

Lincoln Academy Board of Directors

Regular Meeting Minutes



Date: Monday, February 14, 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 @ 6:36 p.m.
- B. Roll call
 - a. Present: Stephanie Trowbridge (President), Micah Gilbreath (Vice President), Jeff Baucum (Treasurer), Lacy Cleveland (Secretary), Doug Neely (Governance Committee-remote), Sarah Wasinger (SAC Committee), David Schoenhals (Executive Director)
 - b. Absent: None
 - c. Guest (5 non-staff, 3 staff)
- C. Reading of Mission and Vision
- D. Welcome Guest
- E. Public Comment

2. Consent Agenda

- A. Regular Meeting Agenda for February 14, 2022
- B. Approval of Meeting Minutes from January 10, 2022

3. Executive Director Report (David Schoenhals)

- A. CoVID Guidelines Reassessment
- B. Enrollment Application Updates
- C. Administration Restructure
- D. Staff Bonus

4. Committee Reports (7:12 p.m.)

- A. Executive (Stephanie Trowbridge)
- B. School Accountability (Sarah Wasinger)
 - a. **Motion 40-2-14:** I move to approve the 2021-2022 Lincoln Academy Community Staff Survey as submitted by SAC to the Board of Directors via a Survey Monkey link.
 - i. Motion by Sarah Wasinger.
 - ii. Second by Doug Neeley.
 - iii. Votes: Jeff Baucum (Y), Lacy Cleveland (Y), Doug Neely (Y), Micah Gilbreath (Y), Sarah Wasinger (Y), Stephanie Trowbridge (Y)
 - iv. Motion is Passed, 6-0.
- C. Facilities (Micah Gilbreath)
 - a. **Motion 41-2-14:** Move to approve Whitney Mechanical total bid for \$366,100 to replace 10 fan coil units on building C, 3 fan coil units for building A north offices and to optimize HVAC operations of current unit for building A south offices.
 - i. Motion by Micah Gilbreath.
 - ii. Second by Lacy Cleveland.
 - iii. Votes: Jeff Baucum (Y), Lacy Cleveland (Y), Sarah Wasinger (Y), Doug Neely (Y), Micah Gilbreath (Y), Stephanie Trowbridge (Y)
 - iv. Motion is Passed, 6-0
- D. Finance (Jeff Baucum) – 8:27 p.m.
 - a. **Motion 42-2-14:** Authorization of a one-time Bonus capped at \$2,000 per staff based on their FTE and who have been employed at Lincoln for at least one semester and remained employed until the end of the school year not to exceed \$190,000. Funds to be taken from ESSER III pool.
 - i. Motion by Jeff Baucum.
 - ii. Second by Micah Gilbreath.
 - iii. Motion tabled by Stephanie Trowbridge.
- E. Development (none)
- F. Governance (Doug Neely) – 9:12 p.m.

5. Board Training

- A. Building Relationships
- B. Communication
- C. Parental Involvement

6. Unfinished Business (@ 9:28 p.m.)

- A. Strategic Plan Finalize Draft #3
 - a. **Motion 43-2-14:** Move to approve the 2021-2024 Strategic Plan as presented.
 - i. Motion by Stephanie Trowbridge.
 - ii. Second by Jeff Baucum.
 - 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.

7. New Business

8. Announcements (9:33 p.m.)

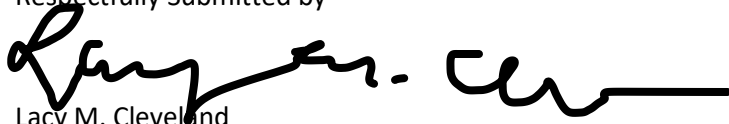
A. Upcoming Board Action Items

B. Approval of 2022-2023 School Calendar in March

9. Adjourn

A. Meeting adjourned at 9:36 p.m.

Respectfully Submitted by

A handwritten signature in black ink, appearing to read "Lacy M. Cleveland", written over the typed name.

