

# 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.*

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### 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><a href="#">Staff Not Returning This Year</a></u>  | <u><a href="#">Staff Moving to A Different Position</a></u>  | <u><a href="#">New Staff Members</a></u>  | <u><a href="#">Positions Open</a></u>  |
|---|--|---|--|
| Larry Niemiec - Teacher<br>Katelyn Wright - Teacher<br>Larisa Rogers - Finance<br>Pamela Wilde - Teacher<br>Leah Magnett - Teacher<br>Lizzy Horn - Art<br>Nicole Yannacito - EA<br>Jennifer Roberts - Kinder<br>Nirma Trevizo - EA<br>Sam Oberhausen - EA<br>Leah Rowher - Remote Learning Coordinator<br>Heidi Madole - EA<br>Sam Jandro – Pre-K Teacher<br>Mark Miller - Facilities<br>Haley Earl - EA<br>Michalla Elder - EA<br>Krista Stocker - EA<br>Matthew Syzek – EA<br>Stacy Eggers - EA | Sandy Strauss Pre-K Ass't Teacher<br>Ashlyn Bostic Kindergarten<br>Lauren Kunau 2nd<br>Brittany Kruger 2 <sup>nd</sup><br>Anna Christopherson 3 <sup>rd</sup><br>Kayli Cooper 3 <sup>rd</sup><br>Dawn Bennett 5 <sup>th</sup> LA<br>Kathryn Burn 5/6 SPED<br>Jessica Simmons 7/8 Science<br>Kimberly Nyquist 7/8 STEM<br>Mallory Kirkland 8 <sup>th</sup> LA<br>Matt Spahn MS Instr. Coach<br>Vinny Rosa 7 <sup>th</sup> LA<br>Lindsey Tomsick MS Principal<br>Karen Dwyer ALP | David Schoenhals ED<br>Jennifer Harris Pre-K<br>Jenny Pott Kindergarten<br>Laura Price 1 <sup>st</sup><br>Carey Ridenhour 2 <sup>nd</sup><br>Becka Prestien 4 <sup>th</sup><br>Joana Blum 4 <sup>th</sup><br>Marissa Swift 6 <sup>th</sup> LA<br>Jenny Karp Art<br>Jessica Newsome Music<br>Rebecca Isenberg-Manguso ES EA<br>Asami Nash 8 <sup>th</sup> Math (.85FTE)<br>Alexandra Alvarez Social Worker | School Social Worker<br>Financial Secretary<br>IT Team Support Member<br>Facilities Team Member<br>Educational Assistant Positions<br>Leopard Care Program Assistant |

## 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      |   |   |   |   |
| <b>Supervise &amp; Support &amp; Evaluate</b>           | <b>Supervise &amp; Support &amp; Evaluate</b> | <b>Supervise &amp; Support &amp; Evaluate</b> | <b>Supervise &amp; Support &amp; Evaluate</b> | <b>Supervise &amp; Support &amp; Evaluate</b> |
| 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<br>DSS Department |                                 | New Teacher Mentor MS                            | Campus Supervisor<br>Attendance Secretary<br>School Accountability Committee<br>Diversity Committee<br>Benevolence Funds<br>Science Fair<br>State Assessment Coordinator |                                |
| <b>Oversee/Manage</b>            | <b>Oversee/Manage</b>           | <b>Oversee/Manage</b>                            | <b>Oversee/Manage</b>  | <b>Oversee/Manage</b>          |
| 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<br>Professional Development |  | Neighbor Relations             |
| <b>Assist</b>                    | <b>Assist</b>                   | <b>Assist</b>                                    | <b>Assist</b>  |                                |
| 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                                   |  |                                |