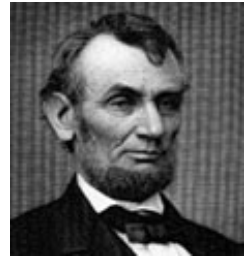




The Mission of Lincoln Academy is to help students attain their highest social and academic potential through an academically rigorous, content-rich educational program in a safe, orderly, and caring environment.



Lincoln Academy Board of Directors

Regular Business Meeting

Minutes for Monday, April 13, 2015

Lincoln Academy Student Center

6:30 p.m.

1. Preliminaries
 - a. Call to Order: President Doug Neely called the meeting to order at 6:32 pm.
 - b. Welcome to Guests and Introductions:
 - i. LA staff members present were Jeanne Coyle and Cindie Poulter.
 - ii. Additional guests present were Kayla Jones and Lori Woods.
 - c. Roll Call
 - i. Directors present were: Jeff Baucum, Phil Courtney, Ben DeGrow, Kristi Geisz, Janelle Johnson, Derek Luyk, and Doug Neely.
 - ii. Carrol Robinson was excused.
 - 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 3/9/15
 - b. Tonight's agenda with amendment
3. Reports to Board: Principal's Report: Janelle Johnson, presented her written report (see attached).
4. Committee Reports
 - a. Governance
 - i. Board Elections
 - Governance Committee Chairman, Derek Luyk, reported that no new candidates have stepped forward.
 - The Board has 1 member position and 2 adjunct member positions vacant.
 - Incumbent candidate, Jeff Baucum, has agreed to serve another 3-year term.
 - Carrol Robinson has reached the end of his term. The Board would like to thank him for his years of service.
 - ii. Policy Review: President's Role (see *Lincoln Academy Board Policy* document, p. 15). Derek gave an overview. There was some discussion.
 - b. Facilities
 - i. See attached report from Committee Chairman, Carrol Robinson.
 - ii. There was discussion of holding off on asphalt improvements until the facilities master plan is developed.
 - c. Finance
 - i. Review 5 Year Plan: Board Treasurer, Jeff Bacum, and Financial Secretary, Cindie Poulter, gave an overview of the updated 5 year plan.
 - ii. Approve Initial 2015-16 Budget: **Motion 25-04-2014**
Jeff Baucum moved that we approve the 2015-16 budget as presented. The motion was seconded and unanimously approved after some discussion.
 - d. School Accountability Committee
 - i. Chairman, Ben DeGrow, submitted his written report (see attached).
 - ii. There was much discussion of the Parent Survey results.

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

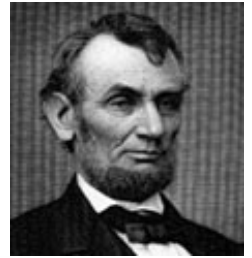
- e. Development: Chairman, Kristi Geisz, had nothing to report.
- f. Facilities Growth Committee
 - i. Chairman, Phil Courtney, submitted a one-page graphic (see attached) outlining the Master Plan Process the committee is following with *Vanir Construction Management*.
 - ii. The committee is planning a town hall meeting on Tuesday, May 12th at 6 pm in conjunction with the PTO meeting to relay information about the planning process and gather input from the community.
- 5. Old Business: Review Strategic Plan: Board President, Doug Neely, led discussion.
- 6. New Business
 - a. Approve Lease with Building Corp: **Motion 26-04-2014**
Derek Luyk motioned to renew the lease agreement between the Lincoln Academy Building Corporation and Lincoln Academy Charter School for the 2015-16 fiscal year. The motion was seconded and unanimously approved.
 - b. Political Environment for Charters: Board President, Doug Neely gave an update.
 - c. Committees and Open Meetings
 - i. Board President, Doug Neely, led discussion.
 - ii. As a reminder, Sunshine Law states that any time 3 or more board members are present and discussing school business, it must be an open meeting.
 - d. Board Training Modules: Board President, Doug Neely, led discussion.
- 7. Board Lessons Learned and Action Items
 - a. Lessons Learned: We should have a school priority planning list display at Grandparents Day.
 - b. Action Items:
 - i. Update CORA policy (address) – Kristi
 - ii. Post CORA policy to website - Kristi
 - iii. Post “Why does LA need to grow?” info in Lincoln Loop - Kristi
 - iv. Send out Campus Messenger notices the week before the May 12th Facilities Growth meeting - Kristi
 - v. Send out updated priority planning list to board – Janelle
 - vi. Add priority planning list review to board calendar 2x/year – Doug
 - vii. Board Training Modules – Please review these modules prior to the next board meeting:
 - Special Education
 - Pitfalls to Avoid
 - Additional Best Practices
- 8. Announcements
 - a. Next regular BoD business meeting – Monday, May 11th, 6:30 PM – Student Center
 - b. Next PTO meeting – Tuesday, April 14th, 6:30 PM (Derek attends)
- 9. Adjourn: At 9:16 pm, the regular meeting of the Lincoln Academy School Board of Directors was adjourned via general consent.

Minutes respectfully submitted,
 Kristi Geisz, Secretary
 Lincoln Academy Board of Directors
 Minutes approved 5/11/15

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Lincoln Academy Board of Directors

Regular Business Meeting

Agenda for Monday, April 13, 2015

Lincoln Academy
Student Center
6:30 p.m.

	<u>Time Allotted(min)</u>	<u>Motion</u>
1. Preliminaries (Doug Neely)	5:00	
a. Call to Order		
b. Welcome to Guests and Introductions		
c. Roll Call		
d. Hearing of Persons		
2. Consent Agenda (Doug Neely)	1:00	
a. Approve Minutes of Last Board Meeting		
b. Approve Agenda		
3. Reports to Board		
a. Principal's Report (Janelle Johnson)	10:00	
4. Committee Reports		
a. Governance (Derek Luyk)	5:00	
i. Board Elections		
ii. Policy Review: President's Role		
b. Facilities (Carrol Robinson)	5:00	
c. Finance (Jeff Bacum)	15:00	
i. Review 5 year plan		
ii. Spending Approval Limits		
iii. Approve Initial 2015-16 Budget		Yes
d. School Accountability Committee (Ben DeGrow)	5:00	
e. Development (Kristi Geisz)	5:00	
f. Facilities Growth Committee (Phil Courtney)	5:00	

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

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|--|--|--|-----|
| 5. Old Business | | | |
| a. Review Strategic Plan (Doug Neely) | 5:00 | | |
| 6. New Business | | | |
| a. Approve Lease with Building Corp (Doug Neely) | 5:00 | | Yes |
| b. Political Environment for Charters (Doug Neely) | 5:00 | | |
| c. Board Training Modules (Doug Neely) | 5:00 | | |
| 7. Board Lessons Learned and Action Items | 5:00 | | |
| 8. Announcements | 1:00 | | |
| a. BoD | Monday – May 11 th – Student Center | | |
| b. PTO | Tuesday – April 14 th – Derek Lyuk | | |
| 9. Adjourn | | | |

Board Training Modules – Please review these modules prior to the next board meeting:

- Special Education
- Pitfalls to Avoid
- Additional Best Practices

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



Lincoln Academy Charter School

Office of the Principal

April 2015 Report to the Board

"Educating with Excellence"

Make Every Moment Count!

Jeffco Public Schools Values Awards

Each year the Jefferson Foundation, in collaboration with the district, offers schools the opportunity to nominate exceptional employees who embody the district values of integrity, exemplary performance, teamwork, and valuing people. Nominees are chosen by the winners from the prior year. This year's committee members were Kurt Fritzler, Christy Goodman, Holly Fothergill, and Maria Jelinek. We are happy to announce that four of our employees have been selected for these awards.

