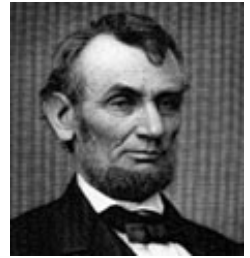




The Mission of Lincoln Academy is to help students attain their highest social and academic potential through an academically rigorous, content-rich educational program in a safe, orderly, and caring environment.



Lincoln Academy Board of Directors

Regular Business Meeting

Minutes for Monday, March 9, 2015

Lincoln Academy Student Center

6:30 p.m.

1. Preliminaries

- a. Call to Order: President Doug Neely called the meeting to order at 6:34 pm.
- b. Welcome to Guests and Introductions:
 - i. LA staff members present were Sarah Jacobson, Cindie Poulter, and Robin Welsh.
 - ii. Additional guests present were Becky, Blair, Chloe and Holden Corning; Hayden and Ron Piz; Joel, Julie, Isaiah, Zion, Zachary, and Isabella Thomas; and Lori Woods.
- c. Roll Call: All directors were present: Jeff Baucum, Phil Courtney, Ben DeGrow, Kristi Geisz, Janelle Johnson, Derek Luyk, Doug Neely and Carrol Robinson.
- 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 2/9/15
- b. Tonight's agenda with minor amendment

3. Reports to Board

- a. 5th Grade Living Biography Presentations: Fifth grade teacher, Robin Welsh, led fifth grade students as they presented their biographies.
- b. Principal's Report: Principal, Janelle Johnson, presented her written report (see attached).

4. Committee Reports

- a. Governance
 - i. Committee chairman, Derek Luyk, reported.
 - ii. Advertise for New Board Members
 - The Lincoln Academy Board of Directors is seeking to fill two adjunct (non-voting) positions and an open (voting) position next year. An election to fill these positions will be held next month.
 - Anyone interested in being part of the board should fill out an [application](#) and submit it to board president, [Doug Neely](#), by Friday, April 10th. Each candidate will also be given an opportunity to speak at the board meeting on Monday, April 13th.
- b. Facilities: Committee chairman, Carrol Robinson, had nothing to report.
- c. Finance
 - i. Board Treasurer, Jeff Baucum, and Financial Secretary, Cindie Poulter, reported (see attached written reports).
 - ii. Current Financials
 - Current financials are on track.
 - Snow removal has gone over budget and copier costs are being watched.
 - iii. Review 5 Year Plan: Deferred to next month to coincide with budget approval.
 - iv. Spending Approval Limits: Deferred to May meeting.
 - v. Approve 990: ***Motion 19-03-2015***
Phil Courtney moved to approve the form 990 as presented. The motion was seconded and