Lacy M. Cleveland
Secretary

Lincoln Academy Board of Directors

EXECUTIVE DIRECTOR

February 14, 2022

Lincoln Academy January 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 JANUARY BOARD REPORT

COVID-19 Update

- On February 3rd families received a message from Jefferson County Schools communicating the ending of the Jefferson County Public Health Public Health Order 21-006, lifting mask mandates for schools on or before February 18th.
- On February 10th, an update was communicated stating that the mask mandate would be lifted at 11:59 PM on February 11th.
- Lincoln Academy will follow accordingly by making masks optional starting Monday, February 14th.
- During the first two weeks in January, we did see a spike in COVID cases that concerned us. Like most schools, we were concerned that if the spike continued at a similar rate, we would potentially need to have remote learning take place at Lincoln Academy. Fortunately, the number of student and staff cases have dropped significantly. Our number of positive cases have dropped at a very similar rate to the numbers shown in Jefferson County over the last four weeks (7 times fewer the number of cases now than 4 weeks ago).
- Over the last two weeks, we have had a total of three COVID cases reported to us.
- We recognize that we have families and staff that have various concerns related to the lifting of the mask mandate. We will support all people in the building who would choose to continue to wear a mask moving forward.

Proposed School Calendar

Lincoln Academy

2022-2023 School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct. 19 Early Release/
Conferences

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Executive Director

22	2 3	24	25	26	27	28
29	3 0	31				

19	20	21	22	23	24	25
26	27	28				





19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb. 16 Early Release/
Conferences

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

 No School	 Professional Development Day/No School
 First/Last Day of School	 PK-4 Assesment Day
 Parent Teacher Conferences	 Last day for 8th-grade

Enrollment Application Update

Grade	Number Enrolled for 22-23	Projected Number	Number of openings	Number of Retentions as of 2-4-22	Number of students who applied elsewhere	Total Number of Applications Received for First Round 2022-2023	Total Number of Applications Received for First Round for 2021-2022
K		88	All	2	N/A	146	153
1	85	88	3	0	0	22	21
2	79	84	5	0	3	11	20
3	81	84	3	0	2	21	12

4	79	84	5	0	1	9	9
5	74	84	10	0	1	18	12
6	84	84	0	0	6	43	24
7	81	84	3	0	2	12	13
8	78	78	0	0	4	13	8
Total 1	641	758	29	2	19	295	272

Administration Restructuring

Starting with the 2022-2023 school year, the Lincoln Academy Administrative structure will change as listed below.

2021-2022

Executive Director
Elementary Principal
Middle School Principal
Dean of Students

2022-2023

Executive Director
PK-8 Principal
PK-8 Assistant Principal
Operations Manager

Operations Manager

I feel very blessed to work with an extremely dedicated staff, great students, and a supportive community that has entrusted us with their children. Despite the many challenges presented this year through the pandemic, I see many great things occurring at our school. The MAP and Acadience data from fall to winter demonstrate many positive trends in students' academic growth. Daily, our staff shows up strong, even with the many exterior influences that have further made the difficult job of meeting student needs significantly more challenging.

As I reflect on the last six months of school, however, I continually think about how we will better support our students into the future. We have an amazing mission and vision that should guide our thinking and actions. We should always think about not only how we best support our students to learn at the highest of levels, but also how we develop well-rounded, happy people. While we may spend significantly more time thinking about how we engage students in the classroom, we also need to consider the overall student experience (activities, clubs, performances, etc.).

In planning for this future work, we can't help but recognize the importance of our team's structure. Through many conversations with our staff and community as well as looking at achievement and survey data, I believe that moving forward, the most important thing we need to ensure our future success is to create congruence and alignment as a PK-8 school. For Lincoln Academy to best prepare our students for future schooling/endeavors, it is of utmost importance that we maintain a vertically and horizontally aligned PK-8 Core Knowledge program in every content area. This will allow for our students to have a cohesive and supported experience throughout their time at Lincoln Academy.