- **Judy McKinney**, 1st Grade Teacher, won the **Exemplary Performance** award. Judy is dedicated in upholding academic rigor in each class that she teaches. Her years of expertise both in the classroom and with colleagues continue to be valuable throughout the growth of Lincoln Academy.
- **Karen Ullman**, K-8 Music Teacher, is receiving the award for **Teamwork**. Karen always exudes an encouraging attitude while working with fellow teammates and colleagues. She provides countless opportunities for student involvement within our Lincoln community and is always willing to jump in when needed. Most recently teaching kindergarten when a sub did not show up.
- The award for **Valuing People** goes to our production assistant and clinic aide, **Sharon Nickell**. Sharon works tirelessly to make sure all individuals are cared for and treated with dignity. Her cheerful demeanor is contagious for students and staff alike.
- The award for **Integrity** goes to **Heather Trelease**, one of our full day kindergarten teachers. Heather displays excellence in every opportunity that is presented to her. Her positive outlook and professionalism make her a valuable part of the Lincoln community.

Lincoln Academy and the Jefferson Foundation are proud to honor these four outstanding employees later in April.

Staff Retention

Staff Not Returning	Staff Moving to a Different Position	Positions Currently Open	Positions that have been filled
• Marilee Thompson (3rd) • Tammy Glasby (1st) • Jennifer Brown (3rd) • Sarah Jacobson (Instructional Coach) • Calee Schrock (ALP) • CarylMay Herlyck (3rd) • Amy Jenkins (AM Kinder) • Karen Erickson (AD) • Melissa Lincoln (EA) • Sherri Shaffer (EA)	• Byrnn Wennen is moving from DSS to 1st Grade • Anita Gimple is moving from Substitute to ALP director • Sharon Leasure is moving from 2nd to 3rd • Karla Morgan is moving from PT 4th grade to technology support	• 1/2 day K Teacher • 2nd Grade Teacher • 3rd Grade Teacher (2) • 6th Grade Teacher (2) • Part Time P.E. Teacher • Instructional Coach • Athletic Director • Foreign Language Teacher	• Kristine Helsper 4th Grade Teacher • Lizzy Horn – Art and Music Teacher

This past week we interviewed for 2nd and 3rd grade teachers. The process includes inviting the candidate to come and teach a poetry lesson to a class and then a formal interview question time. A committee of two teachers and three administrators interviewed eight candidates for our three openings in 2nd and 3rd grade. We have chosen our top candidates and I will call references and then hopefully offer positions early the week of April 13th. During the week of April 13th we will be conducting interviews for ½ day Kindergarten and then the week of April 20th we will be interviewing for 6th grade. We have one interview for PE and one interview for foreign language at this time. A total of 16 interviews have been conducted at Lincoln to this point each taking approximately one hour.

Updated Enrollment Information

Enrollment for 15-16	Projected Class Size	Currently Enrolled	Current Openings	Total 1 st Round Applications	Total 2 nd Round Applications Received as of 4-9-15
K	88	88	0	161	4
1	88	88	0	45	5
2	84	84	0	23	7
3	84	84	0	16	2
4	84	84	0	18	5
5	58	59	-1	18	1
6	60	60	0	19	0
7	60	60	0	23	3
8	50	49	0	2	0

Budgeted FTE = 617.04

Current FTE = 619.04

Volunteer Appreciation Social

I would like to warmly welcome all volunteers of Lincoln Academy to come and be celebrated on Friday, April 24th at 2:30 p.m. We will have a dessert social and a time to recognize all who have put in countless hours helping with the move, in the classroom, with landscaping, with at home projects, joining students on field trips, assisting the PTO, working on the board, attending school meetings, and all the other myriad of ways our volunteers have lent a hand. It is truly with great appreciation, I say, "Thank you!" to all our volunteers. We couldn't have survived this year without your help!

Monthly Update on Meetings with the Assistant Principals

- Hiring processes
- End of year details
- UIP updates
- Calendar and Scheduling for next year
- Safety Plans, Suicide Risk Assessments
- Safety Training with John Nicoletti, a national expert in police psychology, violence risk assessment, workplace and school violence prevention, as well as crisis intervention and trauma recovery. Dr. Nicoletti has been asked to take part in several high profile investigations, including the Columbine High School and the Virginia Tech shootings.

Facilities Report 04/15

Executive Summary

Facilities Meeting was held on 03/27/15 with Kurt Fritzler, Ross Campbell and myself to discuss the current state of our facilities and bring attention to needs around the school.

HVAC – New Control/Operating system is needed to properly control all of the new HVAC equipment, including the new boilers that were installed over the past year to maximize efficiency. More information to follow, bringing this to the attention of the board. This item was discussed back in October when the board gave approval to the two new boilers. This item was not approved at that meeting.

Asphalt – Asphalt was discussed at length during this meeting. The current plan, as was approved by the Board of Directors last fall, is to clean up the area north of Building B and lay a 6" (as per code) asphalt parking lot. Not knowing what the long term facility plan it was discussed at this meeting to only lay a 3" asphalt parking lot here and if the contractor approves, to lay a 3" asphalt parking lot over the dirt area that is just to the west of the new playground area that is currently being used for parking. The Board approved +/- \$51,000 for the 6" parking lot last fall, if the contractor was to approve the two separate area's at no additional charge it was suggested as a temporary solution until the final facility master plan is approved. To minimize costs it was also suggested that we advertise a workday and get parents to assist us moving the very large dirt mound. If the contractor did not have to move the dirt it would drop the costs down significantly (amount yet to be determined). There are also two trees in the area north of Building B that need to be removed. One tree is a safety hazard that blocks the view of children and parents approaching the crosswalk from being seen by cars that are turning into the property from 72nd Avenue.

John Deere Gator – (Kurt has requested the Board/finance committee consider bumping this request to the top of the facilities list, there is a very strong need for this type of item for our facility crew) Our facility crew is in need of a John Deere Gator (see picture below). This would prove very functional for our facilities crew not only for snow removal but also for moving heavy equipment and other projects around the facility. Currently they are using Kurt's Minivan for a lot of these jobs which is not an ideal solution. We do not currently have an option should we have significant snowfall during the school day. "IF" available our snow removal company is an option but only if they have trucks available when we call.



Tree Removal – All tree's that are safety concerns (with the exception of the two that are mentioned above in the parking lot section of my report) both at the schools property and the property at 7100 Newman, were scheduled to be removed during the weekend of March 30th. To my knowledge this was done.

To-Do List – Kurt would like instruction on planning for next year. Discussion was centered around the possible need to renovate the room that is currently being used as storage and former "radio station room" being needed to be used as a classroom for the 2015/2016 school year. We will likely need a contractor to come in and do much of the renovation.