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- unanimously approved.
- vi. Adopt DAC Procedures: **Motion 20-03-2015**
Phil Courtney moved to approve the *Municipal Securities Post-Issuance Disclosure Policy* as presented. The motion was seconded and unanimously approved.
- d. School Accountability Committee: Committee chairman, Ben DeGrow, reported.
 - i. The next committee meeting will be in April.
 - ii. The parent survey is ongoing.
- e. Development: Committee chairman, Kristi Geisz, reported that a \$500 donation has been made to the LA Foundation.
- f. Facilities Growth Committee
 - i. Committee chairman, Phil Courtney, reported that *Vanir Construction Management* has been selected to act as owner's representative.
 - ii. The committee's goal is to complete a facilities assessment and master plan by July.
 - iii. The board of directors would like to thank Phil Courtney, Trish Eshbaugh, Kurt Fritzler, Sarah Jacobson, and Janelle Johnson and for their diligent work on this committee.
 - iv. Approval of Funds: **Motion 21-03-2015**
Phil Courtney motioned to approve up to \$35,000 for owner's representative services to be provided by *Vanir Construction Management*. The motion was seconded and unanimously approved.
- 5. Old Business
 - a. Principal's Job Description: Board president, Doug Neely, led discussion about the principal job description scope and detail and principal goals.
 - b. Review Strategic Plan: Board president, Doug Neely, led discussion.
- 6. New Business
 - a. Approve School Calendar: **Motion 22-03-2015**
Ben DeGrow moved that we accept the 2015-16 school calendar as submitted. The motion was seconded and unanimously approved.
- 7. Board Training Modules: Board president, Doug Neely, led discussion.
- 8. Board Lessons Learned and Action Items
 - a. Lessons Learned: None at this time
 - b. Action Items
 - i. Contact CLCS about principal vs. executive director – Kristi
 - ii. Update strategic plan status – Kristi
 - iii. Contact League about potential board members – Derek
 - iv. Send thank yous to 5th grade presenters – Kristi
 - v. Set up workshops to work on strategic plan – Doug
 - vi. Advertise for new board members in Lincoln Loop – Kristi
 - vii. Board Training Modules – Please review these modules prior to the next board meeting:
 - Grant Writing
 - Fundraising Resources
 - Capital Improvements
- 9. Announcements
 - a. Next regular BoD business meeting – Monday, April 13th, 6:30 PM – Student Center
 - b. Next PTO meeting – Tuesday, March 10th, 6:30 PM (Kristi attends)
- 10. Adjourn to Executive Session: **Motion 23-03-2014**
As authorized by C.R.S. 24-6-402(4) and JCSD Policy BE/BEA/BEB
 - a. At 8:53pm, Derek Luyk motioned that we move into executive session for the purpose of conducting a principal evaluation as authorized by C.R.S. § 24-6-402(4)(f)(I). The motion was seconded and unanimously approved via roll call vote.

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- b. At 9:32 pm, the executive session was adjourned and the regular meeting of the Lincoln Academy School Board of Directors was resumed via general consent.

11. Approve Agreement with Janelle for 2015-2016: **Motion 24-03-2014**

Derek Luyk motioned that we extend an employment agreement for principal of Lincoln Academy Charter School to Janelle Johnson for the 2015-16 school year. Jeff Baucum proposed an amendment to extend an additional offer of a 1% raise. The amended motion was seconded and unanimously approved after some discussion.

12. Adjourn: At 9:46 pm, the regular meeting of the Lincoln Academy School Board of Directors was adjourned via general consent.

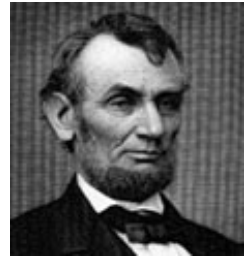
Minutes respectfully submitted,
Kristi Geisz, Secretary
Lincoln Academy Board of Directors
Minutes approved 4/13/15

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Lincoln Academy Board of Directors

Regular Business Meeting

Agenda for Monday, March 9, 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. Advertise for new board members		
b. Facilities (Carrol Robinson)	5:00	
c. Finance (Jeff Bacum)	15:00	
i. Review 5 year plan		
ii. Spending Approval Limits		
iii. Approve 990		Yes
iv. Adopt DAC procedures		Yes
d. School Accountability Committee (Ben DeGrow)	5:00	
e. Development (Kristi Geisz)	5:00	
f. Facilities Growth Committee (Phil Courtney)	5:00	

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|---|-------|-----|
| 5. Old Business | | |
| a. Principal's Job Description (Doug Neely) | 25:00 | |
| b. Review Strategic Plan (Doug Neely) | 5:00 | |
| 6. New Business | | |
| a. Approve School Calendar (Doug Neely) | 5:00 | |
| b. Board Training Modules (Doug Neely) | 5:00 | |
| 7. Board Lessons Learned and Action Items | 5:00 | |
| 8. Announcements | 1:00 | |
| a. BoD Monday – April 13 th – Student Center | | |
| b. PTO Tuesday – March 10 th – Jeff or Kristi | | |
| 9. Adjourn to Executive Session | | |
| a. C.R.S. § 24-6-402(4)(f)(I) – Principal Evaluation | | |
| 10. Approve Agreement with Janelle for 2015-2016 (Doug Neely) | 5:00 | Yes |

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

- Grant Writing
- Fundraising Resources
- Capital Improvements

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Lincoln Academy Charter School

Office of the Principal
March 2015 Report to the Board
"Educating with Excellence"

Make Every Moment Count!