To support this realignment to our mission and vision, we will change the administration structure at Lincoln Academy for next school year as listed above. The PK-8 Principal and Assistant Principal will be hired through a process that will involve a committee representative of the whole school. The team will have an opportunity to hire people in these positions who are best able to bring alignment and unity to our whole school community. Leaders who put students first. Leaders who work with honesty, integrity, and positive energy. Leaders who will inspire others as they demonstrate an ability to trust and empower the staff.

Staff Bonus

Due to additional funding from federal grants, Lincoln Academy is estimating their projected operating margin for the 21-22 school year to be well over \$200,000 which will be significantly higher than originally budgeted for the year. Mr. Schoenhals and the finance council would like to propose a one-time bonus payment to staff members to say "thank you" for their work throughout the year.

Proposal: Bonus capped at \$2,000 per staff based on their FTE and who have been employed at Lincoln for at least one semester and remain employed until the end of the school year. (1.0 FTE - \$2,000; 0.67 FTE - \$1,340) Total Cost: ~\$185,000

Executive Team Report - February 2021

Stephanie Trowbridge, President

1. Executive Director Check-In

Stephanie and Micah touched base with David this week to review the Board calendar. We reviewed our agenda for February's meeting. We will receive an overall update on how the academics and culture work have been going, more excepted in his report. We reviewed the upcoming Covid update as well as the Facilities report.

2. Agenda Planning

We will postponing updates from the PTO and the staff since our meeting lands on a holiday.

3. Strategic Planning

The final draft will be to the Board by the weekend for review. We have had limited feedback from the community. Based on the SAC survey coming out at the same time, we deferred any large advertising efforts. This is a lesson learned for future strategic plans.

4. Board Playbook

The first part of the playbook has been reviewed with Doug and will be available to the Board this weekend. More will be added and I will continue to refine it. The goal for finishing is end of April in preparation for new Board members.

5. Board Training

If anyone is curious about certain kinds of training, please email me so I can begin coordinating other training opportunities. A finance workshop prior to March's meeting should be anticipated as discussed in previous meetings.

School Accountability Committee

February 2022 Report

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.

1. Survey Status

- a. School-Family Relationship Survey:
 - i. Closed 2/1
 - ii. 286 responses (343 last year)
 - iii. General Results sent to SAC members, next meeting Tues Feb 22
 - iv. ED results sent to Board
 - v. Admin results sent to ED
- b. Community Staff Survey
 - i. Pending release 2/14
 - ii. *Motion: Move to approve the 2021-22 Lincoln Academy Community Staff Survey as submitted by SAC to the to the Board of Directors via Survey Monkey link.*

2. Engagement Nights/Activities

- a. Summer Resources
- b. Spreadsheet of camp and activity ideas provided to Mrs. Alley who will try to incorporate into her pre-existing "Summer Resource" tab for families. She will work with Mrs. Fries to include a mention in the Lincoln Loop that summer activities are opening registrations now.
- c. Testing Townhall: TBD with Mr. Schoenhals
- d. Internet Safety: TBD with Officer Blackwood
- e. 5th Grade Parent preview of "**Growing and Changing**": TBD (Spring) with Mrs. Holmes

3. Staff Exit Survey

- a. Coordinating with Kimberly Searfoorce to review questions and establish appropriate procedure.

4. Jeffco School Insights

- a. Jeffco 2022 Family Partnership Survey results are now available on School Insights under School Culture <https://jeffcopublicschools.shinyapps.io/SchoolInsights/>

5. Next meeting is Feb 22nd

Please direct comments or questions to sarahwasinger@lincolnacademy.net.

