

Lincoln Academy Board of Directors

Minutes for Regular Board Meeting, August 9, 2021 @ 6:30 p.m.
Lincoln Academy Charter School, 7180 Oak Street, Arvada, CO



Microsoft Team Online Meeting Platform Information

Link: [Here](#)

Notes:

- 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. Mask must be worn by all persons while in the school. The Board will continue to reassess the health needs for our community. We will continue to offer on-line attendance via "Teams". See link above.
- For **Public Comment**, you must sign up by 6:00 p.m. on the day of the meeting. (Sign up link available [here](#)) Public Comment will be conducted in person. If you would like other considerations, please email Stephanie Trowbridge, President.

Mission & Vision

Our mission is to help students attain their highest social and academic potential through an academically rigorous, content-rich education in a safe, orderly, and caring environment.

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

Meeting Minutes

1) Preliminaries (began at 6:32 p.m.)

- a) Call to Order at 6:32 p.m.
- b) Roll Call
 - i) Present: Stephanie Trowbridge (President), Micah Gilbreath (Vice President), Jeff Baucum (Treasure), Lacy Cleveland (Secretary), Doug Neely (Community Member, Governance Committee), Sarah Wasinger (SAC Committee), David Schoenhals (Executive Director)
 - ii) Guest: 64 (48 non-staff guest, 16 staff guests)
- c) Reading of Mission and Vision
- d) Review of Board Code of Conduct
- e) Welcome Guests
- f) Public Comment (Stephanie Trowbridge) – beginning at 6:38 p.m.
 - i) Leah Rower
 - ii) Shannon Gantenbein

2) Consent Agenda (began @ 6:49 p.m.)

- a) Agenda for August 9 Regular Meeting
- b) Approval of Minutes – June 14 Regular Meeting

3) Executive Director Report (began @ 6:50 p.m.)

- a) Up-date on enrollment
- b) Staff Up-Date (Middle-School Math has been filled since the report has been posted.)
- c) Emergency Executive Direction Succession Plan
- d) Personal Goals
- e) Administration Leadership Responsibilities
- f) Back To School Plan (began @ 7:11 p.m.)

4) Committee Reports (began @ 7:49 p.m.)

- a) Executive (Stephanie Trowbridge)
- b) School Accountability (Sarah Wasinger)
- c) Facilities (Micah Gilbreath, Guests: Geoff Mestas,)
 - i) **Motion 19-8-9:** Motion to approve interior infrastructure site improvements CONCEPT 1 as recommended by the Facilities Committee.
 - (1) Motion by Micah Gilbreath, 2nd by Doug Neeley
 - (2) Votes: Jeff Baucum (Abstain), Lacy Cleveland (Y), Micah Gilbreath (Y), Doug Neely (Y), Stephanie Trowbridge (Y), Sarah Wasinger (Y)
 - (3) Motion is Passed, 5 Yes, 1 Abstained
 - ii) **Motion 20-8-9:** Motion to approve the Vanir Proposal to Provide Project Management Services-Amendment 6 with a not to exceed amount of \$40,156 through June 30, 2022.
 - (1) Motion by Micah Gilbreath, 2nd by Sarah Wasinger
 - (2) Votes: Jeff Baucum (Y), Lacy Cleveland (Y), Micah Gilbreath (Y), Doug Neely (Y), Stephanie Trowbridge (Y), Sarah Wasinger (Y)
 - (3) Motion is Passed, 6-0
- d) Finance (Jeff Baucum)
- e) Development
- f) Governance (Doug Neely)
 - i) **Motion 21-8-9.** Move to add the Conflicting Interest Transaction, as submitted, to official board policy as 4.2 titled “Conflicting Interest Transactions.”
 - (1) Motion by Doug Neely, 2nd by Jeff Baucum
 - (2) Votes: Jeff Baucum (N), Lacy Cleveland (Y), Micah Gilbreath (Y), Doug Neely (Y), Stephanie Trowbridge (Y), Sarah Wasinger (Y)
 - (3) Motion is Passed, 5-1

5) Unfinished Business

- a) Tabled Motion Discussion
 - i) **Motion 10-6-14:** I move that the Board sets deadlines for when meeting related items are sent to board members and posted, as submitted, and adds this to official board policy as 4.1.9 titled “Board Meeting Deadlines”.
 - (1) Motion by Doug Neely, 2nd by Jeff Baucum
 - (2) Votes: Jeff Baucum (N), Lacy Cleveland (Y), Micah Gilbreath (Y), Doug Neely (Y), Stephanie Trowbridge (Y), Sarah Wasinger (Y)
 - (3) Motion is Passed, 5-1

ii) **Motion 22-8-9:** I move that our Board Meetings for September, October, and November be moved to the 3rd Monday of the month for trial period.

(1) Motion by Stephanie Trowbridge, 2nd by Micah Gilbreath

(2) Votes: Jeff Baucum (N), Lacy Cleveland (Y), Micah Gilbreath (Y), Doug Neely (Y), Stephanie Trowbridge (Y), Sarah Wasinger (Y)

(3) Votes: 6-0.

6) New Business (began @ 9:54 p.m.)

- a) Signing Board Conflict of Interest Agreement
- b) Board Blast Discussion and Recording Update

7) Board Training (began @ 10:06 p.m.)

- a) Board Committee Principals

8) Announcements (began @ 10:12 p.m.)

- a) Upcoming Board Action Items
- b) Board Attendance/Volunteering at Back-to-School BBQ
- c) Board Retreat- August 28, 2021 8 a.m.-4 p.m., Hilton Garden Inn, Arvada
- d) Next Board Meeting, Training session prior to regular meeting (September 20, 2021, 6-6:30 p.m.)

9) Adjourn

- a) Meeting adjourned at 10:11 p.m.

Respectfully Submitted by

Lacy M. Cleveland, Board of Directors Sectary

Lincoln Academy Executive Director Report to the Board August 2021



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.

Update on Enrollment 2021-2022 (Updated on 7-30-21)

Grade	Projected Enrollment	August Enrollment Numbers for 2021-2022
Full K	88	89
1	88	85
2	84	82
3	84	84
4	84	84
5	84	84
6	84	86
7	84	80
8	75	73
Totals	755	747

Staffing Update

<u>Staff Not Returning This Year</u>	<u>Staff Moving to A Different Position</u>	<u>New Staff Members</u>	<u>Positions Open</u>
Larry Niemiec - Teacher Katelyn Wright - Teacher Larisa Rogers - Finance Pamela Wilde - Teacher	Sandy Strauss: PreK Ass't Teacher Ashlyn Bostic: Kindergarten Lauren Kunau: 2nd	David Schoenhals (ED) Jennifer Harris (Pre-K) Jenny Pott (K)	School Social Worker Financial Secretary

Leah Magnett - Teacher Lizzy Horn - Art Nicole Yannacito - EA Jennifer Roberts - Kinder Nirma Trevizo - EA Sam Oberhausen - EA Leah Rowher - Remote Learning Coordinator Heidi Madole - EA Sam Jandro - PreK Teacher Mark Miller - Facilities Haley Earl - EA Michalla Elder - EA Krista Stocker - EA Matthew Syzek - EA	Brittany Kruger: 2nd Anna Christopherson: 3rd Kayli Cooper: 3rd Dawn Bennett: 5th Lang. Arts Kathryn Burns: 5/6 SPED Jessica Simmons: 7/8 Science Kimberly Nyquist: 7/8 STEM Mallory Kirkland: 8th English	Laura Price (1st) Carey Ridenhour (2 nd) Becka Prestien (4 th) Joana Blum (4 th) Marissa Swift (6 th LA) Jenny Karp (Art) Jessica Newsome (Music) Rebecca Isenberg-Manguso (ES EA)	IT Team Support Member *Middle School Math Teacher (.85 FTE) Facilities Team Member Educational Assistant Positions Leopard Care Program Assistant
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Emergency Executive Director Succession Plan

In the unforeseen event that I was not able to complete my duties and responsibilities as acting principal, Lindsey Tomsick and Janelle Johnson would take over the roles and responsibilities as the interim executive director of Lincoln Academy until the Board of Directors were able to duly appoint or hire a new executive director.