PARCC – Partnership for Assessment of Readiness for College and Careers

"These high quality K–12 assessments in Mathematics and English Language Arts/Literacy give teachers, schools, students, and parents better information whether students are on track in their learning and for success after high school, and tools to help teachers customize learning to meet student needs." Parcc.pearson.com

- Each test takes approximately 60 minutes and is administered solely on computers
- Take a practice test at <http://www.parcconline.org/take-the-test>
- Grades 3-8 have completed the first week of testing and will conclude March 13th
- We have had no misadministration of the test at this time
- Overall PARCC test amounts remain the same as last year equaling a total of nine tests for grades 4-8. However, these tests are now separated over more time.
- 3rd grade students saw an increase of three additional tests over the course of the two testing sessions this year compared with the six total tests of TCAP.

PARCC TESTS (March 3-13)

- 3rd grade takes 5 tests
 - 3 Reading /Writing
 - 2 Math
- 4th grade 5 tests
 - 3 Reading/Writing
 - 2 Math
- 5th grade 5 tests
 - 3 Reading/Writing
 - 2 Math
- 6th grade 5 tests
 - 3 Reading/Writing
 - 2 Math
- 7th grade 5 tests
 - 3 Reading/Writing
 - 2 Math
- 8th grade 5 tests
 - 3 Reading/Writing
 - 2 Math

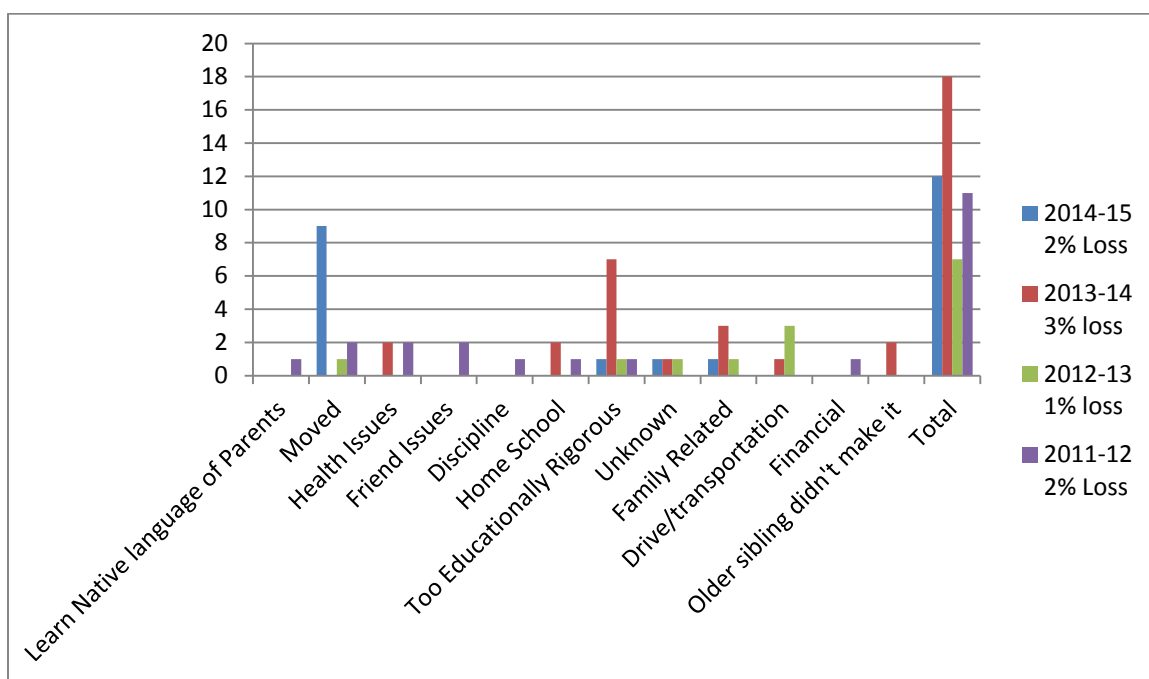
CMAS TESTS (April 13-May 1)