Facilities Committee Report February 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: Lori Woods (Operations Manager), Norm Miendl (Facilities Manager), David Schoenhals (Executive Director), Annette Ernst (Vanir), Rob Coffey (Vanir), Alicia Borrego (Parent committee member), Doug Neely (LA Board member) & Micah Gilbreath (LA Board Chair)

Facilities meetings will occur the first Friday of every month. Next meeting March 4th (8:15-9:30 AM).

Executive Summary

- Vanir update
- Dashboard (types of useful data/metrics)
- 72nd Project update
- Schedule for Lincoln Internal sitework
- Facility's priority list review

VANIR update:

- Facilities committee was introduced to Annette Ernst's replacement Rob Coffey.
- Annette is retiring and her last day at VANIR will be February 15th.
- She has been a pleasure to work with and provided above and beyond guidance and help to Lincoln during our time working with her.
- Look forward to getting to know Rob Coffey

Dashboard Facilities Data/Metrics:

- Board member Doug Neely and committee discussed types of data that would be helpful for board members to be able to access when making facilities decisions
- Some metrics discussed:
 - Property Information (Site, Building SF, Classroom SF ect)
 - Mechanical life of building systems (HVAC)
 - Building materials (windows, doors, roof, gutter)
 - Breakdown of capital projects actual vs estimate
- Committee will work with operations team to gather data, as time allows.

Bids for BoD approved Envision design work Building A office hallway and Building C (includes Motion):

- Attempted to get 4 bids; 2 no bid (project too small), 1 bid did not want to provide bond insurance form, 1 completed bid from contractor Whitney Mechanical (have completed prior work on campus)
- See attached figure below: Bidding estimate broke into base bid (building C) and Alternate #1 and Alternate #2 for Building A second floor
- Committee recommends base bid (\$183,000.00), alternate #1 (\$145,300.00) and alternate #2 (\$37,500) for a total of \$366,100 for the following reasons:
 - Building C units are 10 years past life of units
 - Building C houses students, scenario of units failing would be difficult to temporarily place two grades within main building
 - Building A units don't meet current code for fresh air in and out
 - Abandoned refrigerant lines found
 - Current Space heater usage
 - One unit constantly running
 - Concern of significant price increase for materials and labor if decision is made to not complete.

72nd Waterline damage update:

- On January 23rd a subcontractor for the City of Arvada “hit” the 8-inch lateral water line on the north side of Lincoln Academy’s property.
- A large volume of water caused site and building damage.
- City of Arvada has been generous and timely to provide immediate restoration/compensation for damage
- Lincoln’s operation and leadership team worked all weekend to assess damage and find solutions for classroom space temporarily lost in kindergarten, 2nd, and 4th grades.
- Water damage in both Building B and Building A is currently being restored. Site damage in landscape and hardscape areas including erosion of subgrade beneath sidewalks and large debris in landscape areas will occur to completion as weather improves (no snow cover)
- Building B: Damage primarily in north east kindergarten classroom and pre-k entryway and hallway
- Building A: Damage in 2nd grade hallway and one classroom on north side as well as two fourth grade classrooms on east side with subgrade window wells

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

- 90% design package to begin end of March/early April
- Period of performance has been extended to October 31, 2023 for construction support

Facilities priority list review:

- Ongoing historical list has been updated and re-designed to reflect 2021 Deferred Maintenance vs 2021 Capital Deficiencies
- Vanir and Lincoln operation manager continue to update costing on priority list
- Most recent priority is the need to replace a portion of Building B’s roof

Proposed Motions:

Motion to approve Whitney Mechanical total bid for \$366,100 to replace 10 fan coil units on building C, 3 fan coil units for building A north offices and to optimize HVAC operations of current unit for building A south offices.

Additional Facilities Updates:

Action item for next Facilities Committee meeting: Building B roof, Water Damage, Ongoing review of Draft Priority List and Dashboard data.

