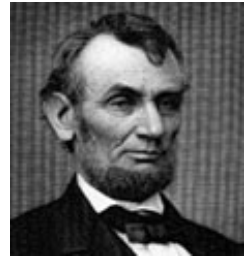




The Mission of Lincoln Academy is to help students attain their highest social and academic potential through an academically rigorous, content-rich educational program in a safe, orderly, and caring environment.



Lincoln Academy Board of Directors

Regular Business Meeting

Minutes for Monday, March 13, 2017

Lincoln Academy Student Center

6:30 p.m.

1. Preliminaries
 - a. Call to Order: Board President Doug Neely called the regular business meeting to order at 6:31 pm.
 - b. Welcome to Guests and Introductions
 - i. LA staff members present were Anita Gimple, Cindie Poulter and Shila Trinkle.
 - ii. Additional guests present were Danielle Cornejo; Laurie and Dennis Frederickson; Lisa, Max and Owen Landis; Sarah Wasinger and Lori Woods.
 - c. Roll Call: All directors were present: Jeff Baucum, Dan Burrows, Phil Courtney, Kristi Geisz, Janelle Johnson, Doug Neely and Nina Sloan.
 - 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 on 2/13/17
 - b. Tonight's agenda with minor changes
3. Reports to Board
 - a. Student Presentation to Board
 - i. Lincoln Academy ALP Coordinator, Anita Gimple, gave an update on the ALP program.
 - ii. ALP students presented their ALP projects.
 - b. Principal's Report
 - i. Janelle presented her written report (see attached).
 - ii. There was discussion about enrollment numbers, a proposed enrollment policy and principal goals.
4. Committee Reports
 - a. Finance
 - i. Review 2017-18 Budget: postponed to next month
 - ii. Current financials are on track (see attached spreadsheet).
 - iii. Approve District Buybacks/Purchased Services: **Motion 34-03-2017**
Doug Neely moved to approve the buybacks/purchased services from the district as presented. The motion was seconded and unanimously approved after some discussion.
 - b. Governance
 - i. Board Elections: **Motion 35-03-2017**
Dan Burrows moved that we conduct an election from April 18-21st via paper ballot in the office. A check sheet of eligible voters will be kept in the office. The motion was seconded and unanimously approved.
 - c. Facilities
 - i. Update on Modular Project and Facility Needs
 - Facilities Committee Chairman, Doug Neely, reported.
 - Doug conducted a meeting with the City Manager of Arvada, who was pleased with our new building. A follow-up meeting will be held with the city manager and a city board member.

To prepare all students for their future endeavors by providing a comprehensive Core Knowledge® education.

- ii. Arvada Fire Department Agreement: ***Motion 36-03-2017***
Doug Neely moved to approve the letter to the Arvada Fire Department as amended (see attached). The motion was seconded and unanimously approved after some discussion.
- d. School Accountability Committee: Discussion of Parent Survey
 - i. SAC Chairman, Kristi Geisz, presented the Parent Survey results and summary (see attached) and there was much discussion.
 - ii. Overall, survey results were very positive with an excellent response rate.
 - iii. The SAC made the following recommendations to the board of directors:
 - Parking lot repairs
 - Improve safety: parking lot, traffic, party/event days, evening events
 - Create “How To” videos for better communication
 - Send out short videos once per month (e.g. how to log volunteer hours, how to check student grades and information on Infinite Campus/JeffcoConnect)
 - Post videos on school website – perhaps a FAQ section
 - Perhaps involve middle school tech classes
- e. Development: Committee Chairman, Nina Sloan, presented her written reports on the following (see attached):
 - i. Development Committee
 - ii. Lincoln Academy Foundation
- f. Principal Evaluation Committee
 - i. Job Description
 - Committee Chairman, Doug Neely, presented drafts of the principal job description and evaluation rubric.
 - A vote to approve the job description was tabled until the April meeting to enable Janelle to review the document.
 - ii. The evaluation rubric will also be presented for approval in April.
- 5. Old Business: None at this time
- 6. New Business
 - a. 2017-2018 School Calendar: ***Motion 37-03-2017***
Dan Burrows motioned to approve the 2017-18 school calendar as presented (see attached). The motion was seconded and unanimously approved.
 - b. Principal Contract Renewal: ***Motion 38-03-2017***
Phil Courtney moved that we extend an offer of employment to current principal, Janelle Johnson, for the 2017-18 school year, compensation to be decided but not less than the current year’s compensation plus 2%. The motion was seconded and unanimously approved after discussion.
 - c. Principal Mentoring: Nina reported that a coach will meet with Janelle to determine her needs and personality fit. A bid for services will then be based on Janelle’s needs.
 - d. CLCS Conference Report: Nina Sloan, who attended, presented her written report (see attached).
 - e. Board Member Recruitment: Doug encouraged all board members to recruit.
 - f. New Board Member Training
 - i. Doug reported on the new online training modules for charter boards created by long-time charter school advocate and Lincoln Academy founder, Denise Mund.
 - ii. Lincoln Academy will be making use of these new training modules.
 - g. Board Training Modules: No discussion at this time due to time constraints.
- 7. Board Lessons Learned and Action Items
 - a. Lessons Learned: None at this time
 - b. Action Items
 - i. Blurb for Loop about Senate Bill 61 – Nina
 - ii. Present principal salary proposals – Janelle

To prepare all students for their future endeavors by providing a comprehensive Core Knowledge® education.

- iii. Letter to community about parking lot repairs, fire alarm – Facilities/Doug
- iv. Send edits/suggested changes to Enrollment Procedure Policy to Janelle ASAP – all
- v. Election ballot for approval at April meeting - Dan
- vi. Present fundraising approval procedure at March meeting - administration
- vii. Advertise Board elections – Kristi
- viii. Look at board self evaluation form and give feedback to Dan – all
- ix. Update Board and Administrator roles – Dan
- x. Add a teacher effectiveness report to the June principal's report and Board calendar – Doug/Janelle
- xi. Board member recruitment – all
- xii. Board Training Modules: Please review these modules prior to the next Board meeting:
 - Grant Writing
 - Fundraising Resources
 - Capital Improvements

8. Announcements

- a. Next PTO meeting – Tuesday, March 21st, 6:30 PM – Library (Jeff attends)
- b. Next regular BoD meeting – Monday, April 10th, 6:30 PM – Student Center

9. Adjourn: At 9:36 pm, the regular business meeting of the Lincoln Academy Charter School Board of Directors was adjourned by general consent.

Minutes respectfully submitted,
Kristi Geisz, Secretary
Lincoln Academy Charter School Board of Directors
Minutes approved 4/10/17