- These tests will be administered solely on the computers
- Each grade level tested and content area consists of three sections of 21-24 items each.
- The assessments are composed of the following item types:
 - Selected Response
 - Constructed Response
 - Computer-enabled/technology-enhanced
 - Simulations (science)
 - Performance Events (social studies)
- Science
 - 5th Grade
 - 8th Grade
- Social Studies
 - 4th Grade
 - 7th Grade

PARCC TESTS (April 27 – May 8)

- 3rd grade takes 4 tests
 - 2 Reading /Writing
 - 2 Math
- 4th grade 4 tests
 - 2 Reading/Writing
 - 2 Math
- 5th grade 4 tests
 - 2 Reading/Writing
 - 2 Math
- 6th grade 4 tests
 - 2 Reading/Writing
 - 2 Math
- 7th grade 4 tests
 - 2 Reading/Writing
 - 2 Math
- 8th grade 4 tests
 - 2 Reading/Writing
 - 2 Math

Student/Family Movement during the School Year



Updated Enrollment Information

Enrollment for 15-16	Projected Class Size	Currently Enrolled	Current Openings	Total number of applications received
K	88	88	0	164
1	88	88	0	45
2	84	84	0	23
3	84	84	0	16
4	84	85	-1	18
5	58	59	-1	18
6	60	60	0	19
7	60	59	0	23
8	50	50	0	2

- Since the opening of 2nd round enrollment, we have taken an additional 9 applications

- Our waitlist and enrollment remain strong we still have 61 families waiting to get in to kindergarten

Colorado League of Charter School Conference

- Andrew, Sarah and I attended this annual 2 day conference (which took place over the snow day!)
- Here is the link to see the sessions and the handouts :
 - https://coloradoleague.site-ym.com/?conf_sessionhandouts
- I highly recommend taking a look at the sessions. There are a lot of good ones concerning governance.

Monthly Update on Meetings with the Assistant Principals

- PARCC/CMAS planning and scheduling
- Communication with parents and with staff
- Plans for upcoming professional development
 - Writing
 - Differentiation
 - Classroom Dashboard
- Hiring plans for next year – job fair March 14th
 - Current openings that we are looking for applicants at the job fair are:
 - 2, 6th grade teachers, 4th grade, .5 Music, .5 PE, .5 Art



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Lincoln Academy Board of Directors

February 2014

Finance Committee Summary presented to LA BoD (March 2015)

February for LA ended with the fiscal results showing the school to be managing closely to the overall budget. While individual line items present some challenges, each overall category of expenses is being monitored and managed well by the operational teams. Development of clear vision towards the space utility, capital costs and mission will help support the finance planning for long term fiscal requirements and necessary reserves to be captured.

Revenues: Revenues are currently projected to exceed the annual budget projection by the end of the year. The anticipated overage is due to higher PPR than noted in the budgets. Fees and Dues are expected to end the year under budget while building rentals are expected to exceed annual budgeted amounts. This will result in a positive revenue of \$8k for Lincoln. The new fee schedule for next is anticipated to reducing incoming cash for next year but will support the working families at LA.

Expenses:

Salaries & Benefits: Overall, wages are running to expectation with full time employee salaries matching budget overall and total salaries running at 65% of annual forecast. No significant change to any single budget line is anticipated.

General Expenses: General Expenses (Purchased services) ended February at 59% of budget estimations. Utilities costs have evened out and are expected to run just over budget. Our school business manager is doing a strong job monitoring all the expenses and anticipating areas where we can save funds. Overall, we expect this category to be right on the annual budget by year-end.