The following is a list of dates in which Board Attendance is welcomed and encouraged!

August 16: PreK/K Parent Academy 6:00

- Introduce them to the audience at Parent Academy and Board members are available to chat after the presentation.

August 17

- Badge Photos anytime between 12:00-3:00 pm or Board badge photo OR on the 18th

August 18

- Beginning of our Emergency Management Training at 9:00 to introduce themselves to staff. Burritos and coffee are provided.
- Badge photos anytime between 9:00-2:00 pm

August 24 Parent Academy grades 1-4 6:00 pm

- Introduce them to the audience at Parent Academy and Board members are available to chat after the presentation.

August 26 Parent Academy grades 5-8

- Introduce them to the audience at Parent Academy and Board members are available to chat after the presentation.

Popsicles on the playground event for new families if we have one this year. Still to be decided by our Parent Partner Program coordinator, Brenda Guenther.

Personal Goals for 2021-2022

1. Academic Performance
 - a. Oversee professional development/instructional coaching system that supports teachers with utilizing data and research-based best practices in order to meet the academic and social/emotional needs of ALL students.
 - b. Ensure a comprehensive Core Knowledge education with fidelity.
 - c. Through school principals, regularly track and report student academic progress. Adjust academic instruction and support based on student achievement levels.
 - d. Recognize academic excellence and growth with students, families, and teachers.
2. Budget Performance, Short-Term and Long-Term
 - a. Work with Jeff, Lori, and the finance team to establish metrics around days' cash on hand, fixed cost %, operation margin, and margin net that simultaneously supports this year's students at Lincoln Academy and continues to provide financial stability for the school into the future.
 - b. Manage the day to day expenditures while keeping the above metrics in mind.
 - c. Work with Jeff, Lori, and the finance team to research jobs, salaries, etc. at similar charter schools in order to support operations and retention of staff beginning with the 2022-2023 school year.
3. Climate and Culture
 - a. Build on the areas of climate and culture that are currently strong at Lincoln.
 - b. Address the areas of climate and culture that have been identified by the community as being most challenging as identified through the three questions as well as through formal and informal conversations with all stakeholders.
 - c. Develop a school climate and culture where all stakeholders love coming to Lincoln.

Administration Leadership Responsibilities

Lincoln Academy - Leadership Responsibilities 2020-2021				
Executive Director	ES Principal	MS Principal	Dean of Students	Operational Manager
Lincoln Academy Board of Directors School Employee				
Supervise & Support & Evaluate	Supervise & Support & Evaluate	Supervise & Support & Evaluate	Supervise & Support & Evaluate	Supervise & Support & Evaluate
Principals	Academics & Curriculum Mgt.	School Secretary	K-8 Discipline	Business Manager
Principal Secretary	Evaluating PreK-4 Teachers	5-8 Teachers	K-4 Educational Assistants	Assistant Business Manager
ALP Directors	Evaluating Some Specials Teachers	Some Specials & Electives teachers	Some Specials & Electives Teachers	Facilities Manager
Unified School Improvement Plan	New Teacher Mentor ES	5-8 Educational Assistants	Student Enrichment Programs	IT Coordinator
Dean of Students	DSS Professionals	Athletic Director	B & A School Care Program	
Operational Manager		5-8 Academics & Curriculum Mgt.	Pro. Asst./Clinic Aide/Nurse	
Pre-K Director		New Teacher Mentor MS	Campus Supervisor	
DSS Department			Attendance Secretary	
			School Accountability Committee	
			Diversity Committee	
			Benevolence Funds	

			Science Fair State Assessment Coordinator	
Oversee/Manage	Oversee/Manage	Oversee/Manage	Oversee/Manage	Oversee/Manage
Professional Development	ES Student Achievement and Data	MS Student Achievement and Data	Anti-bullying/Character Education	Facilities
Staff Meetings	Staff Meetings	MS Educational Assistant hiring	Truancy	Facilities Team
New Staff Recruitment	Professional Development	Athletic Program/Budget	K-4 Educational Assistant hiring	Budget and Finances
Staff Retention	K-8 School Master Schedule	MS Schedule & MS Student Scheduling	Positive Behavioral Interventions and Supports	5B Project
PTO	Waitlist	Outdoor Lab	Watch Dog Dads	72nd & City of Arvada
SAC	ES Educational Assistant hiring	Teacher Assistants		Fundraising Calendar Oversight
Budget and Finances	Student Wait Lists	8th Grade Graduation Professional Development		Neighbor Relations
Assist	Assist	Assist	Assist	
Discipline (when needed)	Discipline (when needed)	Discipline (when needed)	Staff Appreciation	
	Staff Appreciation	Staff Appreciation	Professional Development	
	DSS Department (K-4)	DSS Department (5-8)	MS Student Scheduling	
	New ES Teacher Recruitment	New MS Teacher Recruitment		
	Staff Meetings	Staff Meetings		

Lincoln Academy COVID Protocol Recommendations Executive Director

AUGUST 9, 2021

1

Jeffco Schools, JCPH, and CDPHE

- ▶ While Lincoln Academy considers Jeffco Public Schools recommendations/requirements in determining health protocols, ultimately any orders or mandates that we follow come from either the Colorado Department of Public Health & Environment (CDPHE) or Jefferson County Public Health (JCPH).
- ▶ Currently neither CDPHE or JCPH have any mandates or orders in place.
- ▶ Quarantines, however, are being determined by JCPH and are not optional for Lincoln Academy.

2

Lincoln Academy COVID Protocol Consultation

Lincoln Academy COVID Protocol Recommendations were developed through consultation that included research, data, and thinking from:

- ▶ Lincoln Academy Staff
- ▶ State Education Leaders
- ▶ Jeffco Public Schools
- ▶ Other Colorado School Districts
- ▶ Physicians
- ▶ Multiple Jeffco charter school leaders
(especially Jefferson Academy Executive Director Tim Matlick)

3

Local Data

Positive test rate in Jefferson County

Goal is less than 5%

High during 20-21 school year	11.5% (November 2020)
7/19/21 (7 day avg. positivity)	2.2%
8/6/21 (7 day avg. positivity)	5%

Hospitalization rate in Jefferson County

Goal is less than 2 per 100,000

High during 20-21 school year	3.58 (November 2020)
7/19/21	.26 per 100,000
8/6/21	.48 per 100,000

4

Delta Variant in Children

- ▶ 50 to 70 % higher transmissibility
- ▶ Not found to cause more severe illness in children to this point
- ▶ Mortality rate in 5-17 year olds very low (2 in 100,000)

5

Quarantine

- ▶ Quarantines will NOT be issued from schools this year.
- ▶ Students may attend school unless JCPH contacts them and requires them to quarantine.
 - ▶ **Close contact is defined as: within 3 feet of the positive individual for 15 minutes or longer within a 24 hour period.**
- ▶ Quarantines will NOT be issued by JCPH IF close contacts to positive individuals are either masked or vaccinated.
- ▶ All quarantined staff and students will quarantine for 10 days. They are eligible for shortened quarantine periods per JCPH:
- ▶ For quarantined students, learning will continue from home.

