bonds.

WHEREAS, the terms of the Facility Lease requires that Lincoln Academy annually, appropriate sufficient monies to make the payments under the Facility Lease for the upcoming fiscal year; and

WHEREAS, Lincoln Academy has determined that it is in the best interest of the school to continue the Facility Lease and to appropriate sufficient monies for the payment of the Facility Lease payments for the fiscal year July 1, 2022 through June 30, 2023; and

WHEREAS, the budget for the fiscal year 2022-2023, reviewed and considered and adopted at the Board's regular meeting on April 11, 2022 (the "2022-2023 budget"), and contains amounts necessary for the payment of rent and other amounts owing under the Facility Lease .

THEREFORE, IT IS RESOLVED, that the expenditure of amounts approved in the 2022-2023 budget, specifically designated in the revenue categories entitled Amendment 23 Capital Construction, together with any other unrestricted revenues in any other categories necessary to make all payments of Base Rents (as defined in the Facility Lease), including but not limited to **PPR, Mill Levy Increase, Other Revenue, Grants and Donations*** is hereby specifically appropriated to make payments coming due during the fiscal year 2022-2023, under the terms of the Facility Lease; and

411000 Prop Tax – Mill Levy Override	$ 1,392,278.00
433000 State Revenue Other Cap Construction	$ 225,900.00
434000 Exceptional Children Revenue	$ 63,750.00
450000 PPR Funding	$ 6,982,324.18

RESOLVED FURTHER that expenditure of amounts approved in the 2022-2023 budget specifically designated in categories entitled **Amendment 23, Cap Reserve for Bond, Contract Maintenance and Equipment Repair, Building Improvement, Utilities, Telephone, Water and Sanitation, Risk Management, Refuse and Dump, Building Rental, and Contracted Services****, together with any other unrestricted revenues in any other categories necessary to make all payments due under the Facility Lease that are for the payment of insurance, maintenance, repairs and replacements to the facilities, payment of utilities and other items that are Additional Rents (as defined in the Facility Lease), is hereby appropriated for the fiscal year 2022-2023 for the payment of such items and other amounts payable by Lincoln Academy under the Facility Lease.

950500 State Intercept Bond Transfers $459,559.60
731000 Contracted Services $173,795.00
745000 Contract Maint./Equip. Repair $10,100.00
746000 Const. Maint./Repair-Bldg. $44,500.00
761000 Natural Gas $22,475.00
764000 Electricity $70,800.00
765000 Voice Communication Line $13,860.00
766000 Water & Sanitation $19,595.00
770000 Risk Management Charges $93,500.00

Adopted on _____

_____	_____	_____
BOARD OFFICER SIGNATURE	PRINT NAME	PRINT TITLE
_____	_____	_____
PROPERTY CORP OFFICER SIGNATURE	PRINT NAME	PRINT TITLE
_____	_____	_____
BOARD SECRETARY SIGNATURE	PRINT NAME	PRINT TITLE

Motion Made By: _____

Second Made By: _____

Votes: Aye:_____ Nay:_____

Financial Report
Treasurer

April 2022 Report

Presented on May 9th, 2022

<u>Finance Committee</u>:

Jeff Baucum, Lincoln Academy Board Treasurer

David Schoenhals, Executive Director

Cindie Poulter, Lori Woods

Parent Members: Jeff Leniger, Travis Harrison, Amanda Corrion

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2021-22 LA Budget Review
April 2022

- **Student FTE:** The student count for 2021-22 sits at 719.0 at the Oct 1st official count. This represents a drop of 4.8% from budget goals. Prior year budget was estimated at 764 students demonstrating year-over-year decline in student population at LA.
- **Revenues**: Annual Revenue was impacted significantly by declining student FTE count but was offset by the approved increase in PPR funding from the State. Additional funding source estimates and adjustments have been noted in the Working Budget with minimal impact on the annual revenue (PPR increase of $74 per student]. The one-time payment for the purchase of land is captured in Proceeds-Surplus Property account for $625,000. Note: ESSER 3 funds have not been included in either the budget or financials through Jan.
- **Salaries & Benefits**: Salaries & Benefits continue to run as expected at this point of the year after accounting for open positions. $18k was shifted from salaries to Contracted services to support technology needs. Impact from ESSER 3 funds and approved Staff Bonuses will be in next month Forecast.
- **Purchased Services**: Purchase services will be an area of fluctuation for 2021-22. Several line items including construction, fees and contracted service are expected to increase in response to general inflation and item shortages current being experienced. Overall, the finance team is expecting to be over the initial budget throughout the year as many reserved were eliminated during the budget planning. LA will see a small decrease in District fees due to lower PPR funding.
- **Materials**: Materials are on track to meet budget and are on track with no material concerns to note.
- **Capital**: Capital costs of $141k have been projected based on current budget projection for Boiler replacement which has been completed. HVAC redesign is completed with Board approval for $366k to complete the project.
- **Margin**: The initial approved budget had a margin of ($56,080) in contrast to the Working budget margin of $347,817, increase of $405k in overall margin as a result of the sale of land. Operating Margin is expected to be $87.497. The original budget was approved along with the FTE adds and Capital boiler costs in anticipation of the PPR increase by the State. The student count drop impacted the overall margin estimates. Administrative staff has been thoughtful in their approach to spending based on school priorities.

