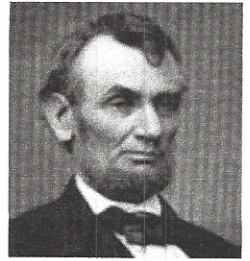




The Mission of Lincoln Academy is to help students attain their highest social and academic potential through an academically rigorous, content-rich educational program in a safe, orderly, and caring environment.



Lincoln Academy Board of Directors
Regular Business Meeting
Minutes for Monday, December 11, 2017
Lincoln Academy
Student Center
6:30 p.m.

1. Preliminaries

- a. Call to Order: President Phil Courtney called the regular business meeting to order at 6:36pm.
- b. Welcome to Guests and Introductions
 - i. LA staff members present: Debbie McNutt (Elementary & 6th Grade Technology), Cindie Poulter (Business Manager), Jim Fries (Technology Coordinator)
- c. Roll Call
 - i. Directors present were: Phil Courtney, Nina Sloan, Dan Burrows, Lori Woods, Janelle Johnson, Sarah Wasinger, and Jeff Baucum.
- d. Hearing of Persons: None at this time

2. Consent Agenda: The following items were approved by general consent

- a. Minutes of the last regular business meeting held 11/13/2017 with minor changes
- b. Minutes of the special meeting held 11/30/2017

3. Reports to Board

- a. Technology: Elementary and 6th Grade Technology teacher, Debbie McNutt, reported on observed technology trends with her students and how she has used these observations to update her curriculum. She also updated the Board on the benefits received from a conference she recently attended, and the current curriculum she is using with her students.
- b. Technology Infrastructure: Technology Coordinator, Jim Fries, gave an update on his position, strengths, challenges, and his vision for the coming years. He reported on some of the “big wins”: establishing his position freed up educators to educate students; a stronger tech support presence; decreased reliance on consulting; the infrastructure that supports MAP testing has improved; implementation of document cameras.
- c. Principal’s Report: Janelle submitted her written report (posted to Board web site) as well as an update to our school lunch program and there was some discussion.

4. Committee Reports

- a. Finance
 - i. Business Manager, Cindie Poulter, reported.
 - ii. Reviewed the revised 2017/2018 budget as on track with a positive margin, and she

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explained the variables.

- iii. Updated the Board on the roof insurance settlement for the houses on the property.
- iv. Approve Revised 2017-2018 Budget: **Motion 09-12-2017**

Jeff Baucum motioned that the Board approve the revised 2017-2018 budget as presented. The motion was seconded and approved after discussion: 5 approved; 1 abstained

v. Compensation Sub-Committee Update:

- 1. Committee member Dan Burrows reported the committee is on track to present a proposal to the finance committee and the board in the new year.

b. Development: No report this month.

c. Governance: No report this month.

d. Facilities: Update on Fire Alarm Upgrades for Building A and Facilities Updates

- i. Committee chairwoman, Lori Woods, reported that an RFP for fire alarm upgrade design work in building A is going out, targeting a presentation of proposals to the board in February.
- ii. Facilities updates: Lori reported the purchase of a truck with plow on the front, as well as exterior upgrades, to include windows.

e. School Accountability Committee: SAC Meeting

- i. Committee chairwoman Sarah Wasinger updated the board on topics discussed at the first SAC meeting.

f. Principal Job Description and Evaluation Tool

- i. The board was presented an opportunity to review the Principal Job Description tool as presented at the Special Meeting in November and there was some discussion. Janelle presented a revised rubric for consideration and the board agreed to review and be prepared to discuss at the January board meeting.

5. Old Business

a. Strategic Plan – Progress Against Objectives

- i. President, Phil Courtney, reviewed the board's progress against the 2017-2018 Strategic Plan and there was some discussion.

6. New Business

a. None at this time.

7. Board Training Module: Administrator Evaluation

- a. The board reviewed the monthly board training module and there was discussion.

8. Board Lessons Learned and Action Items

a. **Lessons Learned**

- i. None.

b. **ACTION ITEMS**

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- i. Compile "homeless" board policies into a single document – Dan
- ii. Schedule board self-evaluation – add to Board Calendar - Phil
- iii. Create a proposal to discuss an ends and means policy change regarding changes to the budget. – Dan
- iv. Classroom visits – All
- v. Notify - Insurance Policies for Property Corp and Building Corp - Phil
- vi. Recruit and Invite new potential board members; specifically finance – All
- vii. Schedule Board Photos and upload bios – Nina
- viii. Get Sarah Wasinger web access to archived School Dashboard - Nina
- ix. Board Training Module to be completed by January Meeting: School Finance - All
- x. Thank you notes to staff presenters - Nina
- xi. Board Social – Late Jan/Early Feb – Nina
- xii. Contact CSDC to determine when we can get the \$16,000 in funds we have not used returned to us and a new amortization schedule based on the new loan amount – Jeff
- xiii. High level review/education on charter school financials in February – Jeff
- xiv. Review Janelle's proposed Principal Evaluation Rubric and be prepared to discuss at the January board meeting. – All

9. Announcements

- a. Next regular BoD meeting – Monday, January 8th, 6:30 PM - Student Center
- b. Next PTO Meeting – Tuesday, January 16th, 6:30 PM Library (Lori Woods attends)

10. Adjourn: At 10:09pm, the regular business meeting of the Lincoln Academy Charter School Board of Directors was adjourned by general consent.

Minutes respectfully submitted by:

Nina Sloan, Secretary

Lincoln Academy Charter School Board of Directors

Approved 01.08.2018 by Unanimous Consent



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