Next Meeting

TBD



Account		Prior Year			Current Year		Current Year	Current Year	
Number	Description	Total	Estimated Revenue	Budget	Operational Funds	Capital Funds	Total	Variance	Percent Spent
	Prior Year Carryforward	2,028,956.21			839,270.06	752,980.36	1,592,250.42		
401300	Vending Machines	374.03	350.00	0.00	115.50	-	115.50	234.50	33%
408000	Resale	8,184.12	25,000.00	0.00	11,585.92	-	11,585.92	13,414.08	46%
409000	Sales-Fund Raising	8,047.01	8,000.00	0.00	5,051.94	-	5,051.94	2,948.06	63%
415000	Earnings On Investments	91.45	-	0.00	-	57.63	57.63	(57.63)	n/a
416000	Proceeds Lease/Purchase	21,726.87	21,000.00	0.00	17,245.00	-	17,245.00	3,755.00	82%
419000	Other Revenue	18,643.30	18,000.00	0.00	12,783.37	-	12,783.37	5,216.63	71%
433000	State Revenue - Other	53,800.21	94,728.00	0.00	-	72,728.58	72,728.58	21,999.42	77%
438000	State ELPA Revenue	-	-	0.00	11,136.58	-	11,136.58	(11,136.58)	n/a
450000	Funding PPR/MillLevy/ECEA	3,860,802.29	4,703,049.68	0.00	3,549,485.66	-	3,549,485.66	1,153,564.02	75%
450000	Bond Transfers	462,271.17	464,349.32	0.00	-	357,346.89	357,346.89	107,002.43	n/a
451000	Fees/Dues	67,971.06	70,000.00	0.00	63,281.25	-	63,281.25	6,718.75	90%
451000	Fees/Dues on Deposit for 15-16	-	-	0.00	3,128.25	-	3,128.25	(3,128.25)	n/a
455000	Tuition from Individuals	94,897.05	79,300.00	0.00	74,855.00	-	74,855.00	4,445.00	94%
455000	Tuition on Deposit for 15-16	-	-	0.00	10,611.05	-	10,611.05	(10,611.05)	n/a
456000	Tuition-Extended Day Kdgn	129,448.00	130,000.00	0.00	124,720.80	-	124,720.80	5,279.20	96%
456000	Tuition-on Deposit for 15-16	-	-	0.00	15,952.75	-	15,952.75	(15,952.75)	n/a
461000	Building Rental	3,256.00	3,500.00	0.00	8,780.00	-	8,780.00	(5,280.00)	251%
474000	Trans - Field Trips	32,385.75	33,000.00	0.00	29,522.95	-	29,522.95	3,477.05	89%
481000	Concession Revenue	17,555.32	-	0.00	7.65	-	7.65	(7.65)	n/a
482000	Resale/Activity Revenue	19,032.10	10,000.00	0.00	8,921.00	-	8,921.00	1,079.00	89%
492000	Textbook Fees	1,265.00	1,500.00	0.00	240.00	-	240.00	1,260.00	16%
498000	Donations	29,388.67	34,500.00	0.00	36,392.05	-	36,392.05	(1,892.05)	105%
499000	Miscellaneous Revenue	592.98	600.00	0.00	248.93	-	248.93	351.07	41%
950500	Stat Intercept Bond Transfer	(462,271.17)	(456,227.49)	0.00	(267,950.97)	(72,728.58)	(340,679.55)	(115,547.94)	75%
950500	Bond R & R Payments	-	(20,000.00)	0.00	(16,667.34)	-	(16,667.34)	(3,332.66)	83%
	Revenues	4,367,461.21	5,220,649.27	-	3,699,447.34	357,404.52	4,056,851.86	1,163,797.41	78%
	Available	6,396,417.42	5,220,649.27		4,538,717.40	1,110,384.88	5,649,102.28	1,163,797.41	108%
512100	Principal	81,349.04		84,711.30	62,940.03	-	62,940.03	21,771.27	74%
513100	Assistant Principal	69,198.12		142,826.00	102,293.79	-	102,293.79	40,532.21	72%
521100	Teacher	1,430,226.30		1,529,889.40	1,118,586.55	-	1,118,586.55	411,302.85	73%
521900	Substitute Teacher	28,584.00		28,910.00	23,528.00	-	23,528.00	5,382.00	81%
522100	Counselor	6,646.74		0.00	-	-	-	-	n/a
522200	Teacher Librarian	34,780.08		35,988.22	27,165.17	-	27,165.17	8,823.05	75%
524200	Coordinator - Classified	8,362.50		7,000.00	4,800.00	-	4,800.00	2,200.00	69%
526500	Administrator	28,113.48		29,125.49	22,013.41	-	22,013.41	7,112.08	76%
529200	Occupational Therapist	14,577.84		15,278.40	14,343.66	-	14,343.66	934.74	94%
529400	Nurse	16,176.95		20,249.14	15,034.92	-	15,034.92	5,214.22	74%
529500	Psychologist	20,548.50		23,890.00	19,371.10	-	19,371.10	4,518.90	81%
529600	Social Worker	7,156.25		19,725.12	13,766.60	-	13,766.60	5,958.52	70%
529800	Speech Therapist	30,713.25		40,299.32	29,133.51	-	29,133.51	11,165.81	72%
552100	School Secretary	116,871.60		121,859.74	92,312.24	-	92,312.24	29,547.50	76%
557100	Paraprofessional	247,537.39		299,302.80	226,663.02	-	226,663.02	72,639.78	76%
591100	Custodian	96,254.58		94,068.50	70,888.43	-	70,888.43	23,180.07	75%
599400	Unused Sick Leave	14,497.75		20,000.00	2,175.00	-	2,175.00	17,825.00	11%
599810	Additional Pay - Certificated	1,893.15		6,000.00	3,902.00	-	3,902.00	2,098.00	65%
599820	Additional Pay-Classified	6,275.00		1,750.00	1,025.00	-	1,025.00	725.00	59%
599830	Additional Pay-Administrative	675.00		1,750.00	1,180.00	-	1,180.00	570.00	67%
	Salaries	2,260,437.52		2,522,623.43	1,851,122.43	-	1,851,122.43	671,501.00	73%
699000	Employee Benefits	468,175.67		573,305.27	398,701.43	-	398,701.43	174,603.84	70%
	Benefits	468,175.67		573,305.27	398,701.43	-	398,701.43	174,603.84	70%
	Total Salaries and Benefits	2,728,613.19		3,095,928.70	2,249,823.86	-	2,249,823.86	846,104.84	73%
701000	Mileage And Travel	440.60		1,000.00	504.18	-	504.18	495.82	50%
702000	Employee Training & Conf	3,226.50		12,000.00	7,827.43	-	7,827.43	4,172.57	65%
708000	Employee Background Verificatn	1,235.50		1,200.00	672.00	-	672.00	528.00	56%
710000	Meals/Refreshments	4,228.06		6,000.00	2,445.05	-	2,445.05	3,554.95	41%
713000	Student Transportation	5,930.79		6,000.00	3,705.70	-	3,705.70	2,294.30	62%
715000	Student Admission/Entry Fees	29,276.06		32,000.00	21,797.85	-	21,797.85	10,202.15	68%
721000	Legal Fees	150.00		0.00	-	-	-	-	n/a
723000	Printing	1,238.26		2,000.00	357.94	-	357.94	1,642.06	18%
731000	Contracted Services	89,514.21		74,000.00	47,327.53	-	47,327.53	26,672.47	64%
743000	Equipment Rental	3,211.35		5,000.00	5,130.63	-	5,130.63	(130.63)	103%
745000	Contract Maint/Eq Repair	5,812.56		6,600.00	5,762.26	-	5,762.26	837.74	87%
745500	Technology Services	5,866.23		12,000.00	10,163.35	-	10,163.35	1,836.65	85%
746000	Const Maint/Repair-Bldg	14,150.08		67,600.00	56,700.43	-	56,700.43	10,899.57	84%
747000	Software Purch/Lease	7,903.74		6,000.00	3,284.98	-	3,284.98	2,715.02	55%
752000	Marketing - Advertising	1,210.00		1,200.00	-	-	-	1,200.00	0%
760000	Telephone/Pagers/Modems	35.76		50.00	14.90	-	14.90	35.10	30%