6

Outbreaks

- ▶ All outbreak responses will be led by JCPH with consultation and support from CDPHE.
- ▶ When an outbreak is confirmed that affects multiple classrooms/individuals, JCPH will determine what additional mitigation strategies may be necessary (masking, contact tracing, quarantine of close contacts, weekly testing, and/or distancing). Shifting to remote learning or school closures will be rare and considered only in exceptional circumstances.
- ▶ *"Five or more cases of COVID-19, of which at least one case has had a positive molecular amplification test **or** antigen test, among students/teachers/staff from separate households with onset within 14 days in a single classroom/activity or other close contact in the school setting (including transportation to- from- school and affiliated events)."* **CDPHE Outbreak Definition**

7

Goals for Lincoln Academy related to In-Person Learning : Cautious Normality

- ▶ We want to have in-person learning 5 days per week with ALL staff available.
- ▶ We recognize that over the last 18 months, there have been some limitations with the educational experience for our students. Our school is prioritizing planning and instructing in a way that we meet the academic and social/emotional needs of **All** students.
- ▶ In order for this to happen, we need to be able to provide precise support that will involve group work, student-to-student discourse, small group instruction, and one-on-one teaching. We also need to provide opportunities for students to connect to each other, develop a sense of community, and better understand how to recognize and regulate their own feelings and behaviors.
- ▶ In order to accomplish this type of support, we need to simultaneously mitigate possible COVID exposure/outbreaks in order to keep students safe and avoid isolation/quarantine situations that would take students and staff out of school.

8



Lincoln Academy

Beginning of the School Year

COVID Protocols for 2021-2022

Cautious Normality

9



Masks for Staff in the Classroom

When staff are providing whole class instruction where they are 6 or more feet away from students, they are not required to wear a mask.

Regardless of vaccination status, if the teacher circulates throughout the room to conference with students one on one or in a small group they will be required to wear a mask. If a teacher conducts small group work and the students are directly facing the teacher at least 3 feet apart the teacher may choose to wear a face shield instead of a mask.

10

Masks for Students

Masks are **required for all students** on school days during the following times regardless of vaccination status.

- ▶ During lunch when they are not eating.
- ▶ In a small group setting after working for 15 minutes.

For all other times during the school day, masks are **recommended** for students, regardless of vaccination status, but are not required.

We will honor the decision of parents when it comes to their children wearing or not wearing a mask in school at all other times.

11

Masks for Visitors and Volunteers

We are excited to welcome visitors and volunteers back into our school buildings. Masks are **required** for all visitors and volunteers regardless of vaccination status.

12

Temperature Checks/Students with Symptoms

Lincoln Academy will not be requiring staff or families to use Feverfree or take temperatures before they arrive at school. It is imperative, however that any student or staff who is sick, showing signs of illness or has been exposed to illness remain at home. This is a vital step all of us can take to protect our community; especially those that have health conditions personally or in their family units.

13

Outside

Students and staff will not be required to wear masks outside.

14

How Will We Revisit COVID Protocols?

At monthly board meetings, we will revisit current data, protocols, and recommendations for adjustments to our policies if any new compelling information is determined.

If any new mandates or orders come forward from JCPH, they will be communicated to parents immediately along with any implications for Lincoln Academy.

15

Does the Board have any questions regarding these COVID protocols?

16

Executive Team Report - August 2021

Stephanie Trowbridge, President

1. Executive Director Check-In

Stephanie and Micah met with David on his first official day on the job. We reviewed his progress and any barriers he was experiencing. Another check-in will occur later in August. David has moved into his new office and is getting settled.

2. Agenda Planning

Stephanie and Doug met with David to review August's Board Meeting Agenda and the Board Calendar. The sign-up for these meetings (Executive Team preferably, unless everyone is unavailable) was sent in July along with the PTO meeting sign-up.

3. Goals to Ensure Consistency

Goals to ensure consistency will be discussed at our Workshop on August 28th. Goals around other meetings between Board members and our Executive Director will also be discussed to ensure accountability.

4. Executive Director Report

David will be presenting his report to the Board using the Board Calendar and anything else he wants to update the Board on. He will also be sharing his Back to School Plan.

5. Strategic Planning

Stephanie, David, Theresa, from the League, and Jennifer, our Workshop Facilitator, will be having a planning meeting via the phone at the beginning of August. All surveys and themes we can all gather prior to the workshop will be utilized during our discussions. More information to follow.

6. District Update

Stephanie and Lacy have learned where to send LA Board Minutes. Last year's minutes have been sent in accordance to our district requirements. David and Stephanie will be meeting with Tom McMillen this coming week to review the Board's role in reference to the district. This report will be updated after the meeting.

Lincoln Academy School Accountability Committee

2021-22 school year plan

Primary objective: Maximize family engagement and dialogue between families and school staff regarding school goals, performance, and adherence to mission.

Restructure of Membership

1. Admin rep
2. Board member
3. Specials rep*
4. Elementary rep*
5. Middle school rep*
6. Support (DSS, mental health, or operations)

*Possibility that staff roles could rotate if there is desire among teachers

7. Pto rep (if desired by PTO)
8. Up to 2 Parent prek/k
9. Up to 2 Parent 1-2
10. Up to 2 Parent 3-4
11. Up to 2 Parent 5-6
12. Up to 2 Parent 7-8

*Not all second spots would need to be filled if broad representation is achieved.

Need to include among parents: Families offering IEP, ALP, FRL, diverse cultural perspectives.

13. Community member

Meeting schedule: no more than 1/mo,

Proposed: Sept, Oct, Nov, (possibly Dec), Jan, (possibly Feb), March, April

Engagement nights would be school-wide parent/guardian events, possibly to include virtual or at least recordings available. Would be helpful if we can negotiate Leopard Care availability, maybe at a discounted rate. These would not be presented by SAC, but by appropriate staff or invited guests.

August

Tasks:

- Recruit, assemble team. (Contact families who requested via the survey). Work with front office for Loop.
- Discuss any shared interests with PTO.
- Meet with admin.

September

Task: Recruit/assemble team. Set meeting schedule.

Meeting goals:

- Review mission of SAC to build partnerships with families, increase dialogue, to make families feel visible and heard; to make LA experience great for students and families
- Review Confidentiality policies
- Request presentation of UIP by a staff member, possibly admin but not required.
 - Use UIP goals and objectives for discussion and determining future goals of SAC.
- Is SAC interested in organizing a Cultural event, possibly in coordination with PTO?
- Survey prep
 - Get admin and staff input regarding what is valuable from surveys
 - Can we remove the teacher surveys and only do general questions as Family Survey? Could we have grade specific surveys that can include specials to reduce the size and burden of the survey and to consolidate results.
 - Distribute family survey to members to preview and provide feedback at next meeting

Possible Engagement topic: middle school expectations (autonomy, homework, discipline, grading)**This is likely already happening, but since it was a recommendation of SAC based on last year's family feedback, we need to confirm it is happening.

October

Meeting goals:

- Further discussion of UIP, if needed, to direct future plans and goals of SAC*
- Family survey recommendations
 - Structure of the survey: elementary and ms
 - What are we missing?
 - More on mental health or diversity?
 - More on mission, rigor, preparation?
 - Does LA help me support my student in education? Mental health? Socially? Family needs?
 - How can we improve?