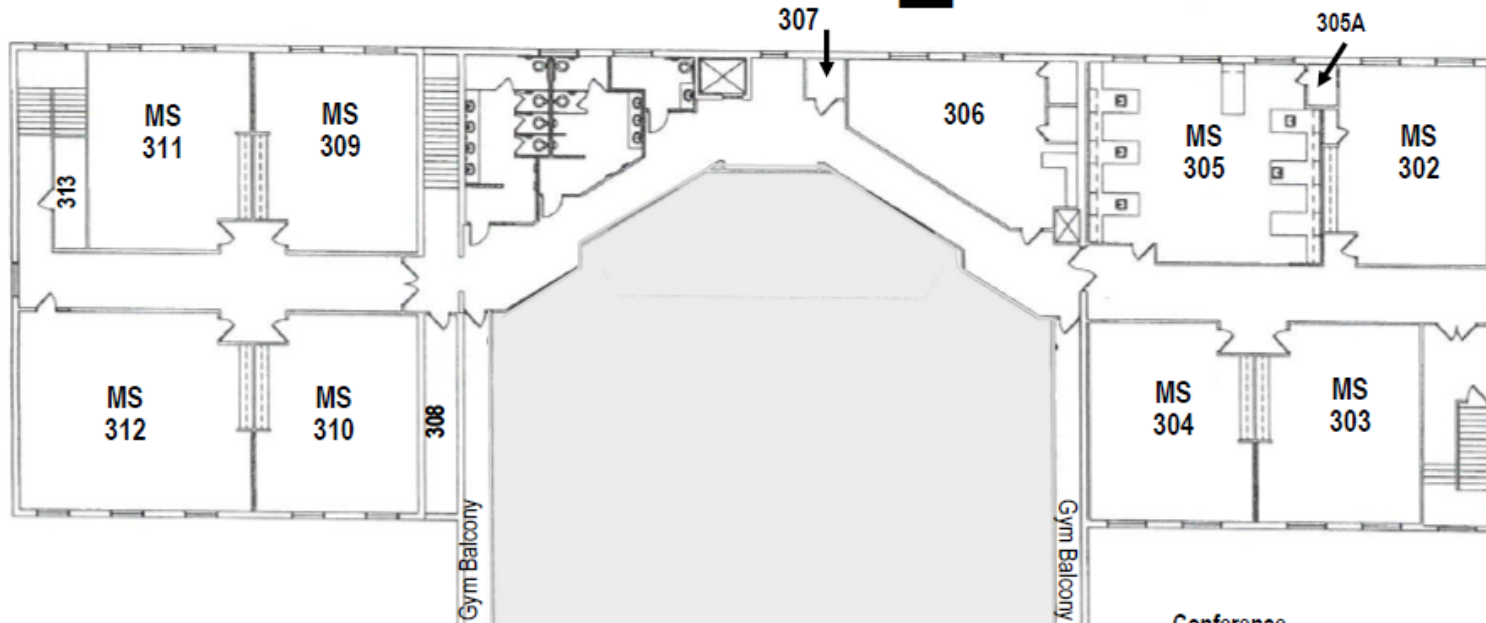
Next Facilities meeting at Lincoln Academy will be March 4th at 8:15 am – 9:30 am. Contact Micah Gilbreath if you would like to join this committee micahgilbreath@lincolnacademy.net

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 installation 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:** Design and possibly 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
- **In progress:** Coordinate with PTO on further playground enhancements/buddy benches
- **In progress:** Addition of facilities data/metrics to BoD internal dashboard