Account		Prior Year		Current Year		Current Year		Current Year	
Number	Description	Total	Estimated Revenue	Budget	Operational Funds	Capital Funds	Total	Variance	Percent Spent
761000	Natural Gas	20,927.92		21,950.00	12,940.24	-	12,940.24	9,009.76	59%
764000	Electricity	42,097.30		43,250.00	29,906.56	-	29,906.56	13,343.44	69%
765000	Voice Communication Line	10,829.08		12,000.00	6,816.41	-	6,816.41	5,183.59	57%
766000	Water & Sanitation	10,920.76		13,800.00	8,306.41	-	8,306.41	5,493.59	60%
768000	Postage	352.78		500.00	108.94	-	108.94	391.06	22%
769000	Permits/Licenses/Fees	28,961.13		37,000.00	26,064.82	-	26,064.82	10,935.18	70%
770000	Risk Management Charges	28,976.00		25,000.00	21,594.29	-	21,594.29	3,405.71	86%
770800	Unemployment Comp Insur	6,477.89		7,100.00	3,504.18	-	3,504.18	3,595.82	49%
775000	Community Relations	-		500.00	-	-	-	500.00	0%
781000	Lease Purch-Other-Principal	110,000.00		140,000.00	-	140,000.00	140,000.00	-	100%
781000	Promissory Note Principal	30,000.00		50,000.00	37,500.00	-	37,500.00	12,500.00	75%
781500	Lease Purch-Other-Interest	274,250.73		325,439.00	-	325,439.00	325,439.00	-	100%
950000	District Fees	507,890.69		533,702.00	400,806.24	-	400,806.24	132,895.76	75%
	Purchased Services	1,245,113.98		1,442,891.00	713,242.32	465,439.00	1,178,681.32	264,209.68	82%
803000	Subscriptions/Books	508.60		700.00	1,779.17	-	1,779.17	(1,079.17)	254%
804000	Fund Raising	191.36		700.00	487.88	-	487.88	212.12	70%
805000	Materials/Supplies-Other	13,655.17		11,300.00	8,321.12	-	8,321.12	2,978.88	74%
806000	Materials/Supplies Resale	13,196.91		25,000.00	9,252.42	-	9,252.42	15,747.58	37%
810000	Office Material/Supplies	2,734.93		3,000.00	1,237.25	-	1,237.25	1,762.75	41%
810001	Office Equipment - Under \$5K	19,223.19		22,900.00	16,054.94	-	16,054.94	6,845.06	70%
812000	Clinic Supplies/Materials	573.13		700.00	750.18	-	750.18	(50.18)	107%
814000	Custodial Supplies	9,417.16		15,700.00	9,166.58	-	9,166.58	6,533.42	58%
820000	Instructional Material/Supply	38,215.75		65,000.00	23,057.71	-	23,057.71	41,942.29	35%
820001	Instructional Equip-Under \$5K	16,608.89		21,500.00	15,753.03	-	15,753.03	5,746.97	73%
822000	Textbooks	5,630.80		17,400.00	5,583.50	-	5,583.50	11,816.50	32%
823000	Copier Usage	18,847.90		19,500.00	17,681.38	-	17,681.38	1,818.62	91%
824000	Testing Materials	894.74		4,500.00	3,151.68	-	3,151.68	1,348.32	70%
826000	Graduation Materials	240.94		500.00	-	-	-	500.00	0%
840000	Maint Materials/Supplies	18,532.50		18,100.00	15,598.19	-	15,598.19	2,501.81	86%
870000	Library Materials	892.01		2,000.00	2,075.19	-	2,075.19	(75.19)	104%
880000	Purchased Food	18,456.90		0.00	-	-	-	-	n/a
885000	Miscellaneous Expense	-		2,000.00	177.12	-	177.12	1,822.88	9%
889000	Consumable Supplies	18.77		150.00	28.81	-	28.81	121.19	19%
	Materials and Supplies	177,839.65		230,650.00	130,156.15	-	130,156.15	100,493.85	56%
918000	Appliances/Comm Equip	20,203.61		0.00	-	-	-	-	n/a
930000	Building Improvements	632,396.57		190,190.00	142,852.00	-	142,852.00	47,338.00	75%
	Capital Outlay	652,600.18		190,190.00	142,852.00	-	142,852.00	47,338.00	75%
	Total Expenditures	4,804,167.00		4,959,659.70	3,236,074.33	465,439.00	3,701,513.33		
	Pre-Adjusted Carryforward	1,592,250.42			1,302,643.07	644,945.88	1,947,588.95		
	TABOR (school enters amount)		155,940.83						
	Adjusted Carryforward	1,592,250.42			1,302,643.07	644,945.88	1,947,588.95		
			Less Prior Year Carryforward		(839,270.06)				
			Projected Revenue		1,221,852.15				
			Less Deposit for 15-16 School Year		(29,692.05)				
			Projected Expenses						
			Salaries and Benefits		(831,104.84)				
			Purchases Services		(388,969.13)				
			Additional Appropriation for Trees		(10,000.00)				
			Additional Appropriation for Owner Rep		(35,000.00)				
			Materials		(100,493.85)				
			Capital Outlay		(30,148.00)				
			PROJECTED MARGIN FOR 14-15		259,817.29				
			Reserved for Building Fund		(215,000.00)				
					44,817.29				

Jefferson County Public Schools

Charter Schools

Lincoln Academy Charter School

</

699000	Employee Benefits			573,305.27	-		680,352.67	-	
	Benefits			573,305.27	-		680,352.67	-	
	Total Salaries and Benefits			3,095,927.70			3,629,523.42		
701000	Mileage And Travel			1,000.00			1,000.00		
702000	Employee Training & Conf			12,000.00			12,000.00		
708000	Employee Background Verificatn			1,200.00			1,200.00		
710000	Meals/Refreshments			6,000.00			6,500.00		
713000	Student Transportation			6,000.00			8,400.00		
715000	Student Admission/Entry Fees			32,000.00			32,000.00		INCLUDED THE FLORIDA FUNDRAISER FROM 409000
721000	Legal Fees			0.00			5,000.00		
723000	Printing			2,000.00			2,000.00		
731000	Contracted Services			74,000.00			74,000.00		
743000	Equipment Rental			5,000.00			1,000.00		
745000	Contract Maint/Eq Repair			6,600.00			7,800.00		
745500	Technology Services			12,000.00			15,500.00		
746000	Const Maint/Repair-Bldg			67,600.00			69,100.00		
747000	Software Purch/Lease			6,000.00			6,000.00		
752000	Marketing - Advertising			1,200.00			1,000.00		
760000	Telephone/Pagers/Modems			50.00			0.00		
761000	Natural Gas			21,950.00			21,950.00		
764000	Electricity			43,250.00			44,000.00		
765000	Voice Communication Line			12,000.00			12,000.00		
766000	Water & Sanitation			13,800.00			13,990.00		
768000	Postage			500.00			500.00		
769000	Permits/Licenses/Fees			37,000.00			37,020.00		
770000	Risk Management Charges			25,000.00			31,500.00		
770800	Unemployment Comp Insur			7,100.00			7,600.00		
775000	Community Relations			500.00			500.00		
781000	Lease Purch-Other-Principal			0.00	140,000.00		0.00	140,000.00	
781000	Promissory Note Principal			50,000.00			31,000.00		
781500	Lease Purch-Other-Interest			0.00	322,170.00		0.00	322,170.00	
950000	Transfers District Fees			533,702.12			582,985.56		
	Purchased Services			977,452.12	462,170.00		1,025,545.56	462,170.00	
803000	Subscriptions/Books			700.00			1,400.00		
804000	Fund Raising			700.00			700.00		
805000	Materials/Supplies-Other			11,300.00			11,300.00		
806000	Materials/Supplies Resale			25,000.00			25,000.00		YEARBOOK, BOOKFAIR, SUMMER BRIDGEBOOKS & MISC OTHER OFFSET WITH 409000
810000	Office Material/Supplies			3,000.00			3,000.00		
810001	Office Equipment - Under \$5K			22,900.00			22,275.00		
812000	Clinic Supplies/Materials			700.00			1,100.00		

Lincoln Academy Board of Directors

2015-16 Forecast

Finance Committee Summary

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.