Materials and Supplies: Running at 53%, the materials and supplies is running significantly under projected budget. However, typically the school incurs a larger expenditures in at the end of the school year so a positive budget variance is anticipated at this time of year. Copier expenses will end the year over budget and we will be looking at opportunities to save in other accounts. However, the overall trend is reasonable and the budget will be monitored.

Net Margin: Lincoln Academy is projecting to end the year with a positive margin of \$50k in 2014-15. This is a higher estimation than earlier in the year and includes a placeholder for \$10k in tree removal costs. The margin is impacted by the Building contingency fund as noted below. The finance council will be reviewing the overall expenses to find costs savings opportunities and maintain the margin percentage.

Carryforward: Reserves for Lincoln ended at \$839k from the previous school year. The projected margin for the current year of \$50k would cause the operating carry forward balance to

increase to \$889k. Overall carry forward amounts are well above TABOR requirements and meet operating fiscal metrics goals.

Building Contingency Fund:

In anticipation of space concerns and long term facility planning, the finance council has initiated the allocation of monies to a specific fund designated for these long term plans. This fund is different from the general operational Carry forward amount. The fund will be tracked against the space planning decision throughout this year with an initial goal of \$1M in saving over 5 years. Currently, we are projecting setting aside \$250k for this school year with possible strategy & planning costs to be applied against that amount.



Account		Prior Year		Current Year		Current Year	Current Year	Current Year		Variance	Percent Spent
Number	Description	Total	Estimated Revenue	Budget	Operational Funds	Capital Funds	Total				
	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	12.76	-	12.76	337.24	4%		
408000	Resale	8,184.12	25,000.00	0.00	11,455.92	-	11,455.92	13,544.08	46%		
409000	Sales-Fund Raising	8,047.01	8,000.00	0.00	4,235.36	-	4,235.36	3,764.64	53%		
415000	Earnings On Investments	91.45	-	0.00	-	43.81	43.81	(43.81)	n/a		
416000	Proceeds Lease/Purchase	21,726.87	21,000.00	0.00	16,445.00	-	16,445.00	4,555.00	78%		
419000	Other Revenue	18,643.30	18,000.00	0.00	11,903.55	-	11,903.55	6,096.45	66%		
433000	State Revenue - Other	53,800.21	94,728.00	0.00	-	63,993.22	63,993.22	30,734.78	68%		
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	-	352,346.88	352,346.88	112,002.44	76%		
451000	Fees/Dues	67,971.06	70,000.00	0.00	62,964.75	-	62,964.75	7,035.25	90%		
455000	Tuition from Individuals	94,897.05	79,300.00	0.00	69,629.05	-	69,629.05	9,670.95	88%		
455000	Tuition on Deposit for 15-16	-	-	0.00	8,216.00	-	8,216.00	(8,216.00)	na		
456000	Tuition-Extended Day Kdgn	129,448.00	130,000.00	0.00	117,827.30	-	117,827.30	12,172.70	91%		
461000	Building Rental	3,256.00	3,500.00	0.00	6,320.00	-	6,320.00	(2,820.00)	181%		
474000	Trans - Field Trips	32,385.75	33,000.00	0.00	29,157.70	-	29,157.70	3,842.30	88%		
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	8,356.00	-	8,356.00	1,644.00	84%		
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	207.95	-	207.95	392.05	35%		
950500	State Intercept Bond Transfer	(462,271.17)	(456,227.49)	0.00	(267,950.63)	(72,728.58)	(340,679.21)	(115,548.28)	75%		
950500	Bond R&R Payment	-	(20,000.00)	0.00	(11,667.67)	-	(11,667.67)	(8,332.33)	58%		
	Revenues	4,367,461.21	5,220,649.27	-	3,664,374.98	343,655.33	4,008,030.31	1,212,619.20	77%		
	Available	6,396,417.42	5,220,649.27		4,503,645.04	1,096,635.69	5,600,280.73	1,212,619.20	107%		
512100	Principal	81,349.04		84,711.30	55,805.42	-	55,805.42	28,905.88	66%		
513100	Assistant Principal	69,198.12		142,826.00	90,719.13	-	90,719.13	52,106.87	64%		
521100	Teacher	1,430,226.30		1,529,889.40	994,177.74	-	994,177.74	535,711.66	65%		
521900	Substitute Teacher	28,584.00		28,910.00	19,826.00	-	19,826.00	9,084.00	69%		
522100	Counselor	6,646.74		0.00	-	-	-	-	n/a		
522200	Teacher Librarian	34,780.08		35,988.22	24,234.82	-	24,234.82	11,753.40	67%		
524200	Coordinator - Classified	8,362.50		7,000.00	4,425.00	-	4,425.00	2,575.00	63%		
526500	Administrator	28,113.48		29,125.49	19,649.70	-	19,649.70	9,475.79	67%		
529200	Occupational Therapist	14,577.84		15,278.40	12,327.76	-	12,327.76	2,950.64	81%		
529400	Nurse	16,176.95		20,249.14	13,395.34	-	13,395.34	6,853.80	66%		
529500	Psychologist	20,548.50		23,890.00	17,005.99	-	17,005.99	6,884.01	71%		
529600	Social Worker	7,156.25		19,725.12	11,852.70	-	11,852.70	7,872.42	60%		
529800	Speech Therapist	30,713.25		40,299.32	25,085.23	-	25,085.23	15,214.09	62%		
552100	School Secretary	116,871.60		121,859.74	82,490.55	-	82,490.55	39,369.19	68%		
557100	Paraprofessional	247,537.39		299,302.80	193,277.46	-	193,277.46	106,025.34	65%		
591100	Custodian	96,254.58		94,068.50	63,886.91	-	63,886.91	30,181.59	68%		
599400	Unused Sick Leave	14,497.75		20,000.00	2,175.00	-	2,175.00	17,825.00	11%		