Possible Engagement topic: supporting learning, study skills, platforms, resources, ash, opportunities, DSS- processes, services, concerns

November

Tasks: Prepare family survey, send test to members

Meeting goals:

- Survey review. Changes?
- Other*

Possible Engagement topic: tech/internet safety per family request (ie Screenagers)

December

Task/Meeting goal:

- Approve survey in SAC, deliver to board and request feedback by January Board meeting
- Other*

January

Task: Incorporate Board feedback, finalize Family Survey with SAC

Meeting goals:

- Plan cultural event?
- Other*

Possible Engagement topic: Love and Logic, Restorative Justice. What governs our discipline? Why do we do it this way? Any trends we can see in behavior with use of restorative justice? Do we have any data: Suspensions, classroom disruptions, teacher narratives? How can families use these tools at home? How to talk to students about school challenges.

February

Tasks:

- Distribute family survey
- Distribute Alumni survey
- Distribute ED feedback for Board

No meeting (unless needed for engagement project)

Possible Engagement topic: cultural celebration?

March

Tasks: distribute survey raw results to SAC

Meeting goals:

- Survey discussion
Discuss results, highlight themes
Recommendations to board and admin
- Other:

Possible Engagement topic: open, Summer Opportunity Fair (would need to be early April or March)

Invite camps (CU, Mines, Science Matters, Camp Invention, etc) , day cares (YMCA, Apex, etc) , tutoring opportunities, sports, library,

April

Task: Publish Family Survey report to community What worked?

Meeting goals: Thoughts for next year? What worked? How to improve SAC?

Possible Engagement topic: ? summer fair??

Facilities Committee Report August 2021

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.

In attendance: David Schoenhals (Executive Director), Lori Woods (Operations Manager), Norm Miendl (Facilities Manager), Annette Ernst (Vanir Construction), Alicia Borrego (Parent committee member), & Micah Gilbreath (LA Board Chair)

Executive Summary

- The facilities committee set committee goals for the 2021-2022 school year.
- Facilities meetings will occur the first Friday of every month
- Discussion of proposed boiler replacement
- Update on of roof drain replacement
- Overview of exterior door and interior door replacement/enhancement
- Update on MOA status
- Committee recommendation for a concept for interior infrastructure site improvements of site work completed by Muller Engineering (**includes proposed Motion for BoD**)
- Amendment 6 Vanir Construction proposal (**includes proposed Motion for BoD**)

Facilities Committee goals for the 2021-2022 school year:

- Update our facilities priority list on a bi-annual basis. The list includes improvements and needs for campus buildings and grounds.
- To be completed: boiler instillation on south end of building A
- To be completed: two new exterior security doors.
- Continue to develop design and planning for interior infrastructure site improvements in coordination with the City of Arvada's 72nd project.
- 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. Includes research for ESSER and Grant funding possibilities.
- Install commercial freezer in order to support breakfast for students. Offering breakfast for students is a new program at Lincoln for the 2021-2022 school year.
- Discuss ATV pricing for snow removal and possible ways to fund
- Coordinate with PTO on further playground enhancements

Boiler replacement located in the southwest corner of the main building (K-4th Technology Room):

- Annette and Lori updated facilities that the project is on schedule and will be completed after Labor Day
- Mrs. Kil was gracious and flexible to move her classroom while installation is completed.
- Facilities provided her was a large cart to move Chromebooks as needed.
- Project is currently estimated to come in under budget around \$20,000.

Roof Drain improvements:

- Norm Miendl reported to the Facilities committee that the work was completed over the summer break time period
- The fee for this work had been included in the 2020-2021 budget.

Safety increases for doors:

Norm Miendl reported to the Facilities committee on the status of the Two (2) exterior doors that are purchased and shipped. Additional Gym Office door has been received.

- Install for all doors should be completed within ten days of received.
- Fee will roll into the 2021-2022 budget.

Conceptual Design options provided by Muller Engineering

- The committee developed criteria for choosing a concept
 - Safety – the design must support a student safe campus. Pedestrian safety being the utmost importance.
 - Functionality – the design should bring a level of simplicity to the drop off and pick up process.
 - Cost – the improvements must fall within the appropriate budgeted funds from the bond refinance and land sale proceeds.
 - Aesthetics – visual support of our mission and values
- The committee recommended Concept 1 with the removal of the center house
 - Southern portion of campus re-design and relocation of staff lot supports a pedestrian safe route.
 - Play space adjacent to the school supports student safety with line of sight significantly closer to buildings
 - Access to a staff only lot during drop off and pick up times supports traffic flow.
 - Island to north directs traffic and provides pedestrian safety.
 - Single entrance/exit to northwest lot contains traffic during peak times
 - North east lot isolates Pre-K and Kindergarten parking to allow for families to drop off and pick up.
 - Additional improvements include:
 - Staff parking in paved lots
 - Dedicated play space

City of Arvada negotiation update MOA status:

- The Operations manager (Lori Woods), Owners Representation (Annette Ernst) and committee chair (Micah Gilbreath) and updated the committee on status of the negotiation process with the City of Arvada.
- The final minor edits were completed this past week and the MOA was in review with Lincoln's legal counsel
- The anticipated completion for the MOA with signature should occur next week (Start date August 9th)

Amendment 6 to Vanir Contract proposal:

- The proposal would contract the services of VANIR through the current fiscal year, date ending June 30, 2022.
- The not to exceed amount for the budgeted amount is \$40,156
- The relationship Lincoln has built with this consultant has provided support on several areas within facilities. This consultant provides a service of integrity and experience in the construction management sector.

Proposed Motions:

Motion: Motion to approve interior infrastructure site improvements CONCEPT 1 as recommended by the Facilities Committee.

Motion: Motion to approve the Vanir Proposal to *Provide Project Management Services-Amendment 6* with a not to exceed amount of \$40,156 through June 30, 2022.



1

Introduction and Agenda

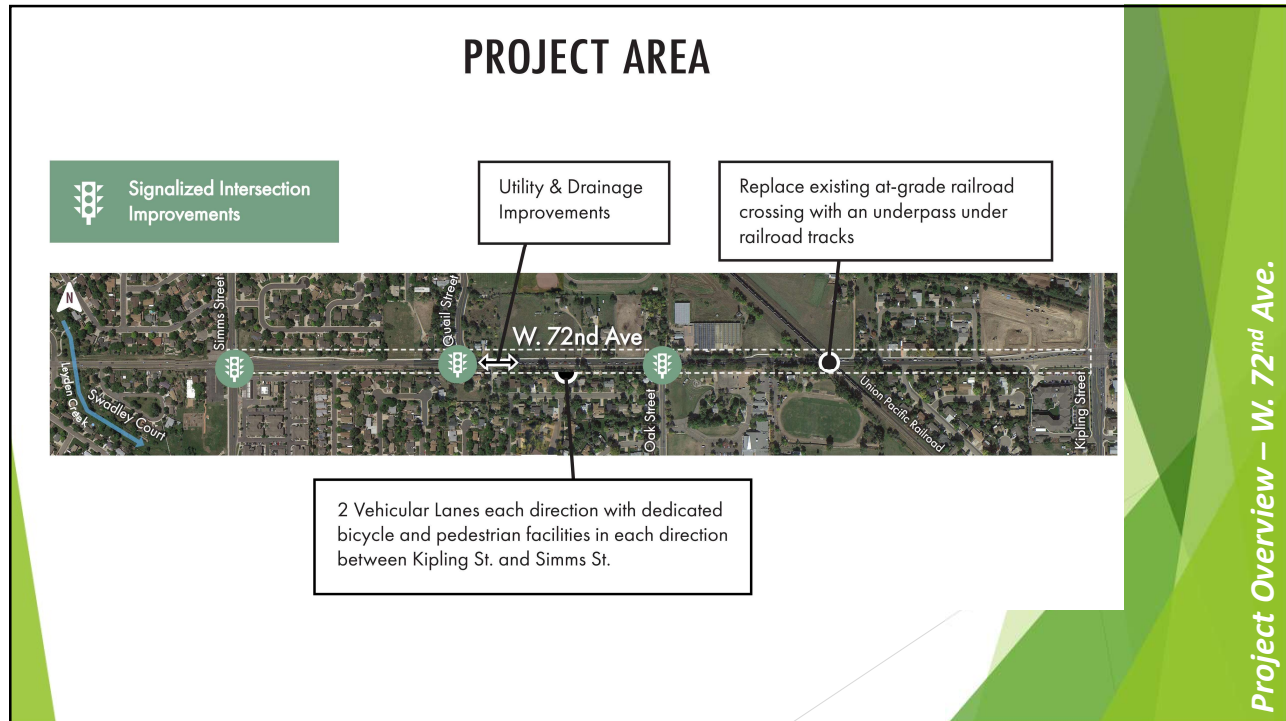
Agenda:

1. Project Overview/Project Schedule
 - a) 72nd Ave. Improvements
 - b) Lincoln Academy Improvements
2. Review Proposed Lincoln Academy Improvements
3. Projected Costs
4. Open Discussion
5. Next Steps/Decisions



Geoff Mestas
Design Manager

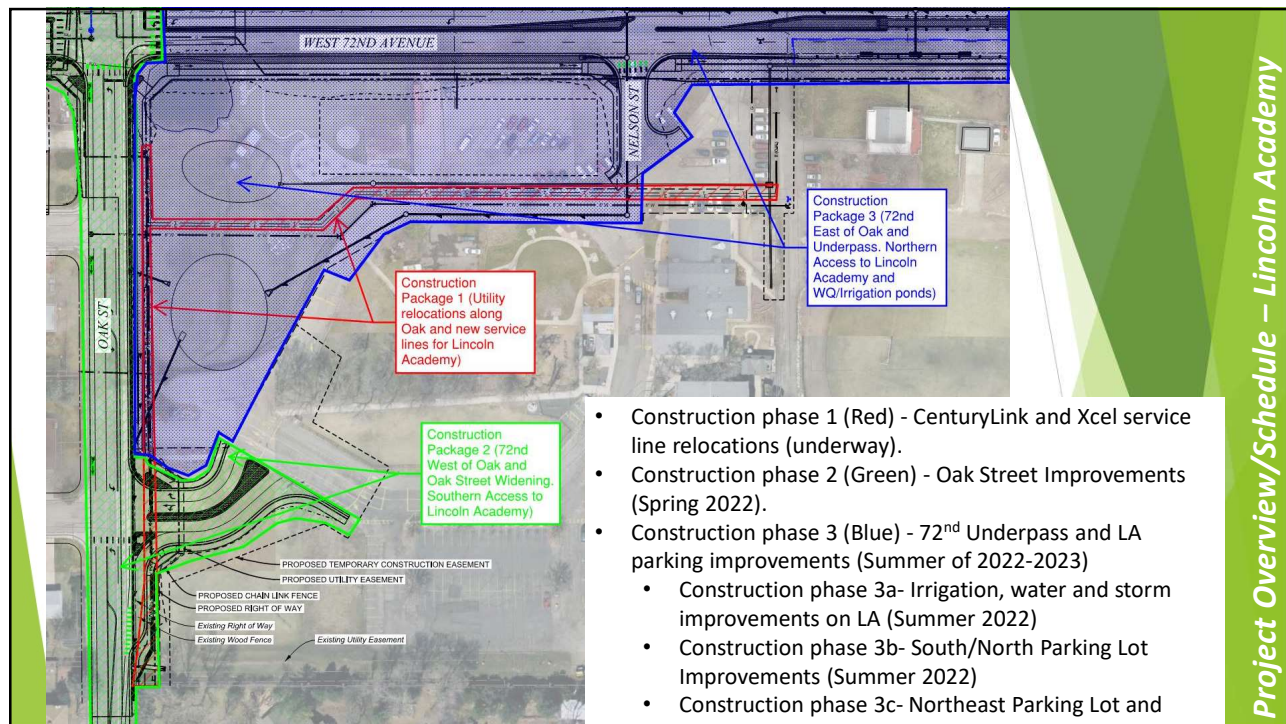
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3



4



5



6



7



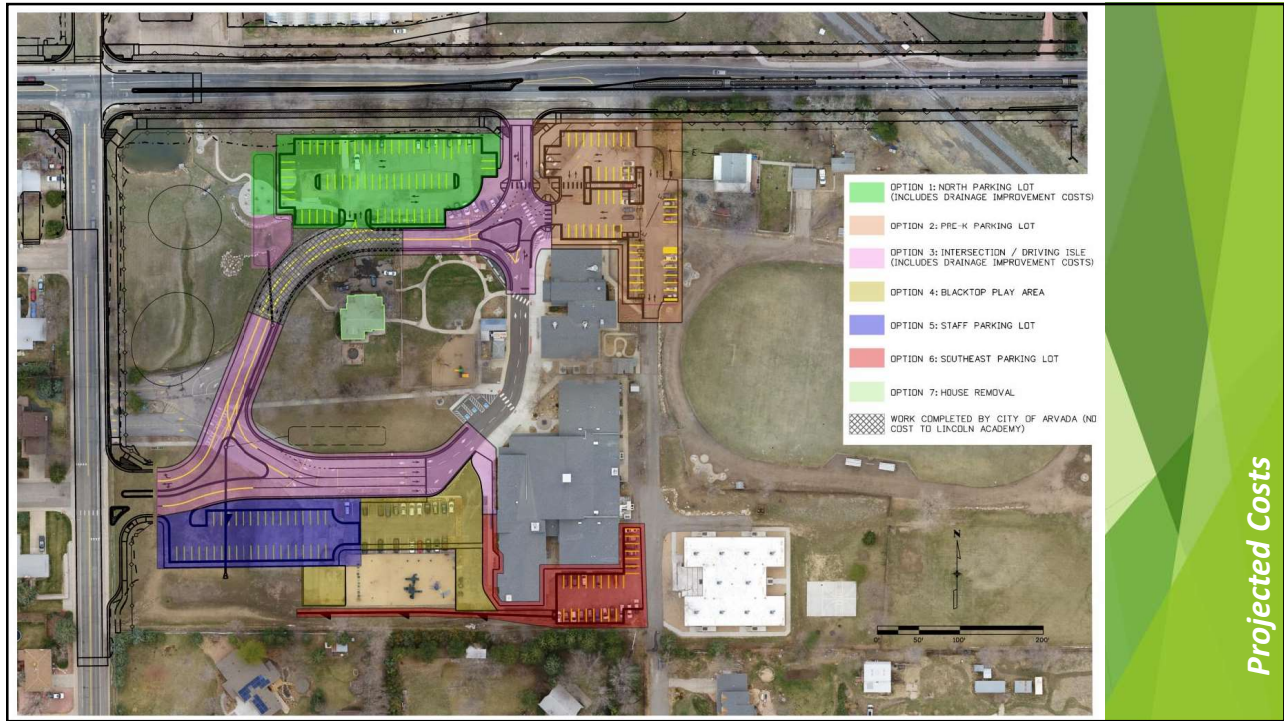
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9