Introduction to Finance Committee

- Jeff Baucum; Board of Directors – Treasurer (parent)
 - jeffbaucum@lincolnacademy.net
- Janelle Johnson; Principal
- Cindie Poulter; Business Manager
- Nathan Alley – Member at large (parent)
- Jeanne Coyle – DSS Director (consultant)



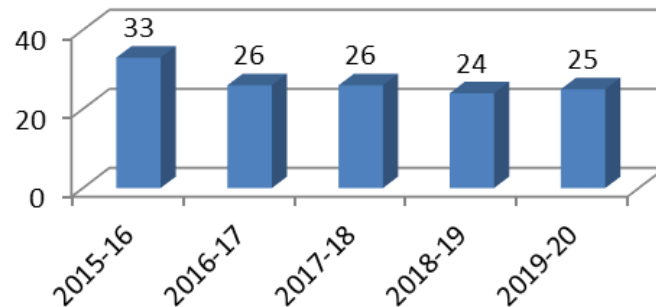
Purpose

- To provide to the Board of Directors a final projected budget for 2015-16 and a 5 year forecast for consideration.
- Vote on proposed budget

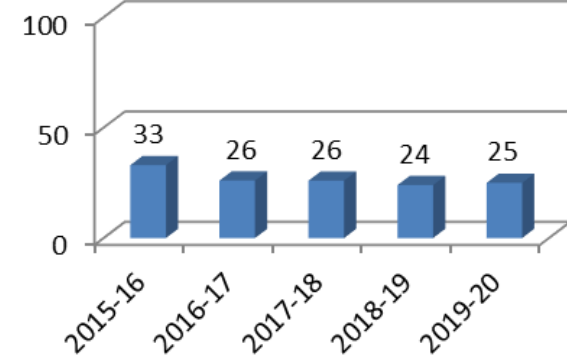
Primary Model Assumption

- Student Growth: Growth will occur naturally through Kindergarten as the expanded class sizes move into the higher grade with final FTE count of 720.
- Student attrition is built into the budget at grade levels 7th (2) and 8th (6). Several classes are estimated at a lower student count than current enrollment.

Student Growth per Year



FTE Growth per Year





Primary Model Assumption

- Per Pupil Revenue (PPR) Growth: Year 1: 3.5%; Year 2-5: 1.0%
 - Note the 3.5% is based on expected full PPR payment for 15-16
- Mill levy decreased by \$120 per student for 2015-16 (11%). Consistent payment projected.
- Net change in primary revenue source is 1.5% increase per student (\$119)
- *Over the past five years our staff has increased by 12.5%, while our student body population has increased by 17.5%.*
- *For 15-16 we are increasing staff by 3.9% while students will increase by an additional 5.64%*



Staffing Model Assumptions

- Staffing growth of one teacher and one EA per new class over each of the five years.
- Staff salaries raises modeled to be grow by 2% in years 2-5.
- Salaries & Benefits increasing by \$500k including raises for 2015-16 (16%).
- Benefits: Increased due to new standardization rule for Jeffco County



Staff Growth Details

(See final 4 slides for detail)

- 4th Grade Teacher + 4th grade educational assistant (2.0 FTE)
- Bridge Program: Additional two 6th grade teachers + educational assistant; Removed one middle school English teacher (2.0 FTE)
- Full-time specials teacher: $\frac{1}{2}$ music, $\frac{1}{2}$ art (1.0 FTE)
- Part-time technology educational assistant (0.5 FTE)
- $\frac{1}{2}$ time teacher for P.E. (0.5 FTE)
- Student Health - Clinic Aide (33% increase; .1 FTE)
- Additional Part-time production assistant (0.5 FTE)
- Department of Student Success:
 - Full-time social worker (1.0 FTE)
 - Additional Hours for school psychologist
 - Additional Hours for speech language therapist
 - Additional Hours for occupational therapist (0.2 FTE)



Benefit Changes

- Employer PERA Contributions will go up and addition 0.8% in 15-16 (19.15% as of 1/1/16). Cost \$25,000
- Under Healthcare reform all employees working 30 or more hours a week will receive a monthly benefit allocation of \$500 an increase of \$15,792.
(Proposed)
- All new hired employees working under 30 hours a week will not receive a benefit allocation a savings of \$9,327.
- We will continue to allow a flexible spending of the benefit allocation, our staff can use their allocation to pay for group policies through their spouse's employer. District employees drop to \$80 if not taking Jeffco Medical



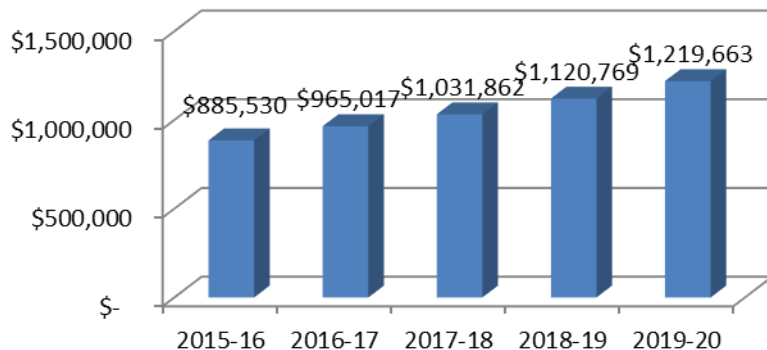
Primary Model Assumption

- Individual expense accounts have growth of 2.0% for inflation or based on student growth as appropriate.
- Costs have effectively been trended on last year run rates
- Operating income needs to cover operating expense plus provide for future capital requirements.
- \$40k in building contingency – renovation of Radio room.

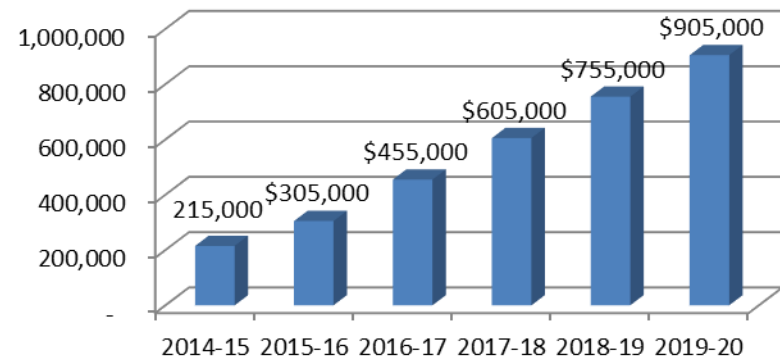
Primary Model Assumption

- Repair & Replace funding of \$20k for years 1 - 3
- Building Fund Contingency: \$215k set aside for year 1; \$150k for years 2-5. This will provide for a building fund of \$905k by 2020.
- Building Improvement Fund: \$50k budget for year 2-5.