2021-2022 LA Budget Highlights

- Revenue Rise and Decline
  - LA's lower student count essential cut in half the positive impact of the State's increase to the PPR. Expenses will be closely monitored to determine what steps can be taken to mitigate the impact.
- Property Improvements
  - With the refinancing of the Lincoln Academy Bonds, account this year will be complicated tracking costs against the overall infrastructure project and operations. The finance team will work to provide clear reporting to allow the BoD and community to understand where funds are being spent.
  - Additional property repairs and upgrades have been requested. Both expenses and cash balances will be reviewed to cover these new requirement.
- Margin Watch:
  - LA's Net and Operational margins for 2021-22 will be closely monitored.
- COVID-19 & Revenue funding opportunities:
  - Maximizing the opportunity to support our mission and vision from pandemic related funding. ESSER 3 funds will be utilized to support student growth and recovery.
- Cash & Days Cash on Hand
  - After refinancing the 2013 Bond, LA ended up with additional cash of over $1.87M that will be place in our capital funding account to cover costs associated with the approved Infrastructure work including impact from the 72nd expansion. An additional $625k from the sale of 72nd land to the city will be part of the leadership's team strategic planning process to maximize opportunity for LA. Overall cash position will be tracked based on general inflation and initiatives required to meet LA's mission.

Finance Goals

Goal: Operating Margin: 2.0%

Projected Budget Margin: 1.0%

After accounting for refunding from Bond proceeds, sale of land and capital projects.

Note: Operational Margin will exclude one-time capital expenditures & revenues from the calculation but include debt service as a recurring cost.

Motion

- Each year the BoD review and approves the Lease Appropriation related to the Bond issuance. The document has been submitted to Board member for review.

Motion: Move to approve the 2022-2023 Lease Appropriation Resolution as presented.

2021-22 Financial Council Projects

One update to report on current finance council project for the Dec BoD meeting

- Salary / Compensation Market Comparison (due by Jan for Budget)
  - Lead by Travis Harrison - completed
- For Budget purposes - Administrative structure comparison to other charter schools. (due by Jan for Budget)
  - Lead by Jeff Baucum – Incomplete but analysis completed by ED
- Policies update - Approval levels and process (who, when, $)
  - Operational vs Capital
    - Lead by Amanda Corrion – Updated to be completed in 2022-23
- Creation of Financial Scorecard with Goals (roll up to BoD scorecard). Due in Oct for presentation to BoD in Nov
  - Lead by Jeff Leniger – in process. Incomplete – need to be a priority for 22-23
- Development Grant Support - research, sources, process, applications
  - Lead by Travis Harrison. Moved as opportunity for 22-23

Statement

The finance committee believes that Lincoln Academy is in a good financial position regarding the 2021-2022 school year. The school has a robust carry-forward that will allow leadership and Board of Directors to plan for the next five to ten years of operational and capital requirements, including in the areas of the educational environment, warm-safe-dry building and employee salaries.

We continue to support a conservative fiscal approach, established by LA's policies, as the school looks forward to future dynamic opportunity in academic leadership, student support, and the Lincoln community.

Jefferson County Public Schools
Charter Schools
Lincoln Academy Charter School
Report ID: 558OPC
For Accounting Period:
04/30/22

Lincoln Academy Charter School
Unaudited Financials
07/01/2021 - 4/30/2022
Unaudited
Board May 9, 2022

Account Number	Description	Prior Year Total	Estimated Revenue	Budget	Current Year Operational Funds	Current Year Capital Funds	Current Year Total	Variance	Percent Spent
	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	489.00	-	489.00	1,179.00	29%
408000	Resale	10,388.31	20,000.00	0.00	19,208.16	-	19,208.16	791.84	96%
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	-	471.88	471.88	10,858.12	4%
419000	Other Revenue	24.76	1,137.00	0.00	4.05	-	4.05	1,132.95	0%
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	161,189.08	178,145.60	31,802.40	85%
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	6,367,885.97		6,367,885.97	(68,791.97)	101%
450000	Transfers Bond	675,690.70	463,882.50	0.00	-	401,470.42	401,470.42	62,412.08	
451000	Fees/Dues	42,885.99	62,817.00	0.00	69,966.42	-	69,966.42	(7,149.42)	111%
455000	Tuition from Individuals	243,869.44	253,895.00	0.00	230,248.02	-	230,248.02	23,646.98	91%
455000	Tuition from Individuals on Deposit for 22-23	-	-	0.00	6,284.00	-	6,284.00		
461000	Building Rental	9,600.00	15,796.00	0.00	9,420.00	-	9,420.00	6,376.00	60%
474000	Transportation - Field Trips	10,565.76	49,968.00	0.00	37,366.35	-	37,366.35	12,601.65	75%
482000	Activity Revenue	400.00	21,711.00	0.00	8,105.00	-	8,105.00	13,606.00	37%
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	(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	-	8,599,524.45	350,256.90	8,949,781.35	57,086.65	99%
	Available	19,941,084.60	9,006,868.00		11,350,117.23	2,837,574.82	14,187,692.05	57,086.65	158%
521000	Adminstration	298,067.58		431,809.00	348,802.50	-	348,802.50	83,006.50	81%
521100	Teacher	2,407,477.33		2,672,362.00	2,182,839.16	-	2,182,839.16	489,522.84	82%
521900	Substitute Teacher	14,085.00		29,900.00	19,950.00	-	19,950.00	9,950.00	67%
522100	Counselor	23,292.90		24,130.00	20,640.11	-	20,640.11	3,489.89	86%
522200	Teacher Librarian	65,461.80		71,247.00	59,256.08	-	59,256.08	11,990.92	83%
524200	Coordinator - Classified	115,760.82		131,968.00	86,407.87	-	86,407.87	45,560.13	65%
526200	Instructional Coach	38,327.70		116,732.00	90,663.60	-	90,663.60	26,068.40	78%
529200	Occupational Therapist	33,714.29		36,378.00	27,860.84	-	27,860.84	8,517.16	77%
529400	Nurse	30,794.42		30,670.00	25,493.67	-	25,493.67	5,176.33	83%
529600	Social Worker	58,558.00		93,694.00	66,600.99	-	66,600.99	27,093.01	71%
529800	Speech Therapist	40,021.73		42,095.00	34,525.03	-	34,525.03	7,569.97	82%
552100	School Secretary	188,943.33		214,487.00	162,113.58	-	162,113.58	52,373.42	76%
557100	Paraprofessional	657,684.01		610,287.00	434,984.59	-	434,984.59	175,302.41	71%
557600	Clinic Aides	25,494.00		24,488.00	20,560.35	-	20,560.35	3,927.65	84%
591100	Custodian	156,020.75		125,402.00	84,136.45	-	84,136.45	41,265.55	67%
591400	Campus Supervisor	50,102.00		60,188.00	53,570.05	-	53,570.05	6,617.95	89%
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	5,550.00	-	5,550.00	9,450.00	37%
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	3,727,867.53	-	3,727,867.53	1,051,469.47	78%
699000	Employee Benefits	1,142,500.35		1,384,262.00	1,052,823.58	-	1,052,823.58	331,438.42	76%
	Benefits	1,142,500.35		1,384,262.00	1,052,823.58	-	1,052,823.58	331,438.42	76%
	Total Salaries and Benefits	5,385,951.11		6,163,599.00	4,780,691.11	-	4,780,691.11	1,382,907.89	78%
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	4,459.23	-	4,459.23	8,890.77	33%
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	3,355.08	-	3,355.08	4,449.92	43%