Account		Prior Year		Current Year		Current Year	Current Year		
Number	Description	Total	Estimated Revenue	Budget	Operational Funds	Capital Funds	Total	Variance	Percent Spent
599810	Additional Pay - Certificated	1,893.15		6,000.00	2,652.00	-	2,652.00	3,348.00	44%
599820	Additional Pay-Classified	6,275.00		1,750.00	525.00	-	525.00	1,225.00	30%
599830	Additional Pay-Administrative	675.00		1,750.00	730.00	-	730.00	1,020.00	42%
	Salaries	2,260,437.52		2,522,623.43	1,634,241.75	-	1,634,241.75	888,381.68	65%
699000	Employee Benefits	468,175.67		573,305.27	350,913.32	-	350,913.32	222,391.95	61%
	Benefits	468,175.67		573,305.27	350,913.32	-	350,913.32	222,391.95	61%
	Total Salaries and Benefits	2,728,613.19		3,095,928.70	1,985,155.07	-	1,985,155.07	1,110,773.63	64%
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	7,540.43	-	7,540.43	4,459.57	63%
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	2,237.37	-	2,237.37	3,762.63	37%
713000	Student Transportation	5,930.79		6,000.00	3,434.50	-	3,434.50	2,565.50	57%
715000	Student Admission/Entry Fees	29,276.06		32,000.00	19,737.85	-	19,737.85	12,262.15	62%
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	41,667.33	-	41,667.33	32,332.67	56%
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	4,312.50	-	4,312.50	2,287.50	65%
745500	Technology Services	5,866.23		12,000.00	10,007.50	-	10,007.50	1,992.50	83%
746000	Const Maint/Repair-Bldg	14,150.08		67,600.00	59,012.88	-	59,012.88	8,587.12	87%
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%
761000	Natural Gas	20,927.92		21,950.00	10,438.59	-	10,438.59	11,511.41	48%
764000	Electricity	42,097.30		43,250.00	26,193.73	-	26,193.73	17,056.27	61%
765000	Voice Communication Line	10,829.08		12,000.00	6,160.37	-	6,160.37	5,839.63	51%
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	23,627.32	-	23,627.32	13,372.68	64%
770000	Risk Management Charges	28,976.00		25,000.00	20,046.09	-	20,046.09	4,953.91	80%
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	0%
781000	Promissory Note Principal	30,000.00		50,000.00	33,333.34	-	33,333.34	16,666.66	67%
781500	Lease Purch-Other-Interest	274,250.73		325,439.00	-	162,719.50	162,719.50	162,719.50	50%
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	690,440.20	162,719.50	853,159.70	589,731.30	59%
803000	Subscriptions/Books	508.60		700.00	1,779.17	-	1,779.17	(1,079.17)	254%
804000	Fund Raising	191.36		700.00	-	-	-	700.00	0%
805000	Materials/Supplies-Other	13,655.17		11,300.00	7,584.87	-	7,584.87	3,715.13	67%
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	1,174.65	-	1,174.65	1,825.35	39%
810001	Office Equipment - Under \$5K	19,223.19		22,900.00	16,054.94	-	16,054.94	6,845.06	70%