Reserves per Year



Building Contingency Fund per Year



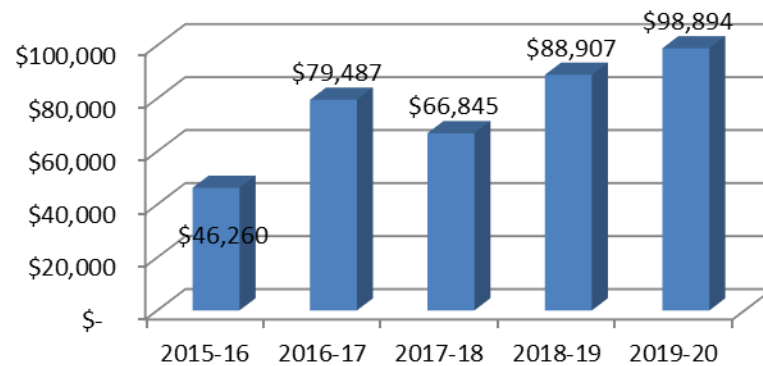
Financial Ratios

- Several significant Ratios will be monitored for operating and bond purposes:

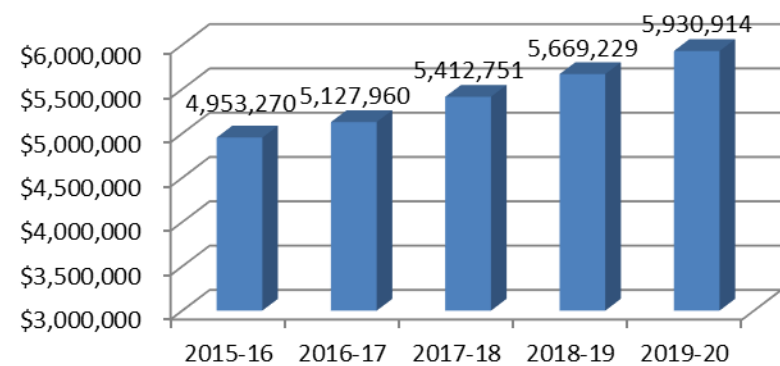
	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
	1	2	3	4	5	
	EXECUTIVE SUMMARY					
STUDENT ONE DAY COUNT	584.0	617.0	643.0	669.0	693.0	718.0
PPR	\$ 6,842	\$ 7,081	\$ 7,152	\$ 7,223	\$ 7,296	\$ 7,369
Operating Debt Ratio (<18% of Exp)	9.6%	9.1%	8.6%	8.3%	7.9%	7.6%
Working Cap Balance (>8% of PY Exp)	24.7%	19.7%	19.5%	20.1%	20.7%	21.5%
TABOR RESERVE (>3% of Rev)	17.6%	17.4%	18.0%	18.3%	19.0%	19.7%
Margin to Debt Expenses (>10%)	10.3%	10.0%	17.2%	14.4%	19.1%	21.1%
Days Unrestricted Cash on Hand (>40)	59	55	58	59	61	64
REVENUE	\$ 4,756,300	\$ 5,089,530	\$ 5,357,447	\$ 5,629,596	\$ 5,908,136	\$ 6,179,808
Salaries	\$ 2,522,622	\$ 2,949,171	\$ 3,088,154	\$ 3,257,868	\$ 3,403,025	\$ 3,551,085
Benefits	\$ 573,305	\$ 680,353	\$ 740,209	\$ 810,209	\$ 876,935	\$ 947,049
PURCHASE SERVICES	\$ 977,452	\$ 1,025,546	\$ 993,418	\$ 1,030,486	\$ 1,067,531	\$ 1,103,214
MATERIAL AND SUPPLIES	\$ 230,650	\$ 248,200	\$ 256,179	\$ 264,189	\$ 271,737	\$ 279,565
CAPITAL OUTLAY	\$ 190,190	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Total Expenditures	\$ 4,494,220	\$ 4,953,270	\$ 5,127,960	\$ 5,412,751	\$ 5,669,229	\$ 5,930,914
Building Fund Contingency	\$ 215,000	\$ 90,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
REVENUE OVER EXPENSES	\$ 47,080	\$ 46,260	\$ 79,487	\$ 66,845	\$ 88,907	\$ 98,894
Operating Margin	1.0%	0.9%	1.5%	1.2%	1.5%	1.6%
CARRYFORWARD	\$ 839,270	\$ 885,530	\$ 965,017	\$ 1,031,862	\$ 1,120,769	\$ 1,219,663

Additional Fiscal Trended Metrics

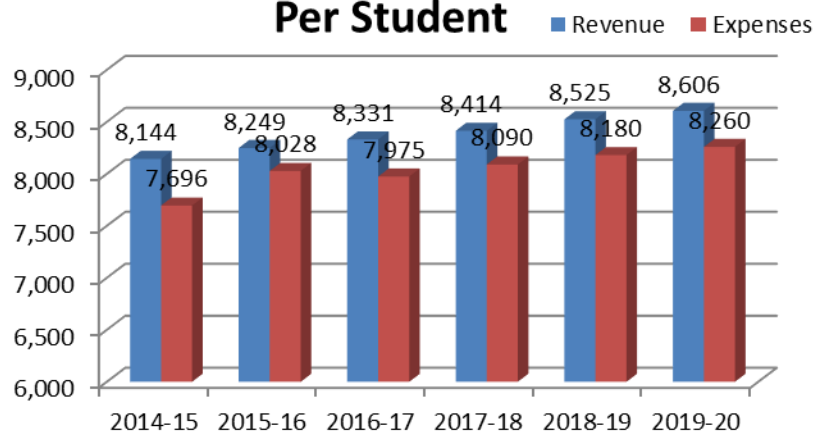
Operating Margin per Year



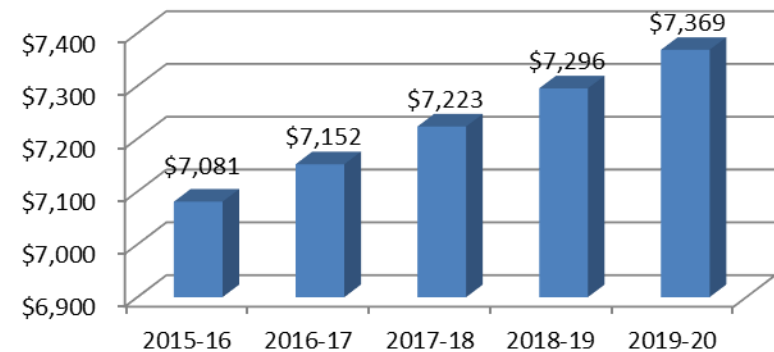
Expenses per Year



Per Student



PPR per Year



Risk Points

- Unknown of Building Renovation costs creates a dynamic gap in fiscal planning for future year and generations of students.
- Student count: If actual LA FTE is 5 fewer students than projected, the margins would be impacted by \$45,000
- Teacher salary: The forecast provides for limited salary raises in each year of the budget. New Jeffco salary policy impacts are unknown against LA's salary policy.
- Teacher staff increases: Significant number of new positions proposed for 2015-16 creating a large draw on revenues and long-term commitment.
- Money Pit: Should the new facilities and property require continual ongoing maintenance and upkeep beyond the forecasted amounts , the building fund would need to be leveraged to cover increased operating costs extending the time necessary to build new facility / renovation
- Low margins prevent any significant innovation in operations or financial support of leadership vision.
- New Governmental leadership has unknown impact on future funding



Budget Opportunities

- Increase student class sizes – Higher FTE = higher state funding [Not first choice – space issue – learning impacts]
- Capital spending: Live with what we got – reduce overall building funding & facility expenditures.
- Permanent Temporary trailers
- Fund Raising or Grant support
- PPR growth! Mill levy Growth!