10



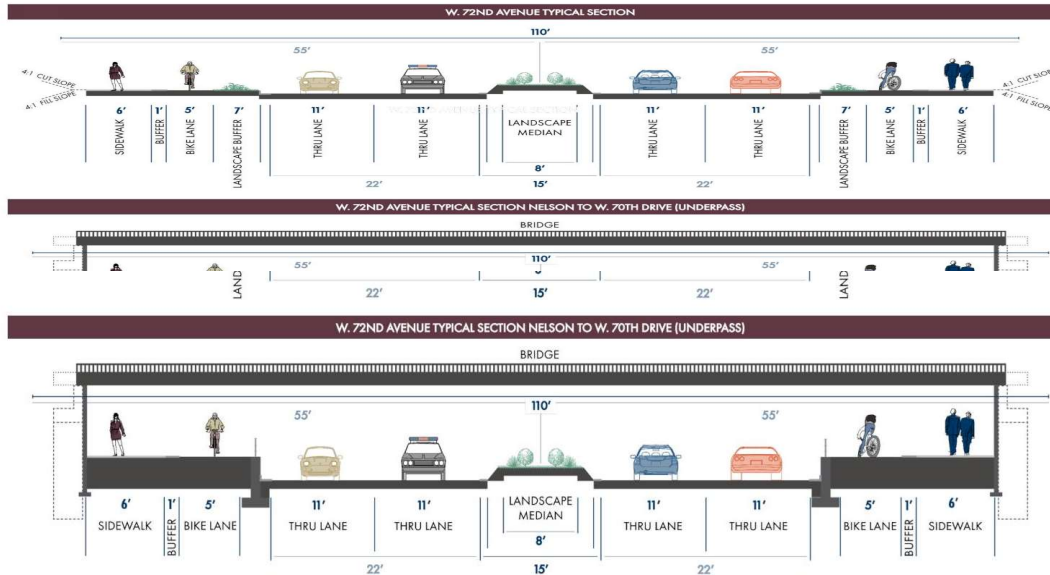
11



12

72nd Ave. Typical Section

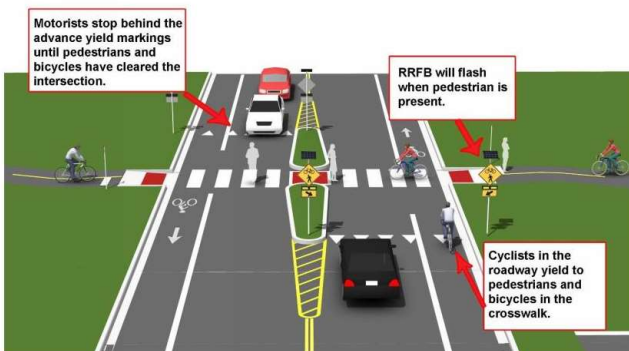
PROJECT TYPICALS



13

What is an RRFB?

Rectangular Rapid Flash Beacon



A Rectangular Rapid Flashing Beacon (RRFB) is a traffic control device that combines pedestrian warning signs with user activated light-emitting diodes (LEDs). The RRFB is used at a crosswalk to alert motorists to the presence of pedestrians and cyclists crossing. The system typically includes the crosswalk, wheelchair ramps, flashing beacon and pedestrian crossing signs, and advance pedestrian crossing warning signs and/or pavement markings. RRFB units are used at crossing locations that are uncontrolled (e.g. not controlled by a yield, stop or traffic signal).

The RRFB units are installed on both ends of the crosswalk and activated with manual push buttons that allows crossing pedestrians to energize the beacons prior to crossing. When activated, the two yellow indications flash in a rapidly alternating "wig-wag" flashing sequence (left indication on, then right indication on). Duration of the flash cycle is programmed to meet the travel time and volume of the crossing pedestrians and cyclists. The pedestrian indication is directed at and visible to pedestrians in the crosswalk, and it flashes concurrently with the vehicle indications to give confirmation that the RRFB is in operation. The RRFB remains dark when not in use.



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Financial Report Treasurer

July 2021 Report

Presented on August 9th, 2021

Finance Committee:

Jeff Baucum, Lincoln Academy Board Treasurer

David Schoenhals, Executive Director

Cindie Poulter, Lori Woods

Parent Members: Jeff Leniger, Travis Harrison, Amanda Corrión

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.

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2020-21 LA Budget Review July 2021

- **Student FTE:** Student count declined from 764.3 budgeted to 721.0 at the Oct 1st official count. This represents a drop of 5%.
- **Revenues:** Annual Revenue was impacted by declining student FTE count. However, PPR and Capital Construction exceeded initial budget expectations. Capital Construction estimates have been updated to include a \$100 increase as finalized in January. The \$74k positive impact is reported in the updated budget report. PPR was increased by \$130 per FTE by State legislature to account for statewide declining student enrollment. These additional funds resulted in the school meeting target budget for the year. Proceeds from the Bond issuance of \$9.023M related to infrastructure project are included in revenues.
- **Salaries & Benefits:** Overall, LA spent \$5.39M on teacher and staff compensation this year including \$195k approved for staff Bonuses in the March BoD meeting. Additional reduction in salary expenses have been realized with the proposed ESSER 2 salary offsets of \$112k
- **Purchased Services:** District overhead fees (\$759k) increased from prior budget estimates due to the increase in PPR Revenue. The financial team is expecting purchased services finish the year over budget including utilities (\$25k), BoD initiatives (\$50k) and Bond costs as significant impactors. Some of the Bond financing costs will be reimbursed impacting the final variance. Bond entries regarding the refinancing of the 2013 original issuance have been captured.
- **Materials:** CARES and ESSER 1 funding were applied. The financial team is expecting material purchases to come in under budget. Additional reimbursement from ESSER 2 of \$80k is anticipated by year end. Note: The annual contingency was report including the funding from the new Bond issuance.
- **Capital:** Capital costs of \$672k include completion of 5B capital projects, building C roof replacement and the playground equipment costs covered by PTO donation. Funding from the release of Jeffco's 2nd 5B Bond premium will be applied against those capital projects essentially eliminating the capital project costs from the budget.
- **Margin:** As a result of revenue and FTE changes noted as well as Jeffco's 2nd 5B Bond premium, the current projected budget is reporting a \$377k positive operating margin of 5.2%.

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2020-2021 LA Budget Highlights

- Flexibility & Uncertainty
 - The COVID-19 pandemic has impacted numerous aspects of the financial budget including funding (revenue), student count (FTE) and operational expenses. The finance and operational team have been working all year to closely monitor expenses and adjust as necessary.
- Property Improvements
 - The facilities committee and the finance team have continued to track property improvements related to Jeffco's 5B bond funds.
 - Funding from the 5B Jeffco Bonds has been received.
 - Bond reissuance will provide funding for larger infrastructure work over the next 12 months.
- Margin Watch:
 - With Federal and State governments providing fiscal support including the 2nd Round of 5B funding, increase in PPR, Student count credit, ESSER and CARE funds, LA margin has unexpectedly shifted positively by more than a \$1M during the year. This has allowed for the BoD to approve \$195k in annual bonuses.
- COVID-19 & Revenue funding opportunities:
 - Maximizing the opportunity to support our mission and vision from pandemic related funding. CARES and ESSER have required thoughtful approaches to the year in management and tracking. ESSER 2 funding will be taken primary in the current year but LA will be able \$87k into the 2021-22 year. PPR and Capital Construction increases in 20-21 helped support LA fiscally and allow for stronger opportunities in the future.
- Bond Refinancing
 - After refinancing the 2013 Bond, LA ended up with additional cash of over \$2M that will be place in our capital funding account to cover costs associated with the approved Infrastructure work including impact from the 72nd expansion.