Jefferson County Public Schools
Charter Schools
Lincoln Academy Charter School
Report ID: 558OPC
For Accounting Period:
04/30/22

Lincoln Academy Charter School
Unaudited Financials
07/01/2021 - 4/30/2022
Unaudited
Board May 9, 2022

Account Number	Description	Prior Year Total	Estimated Revenue	Budget	Current Year Operational Funds	Current Year Capital Funds	Current Year Total	Variance	Percent Spent
713000	Student Transportation	3,257.02		10,500.00	4,394.86	-	4,394.86	6,105.14	42%
715000	Student Admission/Entry Fees	7,642.00		43,000.00	31,921.97	-	31,921.97	11,078.03	74%
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	150,920.10	-	150,920.10	31,276.90	83%
743000	Equipment Rental	3,849.78		5,200.00	162.47	-	162.47	5,037.53	3%
745000	Contract Maint/Eq Repair	6,344.55		10,100.00	3,678.17	-	3,678.17	6,421.83	36%
745500	Technology Services	39,698.83		42,530.00	44,880.12	-	44,880.12	(2,350.12)	106%
746000	Const Maint/Repair-Bldg	42,031.44		54,200.00	29,085.95	-	29,085.95	25,114.05	54%
747000	Software Purch/Lease	-		0.00	-	-	-	-	n/a
752000	Marketing - Advertising	1,021.54		500.00	149.00	-	149.00	351.00	30%
761000	Natural Gas	15,312.07		18,360.00	14,681.35	-	14,681.35	3,678.65	80%
764000	Electricity	56,159.28		78,500.00	54,974.48	-	54,974.48	23,525.52	70%
765000	Voice Communication Line	14,629.88		13,860.00	9,334.27	-	9,334.27	4,525.73	67%
766000	Water & Sanitation	18,199.26		19,595.00	14,534.63	-	14,534.63	5,060.37	74%
768000	Postage	196.05		600.00	288.08	-	288.08	311.92	48%
769000	Permits/Licenses/Fees	296,826.93		19,330.00	16,726.62	-	16,726.62	2,603.38	87%
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	1,271,862.51	459,686.42	1,731,548.93	148,717.07	92%
804000	Fund Raising	-		1,500.00	-	-	-	1,500.00	0%
805000	Materials/Supplies-Other	9,788.18		20,575.00	7,724.36	-	7,724.36	12,850.64	38%
806000	Materials/Supplies Resale	8,455.86		20,600.00	4,665.79	-	4,665.79	15,934.21	23%
810000	Office Material/Supplies	948.08		3,500.00	2,734.36	-	2,734.36	765.64	78%
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	242.96	-	242.96	1,007.04	19%
814000	Custodial Supplies	8,595.36		15,200.00	11,804.12	-	11,804.12	3,395.88	78%
820000	Instructional Material/Supply	71,567.00		103,095.00	41,010.63	-	41,010.63	62,084.37	40%
820001	Instructional Equip-Under $5K	16,449.52		18,334.00	55,834.39	-	55,834.39	(37,500.39)	305%
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	19,646.15	-	19,646.15	453.85	98%
824000	Testing Materials	227.80		1,000.00	836.30	-	836.30	163.70	84%
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	11,456.43	-	11,456.43	9,043.57	56%
870000	Library Materials	2,997.58		3,200.00	2,434.35	-	2,434.35	765.65	76%
885000	Miscellaneous Expense	0.32		500.00	-	-	-	500.00	0%
889000	Consumable Supplies	8.97		500.00	253.33	-	253.33	246.67	51%
	Materials and Supplies	175,077.88		247,375.00	174,198.76	-	174,198.76	73,176.24	70%
930000	Building Improvements	69,933.44		367,810.00	188,282.81	-	188,282.81	179,527.19	51%
	Capital Outlay	69,933.44		367,810.00	188,282.81	-	188,282.81	179,527.19	51%
	Total Expenditures	14,703,173.90		8,659,050.00	6,415,035.19	459,686.42	6,874,721.61		
	Pre-Adjusted Carryforward	5,237,910.70			4,935,082.04	2,377,888.40	7,312,970.44		
820001	Instructional Equip-Under $5K	-		0.00	-	-	-		
	Encumbrances	-		-	-	-	-		
820001	Instructional Equip-Under $5K	-		0.00	-	-	-		
	Requisitions	-		-	-	-	-		
	TABOR (school enters amount)								
	Adjusted Carryforward	5,237,910.70			4,935,082.04	2,377,888.40	7,312,970.44		

Governance Committee Report

Executive Summary

Here are updates to the committee strategic plan:

- Board Dashboard – Work on this has been started and will continue into next year.
- Update policies and by-laws – Consider this goal as met, knowing more review will take place annually.
- Board Evaluation – Evaluation is being completed this month. Consider this goal as met.
- Executive Director Evaluation – Consider this goal met.
- Board Training – List of modules to review for this month and next month.