Account		Prior Year		Current Year		Current Year	Current Year		Percent Spent
Number	Description	Total	Estimated Revenue	Budget	Operational Funds	Capital Funds	Total	Variance	
812000	Clinic Supplies/Materials	573.13		700.00	750.18	-	750.18	(50.18)	107%
814000	Custodial Supplies	9,417.16		15,700.00	8,374.99	-	8,374.99	7,325.01	53%
820000	Instructional Material/Supply	38,215.75		65,000.00	21,983.62	-	21,983.62	43,016.38	34%
820001	Instructional Equip-Under \$5K	16,608.89		21,500.00	15,689.05	-	15,689.05	5,810.95	73%
822000	Textbooks	5,630.80		17,400.00	5,608.76	-	5,608.76	11,791.24	32%
823000	Copier Usage	18,847.90		19,500.00	13,896.70	-	13,896.70	5,603.30	71%
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	14,223.21	-	14,223.21	3,876.79	79%
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	121,805.36	-	121,805.36	108,844.64	53%
918000	Appliances/Comm Equip	20,203.61		0.00	-	-	-	-	n/a
930000	Building Improvements	632,396.57		190,190.00	137,752.00	-	137,752.00	52,438.00	72%
	Capital Outlay	652,600.18		190,190.00	137,752.00	-	137,752.00	52,438.00	72%
	Total Expenditures	4,804,167.00		4,959,659.70	2,935,152.63	162,719.50	3,097,872.13		
	Pre-Adjusted Carryforward	1,592,250.42			1,568,492.41	933,916.19	2,502,408.60		
	TABOR (school enters amount)		155,940.83						
	Adjusted Carryforward	1,592,250.42			1,568,492.41	933,916.19	2,502,408.60		
			Less Prior Year Carryforward		(839,270.06)				
			Projected Revenue		1,249,197.89				
			Less Deposit for 15-16 School Year		(8,216.00)				
			Projected Expenses						
			Salaries and Benefits		(1,095,773.63)				
			Purchases Services		(420,506.95)				
			Additional Appropriation for Trees		(10,000.00)				
			Materials		(108,844.64)				
			Capital Outlay		(35,248.00)				
		PROJECTED MARGIN FOR 14-15			299,831.02				
			Reserved for Building Fund		(250,000.00)				
					49,831.02				

Lincoln Academy
2015-2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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26	27	28	29	30	31	

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23/30	24/31	25	26	27	28	29

* One Day Added for comp time for evening events

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		



First/Last day of school



End of Grading Period



All School Events



All School Events (PTO Sponsored)



Parent Teacher Conferences

Total Teacher Days 184
Total Days Grades 1-7 167; Total Days for Grades 8th 165.5
Total Hours for 8th Grade 1075.75; Hours required by Jeffco 1056.00

