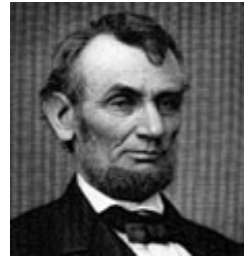




The Mission of Lincoln Academy is to help students attain their highest social and academic potential through an academically rigorous, content-rich educational program in a safe, orderly, and caring environment.



Lincoln Academy Board of Directors

Regular Business Meeting

Minutes for Monday, August 8, 2016

Lincoln Academy Student Center

6:30 p.m.

1. Preliminaries
 - a. Call to Order: President Doug Neely called the business meeting to order at 6:30 pm.
 - b. Welcome to Guests and Introductions
 - i. LA staff members present were Kim McKinney and Cindie Poulter.
 - ii. Additional guests present were LeAnn Fritzler, Joseph and Lisa Kreydatus.
 - 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 6/13/16
 - b. Minutes of the special board meeting on 7/28/16
 - c. Tonight's agenda with minor amendment
3. Reports to Board
 - a. Book Committee
 - i. Kim McKinney, school librarian, submitted a written outline of the book review process (see attached).
 - ii. She reported that there are 2 teachers and 2 parents on the committee.
 - b. Principal's Report: Janelle submitted her written [report](#) (see attached) and there was much discussion.
4. Committee Reports
 - a. Finance
 - i. Quarterly Finance Update: Financial secretary, Cindie Poulter, reported that 2015-16 year-end financials showed a healthy positive margin (see attached documents).
 - ii. The Finance Committee also reported that current financials are on track.
 - b. Governance
 - i. Conflict of Interest: All board members signed the *Conflict of Interest Certification Form*. These forms must be signed and submitted to the district each year per our charter contract.
 - ii. Grievance Policy: **Motion 10-08-2016**
Dan Burrows moved that we approve the grievance policy as presented with minor amendments. The motion was seconded and unanimously approved after some discussion.
 - iii. Policy Review: Committee Structure and Principles (See page 16 of Ends/Mean Policy): Due to time constraints, there was no discussion at this time.
 - iv. Board Recruitment: The Board discussed the need for recruitment of at least 2 additional Board members.
 - c. Facilities: Doug Neely reported.
 - i. Insurance is covering the cost of repairs to classrooms in Building B, a result of flooding this summer.
 - ii. Insurance is also paying for replacement of the roof shingles on Buildings A & B and the two homes on our property, resulting from hail damage this summer.

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- iii. The roofing contractor's insurance is covering the cost of repairs to walls and ceiling in the gym, resulting from water leakage during roof repair.
 - iv. Road base was applied to two of the parking lots over the summer. The remaining lot (southeast lot of the school) will be completed after the modular is installed.
 - d. Facilities Growth Committee: Committee chairman, Phil Courtney, reported.
 - i. The committee is obtaining bids for upgrades to the fire alarm system. Funds for these upgrades will be received from the district from the 2012 mill levy override.
 - ii. Modular Project
 - Asbestos is now coming out of the Newman St. house, with full demolition coming soon.
 - Contractor bidding is still in the process.
 - iii. The Board discussed applying for the BEST Grant again. General consensus was not to do so.
 - iv. Disbanding the Facilities Growth Committee: **Motion 11-08-2016**
 Dan Burrows motioned to disband the Facilities Growth Committee and roll their remaining functions into the standing Facilities Committee. The motion was seconded and unanimously approved after some discussion.
 - e. School Accountability Committee: Committee chairman, Kristi Geisz, had nothing to report.
 - f. Development
 - i. Committee chairman, Nina Sloan, reported that there are 5 members on the committee, all of whom have been working very hard this summer.
 - ii. 5K Fun Run Update
 - Budget: (see attached documents)
 - Timeline/Important Dates: Saturday, October 22nd is the Fun Run.
 - Communications: Emails will go out to the Lincoln community to introduce this new event.
 - Registration opens August 15th.
 - Sponsorship: The goal is to secure sponsors by September 16th.
 - Logos
- 5. Old Business: Board Training Modules and Core Knowledge: Doug led discussion.
- 6. New Business
 - a. Board Committee Assignments: **Motion 12-08-2016**
 Jeff Baucum moved to appoint Doug Neely as Facilities Committee Chairman. The motion was seconded and unanimously approved after some discussion.
 - b. New Board Sub Committees
 - i. Principal Evaluation Tool Subcommittee: **Motion 13-08-2016**
 Kristi Geisz offered a motion that the Board create a new subcommittee to update the principal job description and develop an evaluation method that the Board will use to evaluate the principal. After amendment and much debate the motion was taken from the table. After additional amendment and further discussion, the motion was adopted as follows: "The Board creates a new subcommittee, headed by Doug Neely starting August 2016, to be disbanded upon and requiring final committee report for Board action by February 2017, to update the principal job description and develop an evaluation method that the Board will use to evaluate the principal." The motion was seconded and approved: 4 in favor, 1 opposed.
 - ii. Finance Committee Staff Pay Directive: **Motion 14-08-2016**
 Dan Burrows motioned to direct the Finance Committee to review how we currently pay staff and recommend to the Board how we pay staff in the future. Dan will assist the committee. The motion was seconded and unanimously approved after much discussion.
 - c. Review Board Calendar: There was some discussion.
- 7. Board Lessons Learned and Action Items
 - a. Lessons Learned: None at this time.

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b. Action Items

- i. Board member recruitment – all
- ii. Add Board recruitment to next month's agenda – Doug
- iii. Post approved minutes to district Google folder – Kristi
- iv. Proposal to Board for staff bonuses for October meeting – Finance Committee
- v. Thank you to staff for great survey results – Doug
- vi. Grievance Policy update and send to Janelle by Friday – Kristi
- vii. Look for corporate sponsors – all
- viii. Focus on Board committees in Lincoln Loop – Kristi
- ix. Review strategic plan – all
- x. Think of additional annual goals for Janelle – all
- xi. Board Training Modules: Please review these modules prior to the next Board meeting:
 - Administrator Selection, Review, and Support
 - Accountability and Program Assessment
 - Contract Renewal and Accreditation
- xii. Core Knowledge Training: Read Chapters 5-6 of *The Schools We Need and Why We Don't Have Them* by E.D. Hirsch, Jr.

8. Announcements

- a. Back-To-School Events – all directors are encouraged to attend.
 - i. Friday, August 12 – Staff pictures at 11:30 am (Doug addressing all staff this morning).
 - ii. Saturday, August 13 – Volunteer Day 8:30 am
 - iii. Monday, August 15 – PreK & K Parent Academy & New Family Night 6:30 pm
 - iv. Tuesday, August 16 – Welcome Back BBQ 5:00 pm
 - v. Thursday, August 18 – First Day of School 7:45 am
 - vi. Tuesday, August 23 – MS Parent Academy 6:00 pm
 - vii. Thursday, August 25 – 1-5 Grade Parent Academy 6:00 pm
 - b. Development Committee meeting – Monday, August 22nd
 - c. Next regular BoD meeting – Monday, September 12th, 6:30 PM – Student Center
 - d. Next PTO meeting – Tuesday, September 20th, 6:30 PM – Student Center (Phil attends)
9. Adjourn: At 10:43 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 9/12/16