Strategic Plan

Board Dashboard

For this goal, I did not manage to get the dashboard available to anyone, but will continue to work on that over the summer. I meet with most of the committees (except for Finance) to discuss ideas and help them start gathering info that will be helpful for the dashboard. Work on this will continue into the next year.

Update Policies and By-laws

Motion: The Election Committee moves to certify the board elections to show that Micah Gilbreath (with xx votes) and Amanda Corrion (with xx votes) were duly elected to the office of Lincoln Academy Board Member for the term commencing on the June 1st, 2022 for a term of three years ending May 31st, 2025.

I will note that a total of 39 verified votes were received. This is down from last year where 105 votes were received.

Motion: Move to add the following statement to Policy 2.1.1 Treatment of Parents "(8) Fail to post the proposed school calendar or any proposed calendar changes for student contact days at least 30 days prior to submitting the calendar to the Board for approval."

As part of the goal this year, the following has been completed:

- Policy and By-laws updated to reflect "Executive Director"
- Policy has had numbers added to each section to make it easier to find policies.
- Approved the following policy updates:
    - Added new section "Business Policy" with 5.1.1 Records Retention Policy and 5.1.1 (1) – Former Board Member Document Retention.
    - Added 4.1.9 for Board Meeting Deadlines.

- Added 4.2 – Board Member Conflicting Interest Transactions
- 4.1.10 – Minimum Number of Board Directors
- Updated 3.0 Board Calendar
- Updated Conflict Resolution Policy to include items required by law.
- 3.1.2 (2) – Removed item no longer pertinent.
- Updated language in 1.1.1 to reflect guide for proficiency
- Updated 4.1.5 – Board Meeting Procedure
- Adopted new policy 4.1.4 Board Elections
- Added to 4.1.5 – Board Meeting Procedure additional details

In addition, previously approved Board policy was found and added to our policy so that they were easily discovered and known by future boards.

Finally, we spent time reviewing almost all of our existing policy. I feel like this was our most complete review of our board policy in many years. While we still have updates to make (including statements on responsibilities of all executive members – only have board president now), we have made good progress this year and look forward to continued updates in the coming year.

Board Evaluation

Self-evaluation from the board and scoring metrics will be reviewed.

Executive Director Evaluation

This process has been put into place for this year.

Board Training

Here is the list of training modules to review for the April meeting:

- Special Education
- Pitfalls to Avoid
- Additional Best Practices

Other Business

Motion: Move to approve the 2022-23 Board Calendar as submitted.

June

†Building Corp. Meeting - Elect Officers
Board of Directors - Required by non-profit law

†Property Corp. Meeting - Elect Officers
Board of Directors - Required by non-profit law

Policy Review: Board Code of Conduct
Board of Directors - Policy 4.1.3

Review Strategic Plan
Board of Directors

Sign Lease with Building Corp
Board of Directors - Annual agreement due to Tabor restrictions

Student READ Plan, 504, ALP, IEP update
Executive Director - See Policy 2.1.4

Staffing Report
Executive Director - See Policy 2.1.5 (1)

Student Grade Level Retention Information Enrollment Update
Executive Director - See Policy 2.1.4

MAP Spring data
Executive Director - See Policy 2.1.4

Year-End Suspension Data
Executive Director - See Policy 2.1.4

Final Executive Goal Reflection
Executive Director - See Policy 3.1.2 (4)

Report on Staff Exit Survey
Executive Director - See Policy 2.1.5

Ends Focus on Grants and Contracts
Executive Director - See Policy 2.1.12

Implementation of Core Knowledge
Executive Director - See Policy 2.1.4

Lease appropriation
Finance Committee

15% Reserve Calculation
Finance Committee - Required by law - CRS 22-44-16

August

Policy Review: Committee Structure and Principles
Board of Directors - Policy 4.1.7 and 4.1.8

Board Sign Conflict of Interest Form
Board of Directors - Required by Jeffco Contract

Emergency Principal Succession Plan
Executive Director - See Policy 2.1.8

Establish Goals for Executive Director (including strategic plan goals)
Executive Director - See Policy 3.1.2 (4)

Review Administration Leadership Responsibilities
Executive Director

Enrollment Update
Executive Director - See Policy 2.1.5(2)

Board Attendance at back to school events
Executive Director

Final Staffing Report (with employee certifications updates)
Executive Director - See Policy 2.1.5 (1)

4th Quarter Financials
Finance Committee

Preliminary Year End Financials
Finance Committee

***Signed Minutes for 4th Quarter**
Board Secretary - Required by Jeffco Contract

September

Policy Review: Board/Executive Director Linkage
Board of Directors - Policy 3.0

Approve UIP
Board of Directors

Student Presentation at Board Meeting
Executive Director

Official State Standardized Test Results
Executive Director - See Policy 2.1.4

Year Long Plan Overview
Executive Director - See Policy 2.1.4

Final Wait List Enrollment Update
Executive Director - See Policy 2.1.5(2)