Building A Second Floor– Master

E



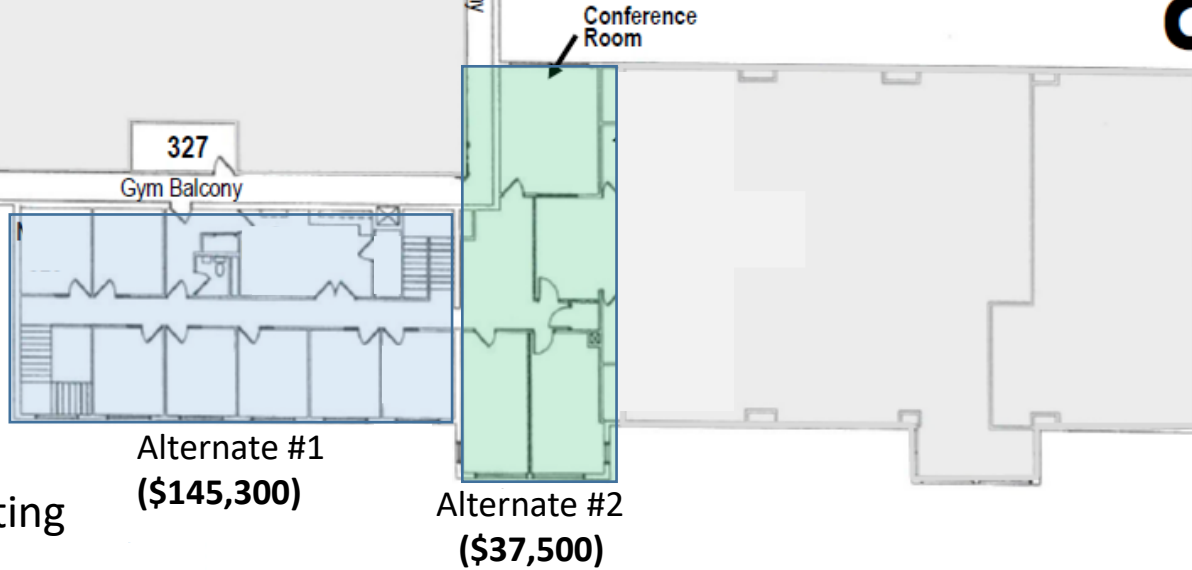
N

Add Alternate #1:

- new code: fresh air requirements
- new electrical panel

Add Alternate #2:

- keep existing RTU #1 (~5 yrs)
- TAB, controls, replace proper ducting



Alternate #1
(\$145,300)

Alternate #2
(\$37,500)

Building C:

Base bid (\$183,300) to replace 10 coil fan units



S



REVISED

LINCOLN ACADEMY CHARTER SCHOOL
~~BIDDER REPLACEMENT~~
RTU & Fan Coil Unit Replacement

Date: 2/3/2022

PROJECT: Lincoln Academy RTU & Fan Coil Unit Replacement
ADDRESS: 7180 Oak Street, Arvada, CO 80004

TO:

Lincoln Academy Charter School
7180 Oak Street
Arvada, CO 80004

FROM: Whitney Mechanical Company, Inc. Bidder

3105 West Hampden Avenue Address

Englewood, CO 80110 City / State / Zip

Operating as ~~an individual, a Company,~~ a Corporation ~~(strike out conditions which do not apply)~~
organized and existing under the laws of the State of Colorado, ~~or a Partnership,~~
~~Partnership or Joint Venture (strike out conditions which do not apply) consisting of:~~

BASE PROPOSAL

The undersigned declares that he has carefully examined the Project Manual, all Sites and Bidding Documents, and proposes and agrees to provide all coordination, labor, materials, plant equipment, transportation, and other facilities required to execute all the work described by such Documents for the lump sum consideration:

BASE BID:

\$183,300.00 - One Hundred Eighty-Three Thousand Three Hundred Dollars.

Alternate #1: Fan Coil Unit Replacement BID:

** \$145,300.00 - One Hundred Forty-Five Thousand Three Hundred Dollars

** REVISED ALTERNATE 1: Deduct FCU-2 and CU-2
Include TAB of existing FCU-2, Moving FCU-2's power to
new electrical panel (making all FCU's in same
Panel LAC).
Remove existing abandoned refrigerant piping.



Alternate #2: RTU-1 Upgrades BID:

\$ 37,500.00 - Thirty-Seven Thousand Five Hundred Dollars.