Initiatives for Consideration

- Lower Class sizes
- Facility upgrades outside of space planning
- IT Development
- Second Language or Additional Specials
- 2nd Phase of Playground
- Science Expansion
- High School preparation strategy
- Others.....

Overall Impression

Overall, the committee has submitted a 5 year plan that is strongly focused on staff growth and pushes off any additional allocation of savings into a building contingency fund. The overall risk is higher than anticipated due to increase salary commitments.

The forecasted 5 year fiscal model represents a budget where expenses grow faster than revenues with the majority of the growth assumed next year. Where the PPR and Mill levy funding present areas of opportunity (and some uncertainty), the FTE levels and maintaining desired levels of teachers compensation, present areas of risk for the fiscal viability of our school. At the end of the student expansion period, the PPR revenue will allow more funds to be allocated to overhead support including facilities and student directed activities. This budget does not provide significantly for contingency plans for capital purposes and less so for operational contingency.

Our administrative team has demonstrated their diligence in consistently monitoring operating expenses and demonstrated creativity in meeting operating. However, looking at the five year projection, we should consider if Administration will have sufficient operation margin to allow for strong fiscal stewardship at LA.



Charter School Closures

- There are five primary reasons for charter closures – financial (41.7 percent), mismanagement (24 percent), academic (18.6 percent), district obstacles (6.3 percent) and facilities (4.6 percent).
- Most charter schools that close for financial or operational deficiencies do so within the first five years, or within their first charter contract.
 - 2011 Center for Education Reform



Summary of Staffing Growth

Staff Increases for 2015-2016

The Real Impact on the Staff and Students

- Our school has grown over the past few years and yet we have not added sufficient staff to meet those needs.
- Planned growth when we moved to our new location.
- 4th Grade Teacher + 4th grade educational assistant

Middle School

- Additional two 6th grade teachers + educational assistant
- Removed one middle school English section = 1 of the teachers (so, we are only adding one additional teacher)
- Middle school teachers have had only 2 planning periods a week for the last 10 years.
- Currently, middle school staff is teaching 6 sections a day to 6th, 7th, and 8th grade students a total of 170 students. New model will have English, history and science teachers working with only 7th and 8th grade students = 110 students
- Math will be taught every day. The two math teachers will be teaching 5th - 8th grade math to help the curriculum be more cohesive.



Additional Specials Staff

- Full-time teacher > ½ music, ½ art
- Part-time technology educational assistant
- ½ time teacher > P.E.
- With the growth of students, we are overdue for an increase in staff.
- Specials teachers have had ½ hour of a planning period 4 days a week. Planning has decreased every year since we have been adding students.
- Specials teachers are required to cover more traffic duty with the increase in the need at the new campus.
- Specials' educational assistant is pulled for state mandated testing, to cover when the technology teacher is dealing with pressing technology issues, or to cover when technology teacher is absent.
- There is no time in the schedule for specials teachers to add an additional class (with the growth of 4th grade) without cutting the amount of time Lincoln students get for specials.

Student Health - Clinic Aide

- Additional Part-time production assistant
- To assist the clinic aide in meeting the needs of our increasing population of students. Currently, clinic aide also works full-time as the production assistant. She is unable to keep up with increasing needs of a larger staff and increased number of students.
- 2013-2014 to 2014-2015 >> Increase in 581 students needing clinic help from one year to the next.
- 2013-2014 to 2014-2015 >> Medication visits increased by 292 students from one year to the next.



Department of Student Success Staff

Mental Health Team: Social Worker and Psychologist

- When there is a threat assessment or suicide assessment needed, we are legally obligated to call in a mental health professional.
- Middle school special education teacher has been handling mental health issues when mental health team is not available.

Full-time social worker

- Available daily for students in crisis or with emotional needs. This need is obviously unpredictable. We need someone here at Lincoln full-time to be available to our students whenever the need arises.
- Special Ed. assessments, plans and observations
- ADHD and executive functioning training
- Behavior plans
- Character Education

Additional Hours for school psychologist

- - State Mandated School Emergency Management Training
- - Threat assessments * social worker as well
- - Suicide Risk assessments * social worker as well
- - Counseling for students with significant losses * social worker as well



Additional Hours for speech language therapist

- - Two speech/language therapists working from a total of 30 hours per week (2014-2015) to a total of 40 hours per week (2015-2016)
- - District average: one full-time speech therapist to 33.6 special education students who need direct speech language services
- - Lincoln will have at least 40 special education students needing direct speech
- language services in 2015-2016.

Additional Hours for occupational therapist

- Budgeted from 2 hours a day to 3.5 hours a day
- 29 students with direct special education OT minutes
- 3 students with special education consult only minutes
- Rtl students vary year to year from 0 to 8
- Implementing use of technology in writing for 6+ students next year.

Lincoln Academy School Accountability Committee Report (April 13, 2015)

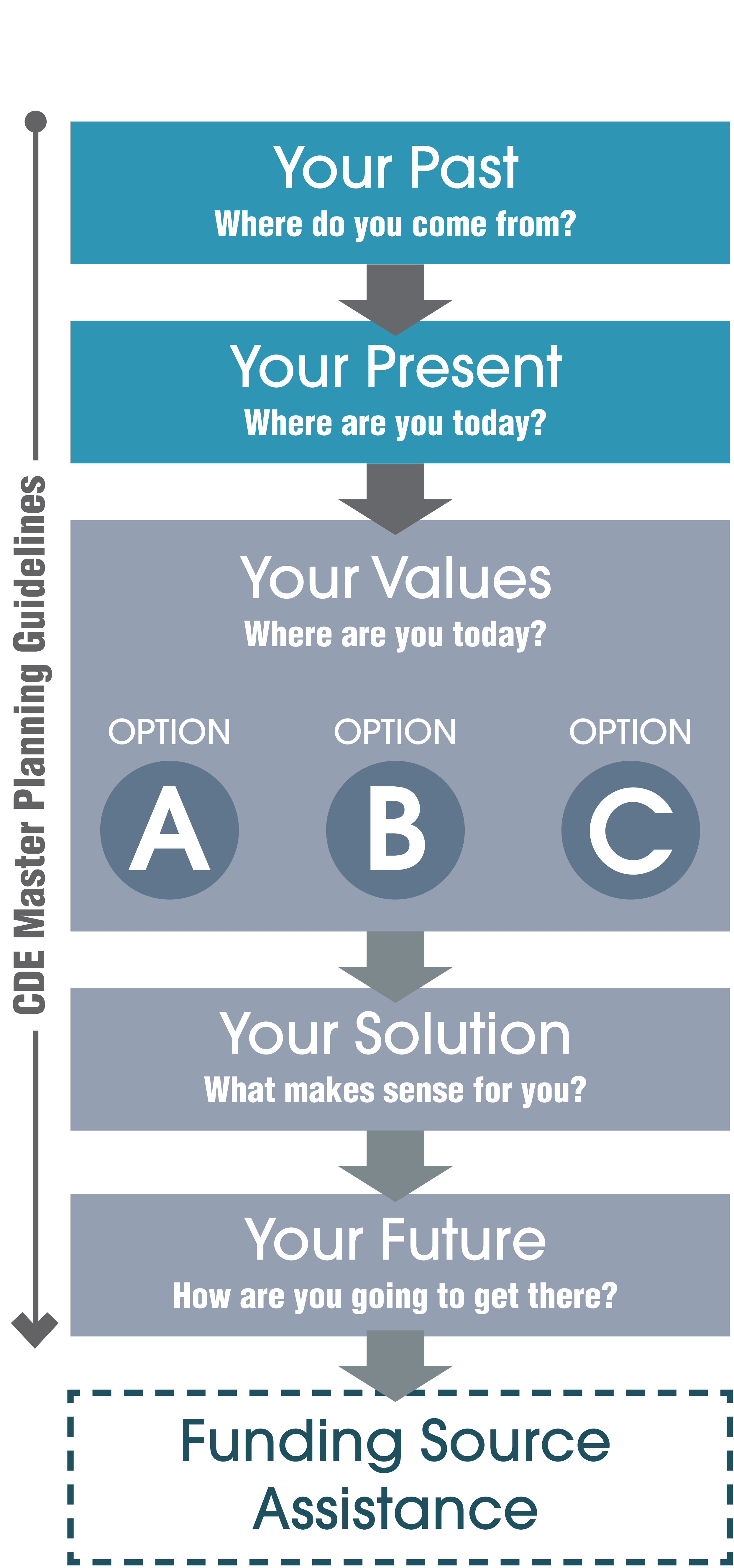
SAC had its fourth and final meeting of the 2014-15 school year on April 7. In addition to Lindsey Tomsick and myself, there were three teachers and two other parents present for a total of seven. The committee reviewed the results of the Lincoln Academy parent survey, administered in March (highlights below). The SAC also discussed ideas for metrics to use in future principal evaluations.