School Performance Framework
Executive Director - Required by law

Review Financial Audit
Finance Committee - Required by law and Jeffco contract

October

Policy Review: Ends policy (1.0)
Board of Directors - See Policy 1.0

Board Visits Classrooms
Board of Directors

Board Member Attends Staff Meeting
Board of Directors

Parent Interactions (Treatment of Parents)
Executive Director - See Policy 2.1.1

Student Demographic Data
Executive Director - See Policy 2.1.2

Staff Presentation at Board Meeting
Executive Director

Preliminary One day student count
Executive Director - See Policy 2.1.5(2)

MAP Fall Data
Executive Director - See Policy 2.1.4

*Signed Minutes for 1st Quarter
Board Secretary - Required by Jeffco Contract

PTO Presentation
Parent Teacher Organization

November

Policy Review: Executive Limitations (Means) 2.0
Board of Directors - See Policy 2.0

Executive Director Checkpoint
Board of Directors

Presentation of School UIP
Executive Director

Student Presentation at Board Meeting
Executive Director

Staff Interactions (Treatment of Staff)
Executive Director - See Policy 2.1.3

Review Financial Audit (due to the District by October 15, but rarely ready by October meeting)
Finance Committee - Required by law and Jeffco contract

1st Quarter Financials
Finance Committee

December

Policy Review: Board Meeting Procedures
Board of Directors - Policy 4.1.5

Student Interactions (Treatment of Students)
Executive Director - See Policy 2.1.2

Final October 1st One Day Student Count
Executive Director - See Policy 2.1.5(2)

Discipline Referrals/Suspension data
Executive Director - Required by law - See Policy 2.1.2

IEP (Individualized Education Plan) report
Executive Director - See Policy 2.1.4

Prospective Family Informational Night Update
Executive Director - See Policy 2.1.5(2)

Report on Staff Exit Survey
Executive Director - See Policy 2.1.5(1)

Staff Presentation at Board Meeting
Executive Director

Approve Year End Financials- if ready
Finance Committee

Pre-K Report
Pre-K

January

Policy Review: Governing Style
Board of Directors

Board Evaluation
Board of Directors

Approve Board Meeting Posting Notice Location
Board of Directors - Required by law

Staff Presentation at Board Meeting
Executive Director

History of Student Enrollment Numbers
Executive Director

School Choice Week Information
Executive Director

First Round Open Enrollment Application Numbers
Executive Director

Open Enrollment Process Update
Executive Director

MAP Winter Data
Executive Director

Approve Current Fiscal Budget with Final FTE Count
Finance Committee - Required by auditors

***Signed Minutes for 2nd Quarter**
Board Secretary - Required by Jeffco Contract

February

Board Visits Classrooms
Board of Directors

Policy Review: Board Job Descriptions
Board of Directors

Advertise for New Board Members
Board of Directors

Enrollment Application Update
Executive Director

Proposed School Calendar Notes
Executive Director

Student Presentation at Board Meeting
Executive Director

2nd Quarter Financials
Finance Committee

Approve SAC Parent Survey
School Accountability Committee

Board Provide Executive Director Survey to Staff
School Accountability Committee

PTO Presentation
Parent Teacher Organization

March

Board Election Procedures
Board of Directors - Required by by-laws

2nd Principal Evaluation
Board of Directors

Executive Director Agreement Renewal
Board of Directors

Review Strategic Plan Progress
Board of Directors

***Approve School Calendar**
Board of Directors - Required by law and policy 2.1.1 (8)

Open Enrollment Update
Executive Director

Student/Family Movement
Executive Director

Staff Presentation at Board Meeting
Executive Director

Asset Protection
Executive Director - See Policy 2.1.9

***Approve Draft Fiscal Budget**
Finance Committee - Required by Jeffco Contract

***District Buybacks/Purchased Services**
Finance Committee - Required by Jeffco Contract

Staff Survey Results
School Accountability Committee - See Policy 2.1.3

April

Board Candidates Speak
Board of Directors

Policy Review: President's Role
Board of Directors

Approve Lease Agreement with Building Corp
Board of Directors

State Standardized Testing Update
Executive Director

Staff Presentation at Board Meeting
Executive Director

Announce Jeffco Public Schools Values Award Winners
Executive Director

***Signed Minutes for 3rd Quarter**
Board Secretary - Required by Jeffco Contract

May

New Board Members
Board of Directors - Required by by-laws

Board Self-Evaluation
Board of Directors

Review Board Calendar for coming year
Board of Directors

New Board Officer Elections
Board of Directors - Required by by-laws

Student Presentation at Board Meeting
Executive Director

UIP update
Executive Director

Educational Legislation Update
Executive Director

Student Referrals/Suspension Data
Executive Director

Preliminary Staffing Update
Executive Director

Final State Standardized Testing Update
Executive Director

3rd Quarter Financials
Finance Committee

Parent Survey Results
School Accountability Committee - See Policy 2.1.1 and 2.1.2

Next Meeting

To be determined

Board Evaluation

Board Meeting Metric Scoring

This year, there are two scores that make up the board evaluation process. The first part is based upon metrics related to our performance during meetings. The second score is based upon our individual scoring from the self-evaluation form.

Our board meeting metrics has a total value of 90 points.

Mtg Item To Board	Mtg Item Posted	Motion to Board	Motion Posted	Eval to Evaluator	Eval to Board	Reg Mtg On Time	Mtg Length	Committee Goal	Total	Total %
8	9	7	8	7	10	5	4	6	64	71%

The three lowest scores here are related to starting our meetings on time (55%), average meeting length (4:02 hours) and completion of committee goals (47%).

This is the first year that we are using data to help in our evaluation process. It is also one of the few times that we have made definite goals for our committees to complete. I can see that goal completion is something that we can continue to work on as a board. Most all of the committee goals were worked on this year, but not all of them brought to completion, so it may not be as bad as the score looks. We may want to consider that when we set committee goals, that we include "deliverables" on a goal, so it is easy to define if it is completed (and something that could be completed during the school year).