Contractor will adhere to all Federal, State, and local laws and codes, license, permits and inspections. All work will be completed to proportional trade standards and building codes.

PROJECT DATES

Lincoln Academy ~~Boiler Replacement~~ RTU & Fan Coil Unit Replacement

Project Start Date: May 31, 2022

Project Completion Date: August 12, 2022

ADDENDA ACKNOWLEDGMENT:

Addendum Number
01

Date of Addendum
01/28/2022

METHOD OF AWARD

Bids will be evaluated on funds available, delivery, and efficiencies. In submitting this proposal, it is understood that the right is reserved by the Owner to reject any or all bids and waive all informalities in connection therewith. Each base bid is considered as a separate bid and will be awarded as such.

NOTICE OF ACCEPTANCE

The undersigned agrees that upon acceptance of his / her bid, (s)he will execute a contract with the Owner and will deliver a Surety Bond for the faithful performance of his / her Contract, and such other bonds and insurance as may be required by the Specifications and other Construction documents. Costs of all bonds and insurance are included in Base Bid Sum.

COMPLETION OF WORK

If a Notice of Award is issued within thirty (30) calendar days following the date of bid opening, the undersigned agrees to substantially complete all work for the project on, or before, and failing to do so agrees to pay the Owner as liquidated damages the sum of One Thousand dollars (\$1000.00) per school for each consecutive calendar day thereafter that the work remains substantially incomplete.



SUBCONTRACTORS

If awarded a contract for this project, the undersigned agrees to employ the following subcontractors:

Electrical Allied Power Services, Inc.

General Trades Long & Associates (Equipment & Temperature Controls)

Contractor Signature: *Greg D. Whitney*

Print Name: Greg D. Whitney

Title: President

Date: 2/3/2022



Financial Report

Treasurer

January 2022 Report

Presented on February 14th, 2022

Finance Committee:

Jeff Baucum, Lincoln Academy Board Treasurer

David Schoenhals, Executive Director

Cindie Poulter, Lori Woods

Parent Members: Jeff Leniger, Travis Harrison, Amanda Corrion

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.

2021-22 LA Budget Review

January 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. 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.
- **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 reserves 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 the finance team will be working to determine how to best utilize ESSER III funds, watching technology and curriculum costs in particular.
- **Capital:** Capital costs of \$141k have been projected based on current budget projection for Boiler replacement, HVAC redesign (approved in Oct BoD meeting) and parking lot project.
- **ESSER 3:** The working budget currently accounts for ESSER 2 reimbursement of \$87k toward currently projected, but unidentified costs. ESSER 3 funding application has been created and will be presented at a future meeting.
- **Margin:** The initial approved budget had a margin of (\$57,800) 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

As discussed during the Executive Director presentation, the proposal is for a one-time bonus payment to staff members to say “thank you” for their work throughout the year.

Motion: Authorization of a one-time Bonus capped at \$2,000 per staff based on their FTE and who have been employed at Lincoln for at least one semester and remain employed until the end of the school year, not to exceed \$190,000. Funds to be taken from ESSER III pool.

Notes:

This request is approximately 30% of the full ESSER 3 funds available to Lincoln Academy.

Cost calculation: (1.0 FTE - \$2,000; 0.67 FTE - \$1,340) Total Cost: ~\$185,000;

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
- Policies update - Approval levels and process (who, when, \$)
 - Operational vs Capital
 - Lead by Amanda Corrion
- 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
- Development Grant Support - research, sources, process, applications
 - Lead by Travis Harrison

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.

Governance Committee Report

Executive Summary

Here are updates to the strategic plan:

- Board Dashboard – Working on making the dashboard available to the board.
- Update policies and by-laws – Discuss proposed board election policy and review policy 4.1.2 Board Evaluation – No updates.
- Executive Director Evaluation – No updates.
- Board Training – List of modules to review for this month and next month.