Respectfully submitted,
Ben DeGrow

2014-15 Lincoln Academy Parent Survey Highlights

1. **Participation:** 141 families took the general survey, down 10% from last year (156). There were 142 responses on the elementary survey, up 15% from last year (126). There were 44 responses on the middle school survey, up 70% from last year (26).
2. **Shining stars:** "My child is having a positive academic experience" & "Overall I am satisfied with LA" most or all of the time both registered 90%, up from 81% and 84% last year, respectively.
 - Elementary: 94% overall satisfied with child's teacher, up from 91% last year
3. Overall responses in the following areas also were highly favorable, and consistent with or better than last year's results:
 - Encouraging parent involvement and providing ample volunteer opportunities
 - Professional and courteous office staff
 - Respecting diverse cultures and backgrounds
 - Principal's communication, visibility, approachability, modeling high standards
 - Effective school governance by Board
 - Clean and well-maintained facility
 - Effective school-family communication
 - Staff provides positive social environment and high expectations for students
 - Children receive both needed academic and social/emotional support
4. Some opportunities to investigate potential improvements:
 - 30% of respondents said they don't know how to communicate with the Board
 - 30% of Middle School respondents aren't satisfied with electives (Comments: World Languages)
 - 28% of respondents are not satisfied with Hot Lunch program
 - 20% of Middle School respondents are not familiar with Think Through Math
 - Some concerns from IEP / 504 / ISL (special education) families

Lincoln Academy Master Planning Process

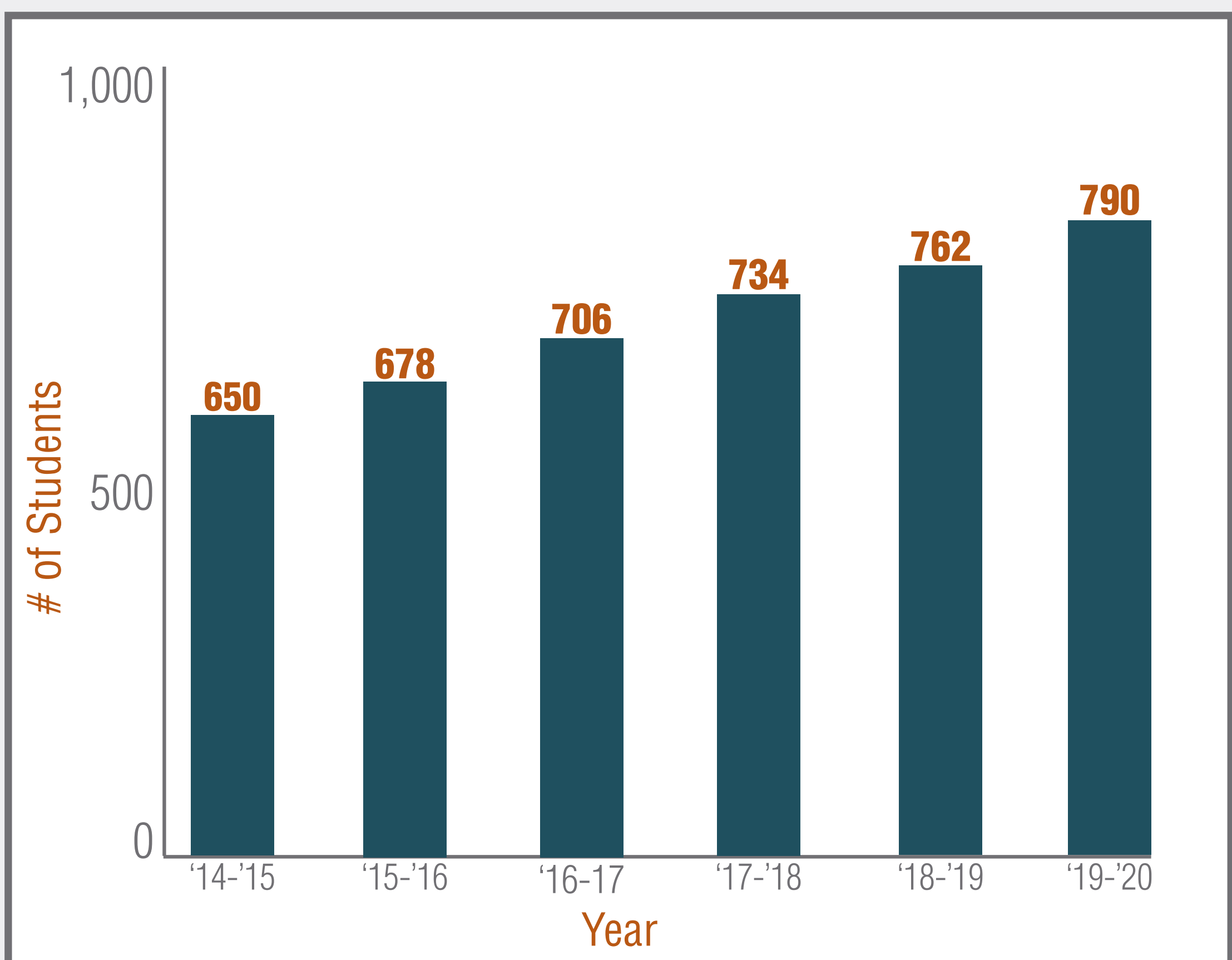


School Assets



- » **Site Safety?**
- » **Building Systems?**
- » **ADA?**
- » **Life Safety?**
- » **School Security?**

Enrollment Projections



Financial Opportunities

- » **Jefferson County Schools Bond?**
- » **BEST Grant?**
- » **3rd Party Financing?**



designers and researchers
for public environments