While we don't have the same metrics for prior years, I do believe that we did do better in getting items posted online on a timely basis, but still need to work on getting them to board members early enough. I think this could address some of the items brought up in the self-eval portion regarding using meetings to make decisions and not just cover information.

In looking over other charter school board meetings, I do see that we tend to have much longer meetings than is average. Many board meetings that I see tend to be under three hours and often closer to 2 hours. Below, you will see our average board meeting length as a comparison:

School Year	Regular Mtg Count	Regular Avg Length	Regular OnTime	Special Mtg Count	Special Avg Length	Special OnTime
2016 - 2017	11	03:55	82%	4	01:17	100%
2017 - 2018	11	03:54	9%	1	01:25	0%
2018 - 2019	11	03:40	36%	2	03:42	50%
2019 - 2020	11	02:38	36%			
2020 - 2021	11	04:05	45%	12	02:22	42%
2021 - 2022	11	04:02	55%			

As you can see from this table, we were under three hours average meeting length as recently as two years ago (which would have been worth 9 points), so it is definitely possible.

Board Self-Evaluation

This portion of the evaluation is similar to what was done last year with a few updates to the sections and questions.

Topic	Score
Determine the School's Mission and Purpose	4.67
Select and Support the School Leader and Review His or Her Performance Periodically	4.11
Approve and Monitor the School's Programs and Services	3.22
Ensure Effective Fiscal Management	4.21
Engage in Strategic Planning	4.22
Carefully Select and Orient New Board Member	3.25
Understand the Relationship between Board and Staff	4.44
Understands legal requirements	4.54
Organize Itself so that the Board Operates Efficiently	3.94
Ensure Sound Risk Management Policies	3.86
Total Score	**80.94**

The total score is calculated by adding the average scores together and multiplying by 2 (for a total of 100 max points available).

In reviewing this, there are three areas of strength, as seen by the board:

- School's mission and purpose
- Relationship between the Board and staff
- Legal requirements

Two areas stand out as areas for the board to work on in the coming year:

- Approving and monitoring programs and services at the school
- Recruiting and orienting new board members

I'll also note that I missed putting onto the calendar (according to policy it should have been reviewed in March) a review of our risk management policies. That was something I missed as we reviewed the calendar policy earlier this year. It has been added to the proposed calendar for next year.

Score Summary

Section	Score
Board Meeting Metrics	70%
Self-Evaluation Score	80.94%
Total Score	75.47%

Appendix: Board Meeting Metrics

Here are the numbers that make up our meeting metrics score.

Agenda Item	Sent to Board Members on Time	Posted Online on Time
Total On Time Percentage	79%	89%

Motions	Sent to Board Members on Time	Posted Online on Time	Total Motions in Meeting
Total Motions on Time Percentage	68%	81%	31

Evaluation Item	Sent to Evaluator on Time	Sent to Board on Time
Total Eval On Time Percentage	67%	100%

Regular Mtg Count	Regular Avg Length	Regular OnTime
11	04:02	55%

Committee Name	Goal Title	Status
Facilities Committee	72nd and Entrance Planning	In Progress
Facilities Committee	ATV Purchase	Completed
Facilities Committee	Boiler Building A	Completed
Facilities Committee	Commercial Freezer	Not Doing
Facilities Committee	Exterior Security Doors	Completed
Facilities Committee	HVAC Building C	In Progress
Facilities Committee	PTO Playground	In Progress
Facilities Committee	Update Priority List	In Progress
Finance Committee	Administrative structure comparison to other charter schools	Proposed
Finance Committee	Creation of Financial Scorecard with Goals	Proposed
Finance Committee	Development Grant Support	Proposed
Finance Committee	Policies update - Approval levels and process	Proposed
Finance Committee	Salary / Compensation Market Comparison	Proposed
Governance Committee	Board Dashboard	Completed
Governance Committee	Board Evaluation Tool	Completed
Governance Committee	Board Training	Completed
Governance Committee	Executive Director Evaluation	Completed
Governance Committee	Update Board Policies	Completed
School Accountability Committee	Maximize Engagement	Proposed
Total Completion Percentage		47%

Question	Avg Score
Name	
All board members are familiar with the school's mission and vision statements.	
p;	
The board's policy decisions and the school's programs and services reflect the mission.	
	4.67
Would you like to provide any comments or context to your ratings for this section?	
How can the board improve its performance in this area?	
The board policy clearly spells out the responsibilities of the Executive Director.	
The board respects the responsibilities distinct to the Executive Director.	
The board assesses the Executive Director in a systematic and fair way on a regular basis.	
	4.11
Would you like to provide any comments or context to your ratings for this section?2	

How can the board improve its performance in this area?2
The board is knowledgeable about the school's current programs and services.
The board knows the strengths and weaknesses of each major school program.
The board periodically considers adopting new programs, and modifying or discontinuing current programs
3.22
Would you like to provide any comments or context to your ratings for this section?3
How can the board improve its performance in this area?3
The board discusses thoroughly the annual operating budget of the school before approving it.
The board takes advantage of the budget process to consider the most effective allocation of limited resources.
The board receives financial reports on a regular basis that are understandable, accurate, and timely.
The board requires an annual audit and considers all recommendations made in the independent auditor's report and management letter.
4.21

Would you like to provide any comments or context to your ratings for this section?4
How can the board improve its performance in this area?4
The board focuses much of its attention on long-term significant policy issues rather than on short-term administrative matters.
The board has a strategic vision of how the school should be evolving over the next three to five years.
The board periodically engages in a strategic planning process that helps it consider how the school should meet new opportunities and challenges.
4.22
Would you like to provide any comments or context to your ratings for this section?5
How can the board improve its performance in this area?5
The board has an effective process to identify the qualification and expertise that new board members should bring to the school.
The board cultivates and recruits candidates who possess the qualities needed to strengthen board composition.
The board provides new members with a comprehensive orientation to board responsibilities, the school's programs and services, and administrative procedures.
The board has established policies for length of board service and rotation of board members.
3.25