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Finance Goals

Goal: Operating Margin: 0.0%

Projected Budget Margin: 5.2%

Due to 5B Jeffco Bond funding of \$635k, PPR, Capital Construction, CARES and ESSER funding increases

Board of Directors was able to approve a bonus of \$195k to all staff members as a one-time Thanks for all their work during this exceptional year.

Addition funds from the Bond refinancing were captured.

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2021-22 Financial Council Projects

- Salary / Compensation Market Comparison (due by Jan for Budget)
 - Lead by Travis Harrison
- 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
- Development Grant Support - research, sources, process, applications
 - Lead by Travis Harrison

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Statement

The finance committee believes that Lincoln Academy is in a very good financial position regarding the 2020-2021 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, as the school looks forward to future dynamic opportunity in academic leadership, student support, and the Lincoln community.

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Governance Committee Report

Executive Summary

Here are updates to the strategic plan:

- Board Dashboard – Offer to present to each committee on what and how to gather necessary data for the dashboard.
- Update policies and by-laws – Review of policy options and two motions submitted for review. In addition, each board member is required to fill out and sign the *Conflict of Interest* form.
- Board Evaluation – No update
- Executive Director Evaluation – Historical overview of the evaluation process
- Board Training – List of modules to review for this month and next month.

Strategic Plan

Board Dashboard

Thank you to each board member who took time to review the potential board metrics. We have added a few additional items to the list for us to consider gathering information on. As we begin to gather data, we will have a few challenges. One of the challenges is how far back in time we go to get data. I would recommend that, when possible, we plan on going back to 2010-11 school year, whenever possible. This helps me figure out how to structure the data storage. As an example, I originally planned on only needing a spot for a single executive session per board meeting. In gathering data, though, I discovered at least one board meeting with multiple executive sessions. This has forced me to rethink the data structure and how I tie them together.

In addition, I have worked on gathering data about our PPR rates over the years. Gathering the state PPR rate was easy as I have it going back to the start of the school in prior presentations that I have done (along with the FTE). What I didn't have was the mill levy PPR rate and the capital construction PPR. I was able to get the data back to 2010-11 which is helpful (especially as it shows when the drastic change was made by the district to allow charters to have the full PPR rate for mill levy).

I want to make an offer to each board committee to come to your next committee meeting to present what items each committee is responsible for gathering and what that data gathering should look like. As part of the meeting, I can present a rough draft of what the dashboard may look like. I will be dependent upon each committee to help gather this information and will make myself available to help in figuring out the data structure.

Update Policies and By-laws

As we proceed with updating our policies and by-laws, it is time to decide what specific changes we want to make where when it comes to policy. These two policy documents are complimentary but have perhaps different ways that they may be used. As an example, the by-laws I would consider to be something that changes less frequently and is the primary governance document for our organization.

In looking over other charter's governance documents, here is an example of how this might work. I looked at JA's by-laws and their by-laws list a minimum of one board member, but say the actual minimum membership is guided by their policy document. Doing this allows them more flexibility (as it is typically tougher to update by-laws). I wouldn't recommend that we go to that extreme in our by-laws, but it does show that items we might consider vague in our by-laws could be better defined in our policy.

Here are some pros and cons I think of for using the by-laws to store policy:

By-Laws Pros

- Items that the board considers important to the long running of the board should be explicitly spelled out to guide future boards.
- Traditionally for our board, the by-laws have been the first place checked to guide actions.
- It is tougher to make changes to the by-laws, therefore anything in the by-laws will have greater permanence, thus providing stability to our policies.

By-Laws Cons

- If conditions change at the school or for the board, it requires more deliberation (which may also be a pro).
- By-laws aren't necessarily designed for defining procedures around the policy.

Here are two areas that were brought up during the past year that might help focus this discussion:

- Minimum of six board members – The by-laws don't mention if this includes ex officio board members or not. Do we want to further define this in by-laws or leave it vague in by-laws and allow policy to be more explicit?
- Board elections – Interestingly enough, there is a place holder in policies for board elections, but there is nothing in it. Do we want to define how the elections are run and procedure for the election in by-laws or policy?

Motion: Move that the Board sets deadlines for when meeting related items are sent to board members and posted, as submitted, and adds this to official board policy as 4.1.9 titled “Board Meeting Deadlines”.

Here are the proposed deadlines:

Item	Sent to Board Members	Posted on Website
Agenda	168 hours prior to meeting (7 days)	48 hours prior to meeting (2 days)
Committee Reports	168 hours prior to meeting (7 days)	48 hours prior to meeting (2 days)
Prior Meeting Minutes	168 hours prior to regular meeting (7 days)	10 days after approved [†]
Pre-Written Motions	72 hours prior to meeting (3 days)	48 hours prior to meeting

[†] Required by state law CRS 22-32-108 (5)(d)

Item	Sent to Evaluator	Sent to Board Members
Executive Director Evaluation (President)	120 hours prior to evaluation (5 days)	72 hours prior to evaluation (3 days)
Board Evaluation (Governance Chair)	120 hours prior to evaluation (5 days)	72 hours prior to evaluation (3 days)

Motion: Move to add the Conflicting Interest Transaction, as submitted, to official board policy as 4.2 titled “Conflicting Interest Transactions”.

I have submitted to the board a proposed clarification of our “conflict of interest” policy (but sticking with “Conflicting Interest Transaction” as that is the correct legal terminology). This policy has been reviewed by legal counsel and uses state non-profit law to guide it.

One final piece of this is that every board member needs to sign the “Conflict of Interest” form. Per our contract with Jeffco, we need to submit these on a yearly basis to the district by September. In addition, we are required to have these available for review in the front office. Please have these filled out and signed for the August meeting. Don't

forget that every board member who is a parent board member does need to note that under the section titled "Conflicts" item (3).

Executive Director Evaluation

I am working with David on what the evaluation process should look like. I want to give him time to settle into his new position before we start working on this aggressively.

In the meantime, I wanted to provide some historical background on the evaluation process for the school leader. Prior to Janelle leading the school, there was no evaluation being conducted by the board on the principal position. In initially establishing a brand-new evaluation process, a few decisions were made.

The first decision was to conduct an evaluation twice a year. The first evaluation is scheduled for October/November timeframe and is set for early in the school year to address any major concerns that there might be in the performance of the school leader. Typically, this has used the same evaluation tool as the later evaluation, although it could really be a condensed version, if desired. The idea behind this is that if there were some major performance concerns that the board had, it could be addressed at this time, giving the leader an opportunity to fix those issues prior to the full evaluation without having to wait another six months or so to express such concerns. The second evaluation is held in March and, it is at this evaluation that the board decides if they are going to offer a renewal contract. The renewal contract discussion could always stipulate that certain items or behaviors need to be improved, as well, if necessary.

The second decision was to use the job description that was used in the hiring of the principal. Since it was deemed that these items were important enough to publish and use in the hiring decision, this was a good starting spot. I know that over the years, there were some refinements to these items, but, for the most part, it remained a guide for the evaluation process. Each item was then scored on a 1-5 scale (1-3 more recently) by each board member with sections for notes and comments.

The final decision that was made was to include goals that were set by the principal in conjunction with the board. This has typically been items that the principal brought to the board with some limited discussion and possible refinement coming from the board on these items. These goals should all be SMART (specific, measurable, attainable, relevant and time-bound).

One area that has always been a bit more challenging is determining if there are some metrics that can be used that are school-wide metrics. Our policy states that the performance of the school is the performance of our school leader. This can be a more challenging area to consider what metrics to use and how these metrics are set.