Strategic Plan

Board Dashboard

Unfortunately, I was unable to get the board dashboard available this month. I will continue to work towards that goal.

I met with the Facilities Committee this month to cover items that we are interested in receiving for the dashboard.

Update Policies and By-laws

This month, we are reviewing proposed board election policy. Because there has not been any written policy about this before, I want to receive feedback this month prior to voting on this policy next month. The goal of this proposed policy is to provide basic guidance while giving the board the ability to make minor adjustments as needed. Please notice that if we do approve this policy next month, we will also need to complete step one of the policy, as well. One other thing I have found as I have reviewed our Bylaws is that elections don't just have to be for electing board members, but that the board can also refer to the community items to vote on. I don't know when this would be used, but something to keep in mind.

4.1.4 Board Elections

Please refer to Article 5 of the Bylaws for specific guidance around the timing of the election, applying to the board, manner of elections, eligible voters and notification required for elections.

(1) In March of each year or prior to any special election, the Board will vote on the following in preparation for the April or special election:

- *Dates for the upcoming election. Per the Bylaws, a regular election will take place after the April meeting and last for a minimum of four school (student contact) days. Special elections timing will be determined by the board.*
- *Number of open seats*
- *Membership of election committee – Membership should consist of the following:*
 - *One board member who is not up for election*
 - *Minimum of two eligible voters*
 - *One staff member as appointed by the Executive Director*

(2) The community will be notified of the upcoming election and given an opportunity to apply for the open positions. Applications must be received by 5 PM five days prior to the April board meeting. To be an eligible candidate, they must meet the requirements listed in Section 3.2 of the Bylaws.

(3) Candidates will be given the opportunity to speak at the April board meeting and provide a brief biographical statement and reason for running for election that will be provided to the community.

(4) The school office will provide a list of email addresses of eligible voters.

- Eligible voters are determined by Section 5.4 of the Bylaws.

(5) Balloting will be done by an electronic form. Voters without access to the electronic form may come to the school office to use computers there to submit their votes. The form will contain the following:

- The number of open seats
- Names of the candidates in alphabetic order by last name
- Email address – used to verify eligibility of voters.
 - If possible, email addresses will be validated automatically, and only valid votes will be submitted to the election committee.

(6) Each eligible voter may vote for one candidate for each board member position up for election. No votes will be counted from any ballot containing more votes than available seats.

(7) The election committee will gather to count the votes at the conclusion of the election period. Candidates with the most votes will be elected members of the board. Winners will be notified by the committee and official results will be announced at the May board meeting. Results will be recorded in the minutes and ballots will be destroyed 90 days after the election. Refer to Article 5.3 for information on challenging votes.

(8) Newly elected board members will be expected to attend the May board meeting where officers will be elected during the first meeting of the board. Official terms start on June 1st.

Policy Review

As part of our monthly policy review, we are reviewing section 4.1.2 Board Job Description.

Board Evaluation

No updates to the board evaluation process for this month. Here is our current scoring:

Board Evaluation Total Point Possible: 90

Board Evaluation Scoring for 2021 - 2022											
Mtg Item To Board	Mtg Item Posted	Motion to Board	Motion Posted	Eval to Evaluator	Eval to Board	Reg Mtg On Time	Special Mtg On Time	Mtg Length	Committee Goal	Total	Total %
9	9	7	9	10	10	7		8	1	70	78%

If any committee has updates on their goal progress, please get that to me so I can update it. I know many of them may not be things completed until the end of the year, which is fine. Just understand that it skews the scoring at this time right now. If all committee goals are completed, it will bump our score up to 88%.

Executive Director Evaluation

No updates for the board this month.

Board Training

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

- Building Relationships
- Communication

- Parental Involvement

Here are the modules to review for March:

- Data Driven Decision Making
- Board Assessment
- School Improvement Plans and Needs Assessment

Other Business

Next Meeting

To be determined