Would you like to provide any comments or context to your ratings for this section?6
How can the board improve its performance in this area?6
The respective roles of the board and staff are clearly defined and understood.
A climate of mutual trust and respect exists between the board and the Executive Director.
The board gives the Executive Director enough authority and responsibility to lead and manage the school successfully.
4.44
Would you like to provide any comments or context to your ratings for this section?7
How can the board improve its performance in this area?7
Our board has a conflict of interest policy that’s comprehensive and effective.
Our board never goes into Executive Session without properly noticing the statutory reason in a timely manner and voting to enter Executive Session.
The board knows the requirements of the Sunshine law and its implications for our actions, such as not discussing school business on email with fellow board members (unless it is with only one ind...
The board has a policy for Colorado Open Records Act (CORA) requests and knows who is responsible to answer and in what time frame.
4.54

Would you like to provide any comments or context to your ratings for this section?8
How can the board improve its performance in this area?8
Board members are familiar with the bylaws and charter contract.
The board regularly reviews its policies, procedures, bylaws, and charter contract.
Board members receive clear and succinct agendas and supporting written material sufficiently prior to board and committee meetings.
The agendas of board meetings focus on substantive issues appropriate for board consideration.
Board members have adequate opportunities to discuss issues and ask questions.
Board meetings are reserved for strategic discussions, not information sharing.
Current committee structure contributes to board productivity.
Committee assignments reflect the interests, experience, and skills of the board members
Each committee has a stated purpose and an annual plan of work.
Policies regarding committee assignments offer adequate opportunities for leadership development.
3.94
Would you like to provide any comments or context to your ratings for this section?9
How can the board improve its performance in this area?9
The board has approved a policy to enable the school to manage and reduce risks to a tolerable level.

The board has an adequate amount of liability insurance to cover board members and staff in the event of lawsuits filed against them as individuals or against the school as a whole.	
The board periodically reviews all of the insurance carried by the school to ensure that it is adequate, meets the requirements of the charter contract, and is competitively priced (e.g., director...	
	3.86
Would you like to provide any comments or context to your ratings for this section?10	
How can the board improve its performance in this area?10	
Please provide feedback on this evaluation process.	
Total Self-Eval Score	80.94

Doug Neely	Stephanie Trowbridge
5	5
5	5
4	5
4.67	5.00
	no
	I think we have improved this year in keeping the M/V at the front of our focus.
5	4
3	5
4	4
4	4.333333333
I feel like the board overstepped when we retroactively approved a calendar change that was well within David's purview to make, based upon policy. This makes it difficult for David to know when a change needs to be approved by the board and undermined his authority in this area.	no

Continue to review policy and make sure that we abide by what the policy restrictions place on our relationship with the ED.	Continue to perfect the assessment process.
4	3
3	3
3	4
3.33	3.33
I know that STEM was adopted a few years ago, but it seems a bit nebulous as to how. I think it would be good to spend time evaluating programs such as this, as well as how our 5/6 model is working (or not). Changes have happened at times, but we don't tend to go back and review if it was effective.	No
Request updates on how changes that have been made are working and if any review of those changes would be beneficial.	We are uncovering more and more information about each program and this will only get stronger.
4	4
4	4
4	3
4	4
4	3.75

	no
	Changing the meeting time will help with the finance reports being more timely.
4	3
5	4
5	4
4.67	3.67
This is the best the board has done in putting together a long term plan.	
Our next step on this will be to keep this plan in the forefront and measure our effectiveness.	We will continue to grow in this area.
3	3
3	3
4	3
5	3
3.75	3

	We need to cultivate more members and make the Board more approachable for parents.
4	4
4	5
4	5
4.00	4.67
See prior comments on this area.	
	Continue to trust our administrator is essential.
5	5
4	4
5	4
5	4
4.75	4.25

	More knowledge about CORA would be good.
5	3
5	4
3	4
3	4
4	5
3	3
4	3
4	4
5	4
3	3
3.9	3.7
I know it is a challenge for me to not get into information sharing in my committee presentations.	
I think we all can work on not just sharing information by providing that with other documentation ahead of time (which will help us shorten the length of meetings, as well).	The committees this year have had stronger goals which has been communicated well to the Board.
4	4

4	5
3	4
3.67	4.33
This should have been completed in March, but we missed adding risk review to the board calendar this year.	
Make sure this is presented yearly to the board.	I think we have strong coverage.
	Much easier to fill out than last years. Thanks!

Micah Gilbreath	Jeff Baucum
5	5
4	5
4	4
4.33	4.67
My rating is based on the positive because the current board and ED frequently base decision making by asking "Is this in alignment with the school's mission and vision?"	Continual and consistent alignment to the Mission will need to be reinforced over the next three year to ensure BoD focuses on important and critical items for LA
Continue to keep the focus on the Mission and Vision as well as continue learning to grow the Board in areas of charter school leadership. Learning tools such as league provided information/seminars as well as Governance Chair led tutorials.	
4	4
4	4
4	2
4	3.333333333
As we transition from "on-boarding" year the board will continue to support but is preparing to take a step back to allow for the ED to lead his team.	Board assessment process of the ED this year was poor, lacking in information, not aligned to the priorities of the strategic plan and weak on delivery. For example: teacher/staff surveys and test score analysis are essential for the BoD to perform a reasonable and appropriate assessment of the performance of the ED with student success at the forefront of our decision and evaluation. Both of these items were not included in our process.

