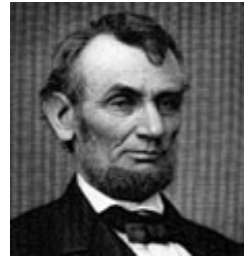




The Mission of Lincoln Academy is to help students attain their highest social and academic potential through an academically rigorous, content-rich educational program in a safe, orderly, and caring environment.



Lincoln Academy Board of Directors

Regular Business Meeting

Minutes for Monday, February 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 Cindie Poulter, Betsy Smith and Andrew Weir.
 - ii. Additional guests present were Laurie and Dennis Frederickson, Tony Martinez, Shila Trinkle, 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: Andrew Weir addressed the Board about updating fundraising approval procedures.

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

- a. Minutes of the last regular business meeting on 1/9/16
- b. Tonight's agenda with minor changes

3. Reports to Board

- a. Kindergarten Changes
 - i. Afternoon kindergarten teacher, Betsy Smith, shared some 100-day projects from her class.
 - ii. She also reported that for the 2017-18 school year, due to the additional space provided by the new modular building, there will be 4 classrooms for kindergarten.
 1. There will be 2 classes of full-day kindergarten and a change to 2 classes of morning kindergarten. There will not be an afternoon kindergarten class offered.
 2. Benefits of morning kindergarten for staff include improved organization, time management and planning opportunities.
 3. Benefits for students include greater attentiveness.
 4. There is a higher demand for morning kindergarten than for afternoon kindergarten.
- b. UIP and Goal Setting
 - i. Assistant principal, Andrew Weir, submitted the *UIP Team Proposal for MAP Targets* document and reviewed the UIP committee's rationale for the proposed goal.
 - ii. Set UIP Goal: **Motion 30-02-2017**

Nina Sloan motioned that the Board accept the proposal as presented. Doug Neely proposed a friendly amendment causing the proposal to read as follows: *"As a school our mission is to help all students reach their highest social and academic potential through an academically rigorous and content-rich educational program in a safe, orderly, and caring environment. One measure of our help, educational program, and environment can be MAP test scores. Growth is one means of measurement afforded to us by the MAP tests. We expect for all teachers to reach a median conditional growth percentile of 50% or greater in each subject area for the present cohort. We encourage teachers to strive for closer to 70% median growth or higher as a target in each subject in the coming years."* The motion was seconded and approved: 4 in favor, 2 opposed.

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- c. Principal's Report
 - i. Janelle submitted her written report (see attached).
 - ii. We have received 300 total applications since the close of first round open enrollment. Many more applications were received for 6th grade this year, perhaps due to the proposed change in district-run schools to move 6th grade to middle school.
 - iii. Janelle has met with Nina to discuss management coaching proposals. Nina is vetting candidates.
- 4. Committee Reports
 - a. Finance
 - i. Current Financials: Board treasurer, Jeff Baucum, submitted his report (see attached). Current financials are on track.
 - ii. Approve Current Fiscal Budget with Final FTE Count: **Motion 31-02-2017**
Jeff Baucum moved to approve the updated budget as proposed. The motion was seconded and unanimously approved after discussion.
 - b. Governance
 - i. Policy Review: Board Job Descriptions: Governance chairman, Dan Burrows, reviewed Board job descriptions.
 - ii. Board Elections: **Motion 32-02-2017**
Dan Burrows motioned that the elections in April be open to 3 board seats subject to board bylaws. The motion was seconded and approved: 4 in favor, 2 against.
 - c. Facilities: Update on Modular Project and Facility Needs
 - i. Facilities chairman, Doug Neely, submitted his written report (see attached).
 - ii. Certificate of Occupancy should be approved on Wednesday.
 - d. School Accountability Committee: SAC chairman, Kristi Geisz, submitted her written report (see attached).
 - e. Development
 - i. Development committee chairman, Nina Sloan, reported.
 - ii. The committee needs to create a teacher wish list from which to work.
 - iii. Middle school science will be receiving a 3D printer and supplies from the Lincoln Academy Foundation from funds raised through the Tech Trek.
 - f. Principal Evaluation Committee (Doug Neely)
 - i. Committee chairman, Doug Neely, reported that the committee is reviewing the current principal job description and the school's Ends/Mean policy to formulate a more accurate job description.
 - ii. The next committee meeting will be on Monday, February 20th, at 8:30 am at the school
- 5. Old Business: None at this time
- 6. New Business
 - a. Board Classroom Visits: The board will be making informal visits to classrooms over the next month. These visits are done to learn more about our program and what is going on at our school in general, not to evaluate teachers or staff.
 - b. School Calendar Posted
 - i. Janelle reviewed the proposed calendar for next year (see attached).
 - ii. The proposed calendar is presented for review and approval at the March Board meeting.
 - c. Principal Evaluation: Evaluations will be completed by each board member, results compiled and discussed during executive session at a special meeting prior to the regular March business meeting.
 - d. Board Member Recruitment
 - i. The Board would like to fill 3 positions.
 - ii. "Any parent/legal guardian who wishes to apply for a Board vacancy must have served a minimum of one school year in one of the following committees with an attendance rate of fifty

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- percent or better: Board committees, PTO, Building Corporation Board, or other capacity approved by the Board.” (*Lincoln Academy Charter School Bylaws*)
- iii. Applications must be given to Board President, Doug Neely, or turned in to the front office by 5:00 pm on Monday, April 3rd.
 - iv. Applicants will be asked to address the Board at the regular business meeting on Monday, April 10th.
 - v. Elections will be held by paper ballot in the front office of the school from Tuesday, April 18th – Friday, April 21st.
 - e. Board Training Modules: There was some discussion about how the Board could better communicate with the community.
7. Board Lessons Learned and Action Items
- a. Lessons Learned: None at this time
 - b. Action Items
 - i. Present fundraising approval procedure at March meeting - administration
 - ii. Principal evaluation form to all this week – Doug
 - iii. Advertise Board elections – Kristi
 - iv. Send out thank you notes- Kristi
 - v. Post notice that members are attending CLCS conference in Feb. – Kristi
 - vi. Look at board self evaluation form and give feedback to Dan – all
 - vii. Review “Board and Administrator Roles” – Janelle
 - viii. Add a teacher effectiveness report to the June principal’s report and Board calendar – Doug/Janelle
 - ix. Board member recruitment – all
 - x. Board Training Modules: Please review these modules prior to the next Board meeting:
 - Data Driven Decision Making
 - Board Assessment
 - School Improvement Plans and Needs Assessment
8. Announcements
- a. Special Board meeting for principal evaluation – Monday, March 13th, 4:30 PM (before next regular BoD meeting)
 - b. Next regular BoD meeting – Monday, March 13th, 6:30 PM – Student Center
 - c. Next PTO meeting – Tuesday, February 21st, 6:30 PM – Library (Kristi attends)
9. Adjourn: At 9:47 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 3/13/17