Board Training

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

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

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

- Administrator Selection, Review, and Support
- Accountability and Program Assessment
- Contract Renewal and Accreditation

Other Business

I will work on advertising the governance committee to see if I can recruit additional parents or staff to participate on the committee.

Next Meeting

To be determined

Conflicting Interest Transaction

- Conflicting Interest Transaction is defined by state law governing non-profit corporations and their board members.
- A conflicting interest transaction is defined in C.R.S. §7-128-501(1) as *“A contract, transaction, or other financial relationship between a nonprofit corporation and a director of the nonprofit corporation, or between the nonprofit corporation and a party related to a director, or between the nonprofit corporation and an entity in which a director of the nonprofit corporation is a director or officer or has a financial interest.”*
- A party related to a director is defined in §C.R.S. 7-128-501(5) *“a “party related to a director” shall mean a spouse, a descendent, an ancestor, a sibling, the spouse or descendent of a sibling, an estate or trust in which the director or a party related to a director has a beneficial interest, or an entity in which a party related to a director is a director, officer, or has a financial interest.”*

Other Situations Affecting Board Member Impartiality

- Under state law, it is not considered a conflict of interest to be a board member and have an immediate family member employed by the corporation (school) if the relationship is disclosed. Lack of partiality may arise under certain circumstances involving the related party’s employment issues.
- Parents of students may be perceived to have a conflict of interest when an issue involves their child and another staff, student, or community member of the school.
- In the above instances, another board member may raise the facts of why they believe another board member may not be able to be unbiased. This may be part of the consideration of the issue; or alternatively the raising board member may make a motion that, upon passage, the board member recuse himself or herself from a vote on that particular matter.

To avoid appearances of conflict, a board member shall disclose the relationship, and shall recuse themselves from discussion and/or voting on the matter (as specified in the Board Code of Conduct) in the following situations:

- A bonus or raise is being considered for a group of staff less than all employees that includes a party related to the director.
- A grievance is filed with the Board by a party related to the director.
- Any contract is being voted on for approval by the board of directors with a party related to the director, as defined by statute.

A board member is not required to recuse themselves in the following situations:

- Staff compensation tables are being discussed that affect all staff or a subset of staff that does not include the immediate family relation.
- Approval of the budget.

Appendix

PART 5 DIRECTORS' CONFLICTING INTEREST TRANSACTIONS

7-128-501. Conflicting interest transaction.

(1) As used in this section, "conflicting interest transaction" means: A contract, transaction, or other financial relationship between a nonprofit corporation and a director of the nonprofit corporation, or between the nonprofit corporation and a party related to a director, or between the nonprofit corporation and an entity in which a director of the nonprofit corporation is a director or officer or has a financial interest.

(2) No loans shall be made by a corporation to its directors or officers. Any director or officer who assents to or participates in the making of any such loan shall be liable to the corporation for the amount of such loan until the repayment thereof.

(3) No conflicting interest transaction shall be void or voidable or be enjoined, set aside, or give rise to an award of damages or other sanctions in a proceeding by a member or by or in the right of the nonprofit corporation, solely because the conflicting interest transaction involves a director of the nonprofit corporation or a party related to a director or an entity in which a director of the nonprofit corporation is a director or officer or has a financial interest or solely because the director is present at or participates in the meeting of the nonprofit corporation's board of directors or of the committee of the board of directors that authorizes, approves, or ratifies the conflicting interest transaction or solely because the director's vote is counted for such purpose if:

(a) The material facts as to the director's relationship or interest and as to the conflicting interest transaction are disclosed or are known to the board of directors or the committee, and the board of directors or committee in good faith authorizes, approves, or ratifies the conflicting interest transaction by the affirmative vote of a majority of the disinterested directors, even though the disinterested directors are less than a quorum; or

(b) The material facts as to the director's relationship or interest and as to the conflicting interest transaction are disclosed or are known to the members entitled to vote thereon, and the conflicting interest transaction is specifically authorized, approved, or ratified in good faith by a vote of the members entitled to vote thereon; or

(c) The conflicting interest transaction is fair as to the nonprofit corporation.

(4) Common or interested directors may be counted in determining the presence of a quorum at a meeting of the board of directors or of a committee which authorizes, approves, or ratifies the conflicting interest transaction.

(5) For purposes of this section, a "party related to a director" shall mean a spouse, a descendent, an ancestor, a sibling, the spouse or descendent of a sibling, an estate or trust in which the director or a party related to a director has a beneficial interest, or an entity in which a party related to a director is a director, officer, or has a financial interest

CONFLICT OF INTEREST FORM

Lincoln Academy Board Member Certification Form

Note: The purpose of this document is to provide disclosure. Lincoln Academy operates according to its own Bylaws and applicable law in regard to conflicts of interest. This form is a public document and will be available at the School for inspection by other board members, the staff, or the community. In addition, a copy of the form will be sent to the District.

Background

1. Full legal name:

2. I affirm that I am at least 18 years of age by the date of appointment to the Lincoln Academy.

☐ Yes, I affirm.

3. Indicate whether you have ever been convicted or pled "no contest" of one or more of the following:

- a. a misdemeanor related to honesty or trustworthiness, or
- b. a felony.

☐ Does not apply to me.

☐ Yes

If the answer to this question is yes, please provide details of the offense, the date, disposition, etc., in the space below.

4. Indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or District attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or non-for profit entity or as an executive

of such entity. If the answer to this question is yes, please provide details of the agreement.

☐ Does not apply to me.

☐ Yes

Conflicts

1. Indicate whether you, your spouse, or anyone in your immediate family (in accordance with C.R.S. §7-128-501 (5), an immediate family member is a spouse, descendant, ancestor, sibling, spouse or descendant of a sibling, or a designated beneficiary) meets either of the following conditions:

- a. is doing or plans to do business with the School (whether as an individual or as a director, officer, employee or agent of any entity).
- b. any entity in which one of the above-identified individuals has an interest is doing business or plans to do business with the School.

If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the School.

☐ I/we do not know of any such persons.

☐ Yes

Board Member Certification Form (continued)

2. Indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the School or a contractor who is conducting business with the School. If so, please indicate the precise nature of the business that is being or will be conducted.

- ☐ I/we do not anticipate conducting any such business.
- ☐ Yes

3. Indicate any potential ethical or legal conflicts of interest that would (or are likely to) exist for you as a member of the School Board or another School or non-profit board. [Note that being a parent of a School student, serving on another charter School's board or being employed by the School are conflicts for certain issues that should be disclosed.]

- ☐ None
- ☐ Yes. If yes, please provide additional information.

Disclosures for Schools Contracting with an Educational Service Provider

1. Indicate whether you, your spouse, or any immediate family member knows (i.e., beyond a casual or professional acquaintance) any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, describe any such relationship.

- ☐ I/we do not know of any such persons.
- ☐ Yes

Conflicts for Schools Contracting with an Educational Service Provider

1. Indicate whether you, your spouse or other immediate family members have, anticipate in the future, or have been offered a direct or indirect ownership, employment, contractual or management interest in the provider. For any interested indicated, please provide a detailed description.

- ☐ I/we have no such interest.
- ☐ Yes

2. Indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, indicate the precise nature of the business that is being or will be conducted.

- ☐ I/we do not anticipate conducting any such business.
- ☐ Yes

Other

1. I affirm that I have read the charter school's Bylaws and conflict of interest policies.

- ☐ I affirm

I, _____, certify to the best of my knowledge and ability that the information I am providing to the _____ [District] in regard to my application to serve as a member of the board of directors of the _____ Charter School is true and correct in every respect.

Signature: _____

Date: _____