Always room for improvement but currently do not have specific suggestions.	BoD must without exception or excuses keep a critical and unbiased view of the performance of the SCHOOL and bring fair accountability to the evaluation process of the ED. BoD members do not need to be automatons looking only at hard data, the ED role is too broad for that approach, but we do need to be professional and minimize personal feelings into the evaluation process.
3	3
3	3
3	3
3.00	3.00
This year has been focused on on-boarding and restructure. Goal for the upcoming year is for the board to gain a deeper knowledge of major school programs.	
Continued education. Hearing from ED, Leadership, Staff, and students.	
5	5
5	4
4	5
4	3
4.5	4.25

Strong area of the board. Grateful for the team (Cindie, Lori, Jeff, David and committee) and all the hard work they put into making sure the Board (and community) fully understand the budget.	We have not submitted a forma Audit letter but rather used the audited FS for this purpose.
Ask questions. Ensure new members have depth of understanding.	Like the idea of gaining improvement opportunities via a audit letter
2	3
5	4
5	4
4.00	3.67
The board has been supporting a restructuring which in itself is reactionary in the short term. However, the board has remained focused on 3-5 year objectives with our ED's vision being the same.	Need to continue to work on Facilities planning
4	3
4	3
4	3
2	5
3.5	3.5

The board does provide resources however as a new board member committee involvement and question asking are individual responsibility to gain a deeper knowledge.	Good job on recruiting for the Treasurer position. Need to focus on Facilities and leadershp
Recruitment and long-term board outlook should be on list of focus this upcoming year.	Need to focus on Facilities and leadership for next round of recruitment. (HR?)
4	4
4	5
4	5
4.00	4.67
To my knowledge the board has worked hard and maintained this responsibility well.	BoD needs to develop stronger tools to support the verify portion of the "Trust but Verify" mantra
Continue to check in as a board to ensure this responsibility is being held to.	
5	3
4	5
5	4
5	4
4.75	4

No comments	Believe that LA should continue to evaluate if a spouse or family member of staff should be allowed to sit on the BoD. The appearance of conflict of interest is unavoidable in appearance and creates confusion in the school community at a minimum. At worse opens the door for future risk.
Continued onboarding for new members and refresher for current members	
4	4
4	4
4	4
4	3
4	5
4	2
4	4
4	4
4	4
4	3
4	3.7
Strong area of the current board	
Always an opportunity for improvement.	Need to move away from information sharing as part of BoD meeting. Committees should, at most, provide brief summaries before moving into motions, etc or next agenda items.
4	3

5	5
2	4
3.67	4.00
I do not recall period reviews on all insurance carried by the school	
I do not recall period reviews on all insurance carried by the school	
Easy process. Would like a not observed option and rated as a 3 or 4 if the question was not something I personally experienced or observed.	

Sarah Wasinger	Lacy Cleveland
5	5
5	5
4	4
4.67	4.67
I believe the current state of academics and behavior programs stray from the mission. I think the administration moving forward will sync us back up.	
The Board should continue to push for results in line with the strategic plan, especially around culture and consistent curriculum expectations.	When necessary, make it clear in our Board Blast our how motions and decisions tie back to the Mission and Vision. We did a good job with this when talking about restructuring.
5	5
5	5
3	4
4.333333333	4.666666667
What a year! I think the expectation that "it all falls at your feet" is clear. What is less clear this year is how accountable our leader has to be for other people's failures. As our one employee, it is up to him to delegate but it sure feels like he got a bad team and maybe we could have been better at anticipating that. I'm disappointed for him and feel like he was set up to struggle, unintentionally/naively on our parts? I don't think we've been as systematic as we could be on evaluation because of the lack of a team to support his agenda.	Currently we are doing an evaluation 2x a year, a more informal and formal evaluation. I think this is good.

Periodic evaluations. Consider more specific topics in evaluation so we can drill down on what specifically seems to be working or not. I for one have been unwilling to find fault as I think he is hard enough on himself right now.	
3	4
3	4
2	4
2.67	4
We need more teacher or staff presentations. I think we each know some programs, but I still get new information that I feel like we should know about. As far as the board adopting new programs, most don't fall under our purview.	
I think requesting updates about/from DSS, mental health, Curriculum Development, communications, etc are essential. Every time a staff person presents, I'm wowed by the caliber of programs they offer. But we don't know until they share.	
5	5
5	4
5	4
3	4
4.5	4.25

I don't think there have been audit recommendations?	
	When we look at the budget we should always be tying it back to the goals of the school.
5	3
5	5
5	5
5.00	4.33
	I believe we started the year strong by working as a team to analyze strengths and weakness of the school and form a SP document from there. However, many of the board meetings have seemed to focus on facilities, finance, and policies that may or may not relate to the longer goals.
Long-term facilities discussions need to move higher on the list.	
2	2
2	2
2	3
5	5
2.75	3

Maybe it's the after effects of the pandemic? It feels very hard to reach families. The personal ask is what works but we don't have those connections... Or I don't anyway. And if we tend to recruit from those already involved in another way, we aren't necessarily representing our whole community. I feel like we need to come up with additional recruitment strategies...like the teacher recommendations.	
	We need to recruit more. The lack of individuals running for office indicate an area of weakness.
5	4
5	4
5	5
5.00	4.33
5	4
5	5
5	5
5	4
5	4.5

	We have not discussed - unless I missed it, who is required to respond in timely manner. I believe it is me (Lacy) but this has not been discussed.
3	4
3	5
5	4
5	3
5	5
4	3
5	3
5	4
5	4
4	
4.4	3.94
Charter contract is probably less well known	
	4

5	
2	
3.50	4.00
Did not reply to 56 because I am unsure.	I did not enter an answer on 56-57 because I am unaware of our current policy.
Well done and easy to use.	