No School	Half Days Dismissal at 12:00	Field Day	Teacher Development Day
August 10- Board Meeting 6:30 17-PK and K Parent Academy/New Family Welcome 18- Welcome BBQ/Supply Drop Off 5:00-8:00 19- 6th Grade Orientation 8:00-11:00 20 First Day of School 25 Middle School Parent Academy 6:00-8:00 27- Gades 1-5 Parent Academy 6:00-8:00 September 4- Spirit Day 7- Labor Day (No School) 14- Board Meeting 6:30 - PTO Meeting 6:30 Book Fair 25-Grandparents' Day 1/2 day October Picture Day Spirit Day	October (cont'd) 7- K-8 Conferences 4:00-6:30 8- No School K-8 Conferences 11:00-8:00 9- No School Comp Day 12- No School Teacher Development 12- Board Meeting 6:30 - PTO Meeting 6:30 6th Grade Outdoor Lab No School for 6th Grade - Middle School Creative Minds November - Picture Retakes - End of 1st Trimester 6- Spirit Day 9- Board Meeting 6:30 - Veteran's Day Assembly - PTO Meeting 6:30 - 23-27 No School Thanksgiving Break	December 4- Spirit Day - Spelling Bee Assembly 14- Board Meeting 6:30 17- Holiday Parties Dismissal 12:00 18- Jan. 5 Winter Break January 4- No School Teacher Development Day 5- No School Teacher Development Day 8- Spirit Day 11- Board Meeting 6:30 - Geography Bee Assembly - PTO Meeting 6:30 18- MLK Day- No School	February - Class Pictures 5- Spirit Day 8- Board Meeting 6:30 - PTO Meeting 6:30 11- Valentine's Day Parties 11- 12:00 Dismissal 12- No School Teacher Development Day 15- No School President's Day - 2nd Trimester Ends - March 4- Spirit Day 14- Board Meeting 6:30 - PTO Meeting 6:30 - MS Florida Trip 21-25- Spring Break 28- No School Teacher Development Day April 1- Spirit Day Book Fair 11- Board Meeting 6:30 - PTO Meeting 6:30 15- No School - SmartCow Event - LA Art Show 5:00-7:00 May - K-5 Assessment Day 6- Spirit Day 9- Board Meeting 6:30 - PTO Meeting 6:30 - K-5 Field Day - Middle School Field Day 24- K Graduation 24- 8th Grade Continuation - Awards Day 26- Last Day of School

Employment Agreement for Principal Lincoln Academy Charter School

7180 Oak St.
Arvada, CO 80004

THIS AGREEMENT is entered into as of the **9th day of March, 2015** between Lincoln Academy Charter School, a Colorado nonprofit corporation and charter school (hereinafter “LA”) and **Janelle Johnson** (hereinafter the “Principal”).

1. Duties. The Principal shall perform the duties of the Principal of LA as prescribed by the Charter, the job description and the laws of the state of Colorado. The Principal shall have such powers and duties as are delegated to her by the Board of Directors (hereinafter the “Board”). The Principal shall execute all powers and duties in accordance with the policies adopted by the Board and the Charter.

2. Principal Responsibilities. The Principal shall report to the Board. The Principal shall have primary responsibility for executing Board policy in the school. The Principal shall fulfill responsibilities assigned by the Board.

3. Evaluation. The Board will evaluate the Principal in the spring of the year. Board evaluations of the Principal may occur more often as is deemed necessary. The Principal will be evaluated on objectives established by the Board.

4. Performance Objectives/Job Targets. On or before August 1 of each year under this agreement, the Principal and the Board of Directors shall establish performance objectives for review at the August Board meeting. **(See Attachment A)**

5. Work Year. The Principal is required to render 210 working days per year. The Principal will be entitled to **10 days of personal/sick** time during that period. Employee may **roll over** any unused personal/sick time each year, with a **maximum of two years held over**. Departing employee will have the right to all their unused leave time accumulated and will be compensated at the rate of \$100.00 per day.

6. Outside Employment. It is not the intent of LA to limit the potential of the Principal regarding outside work. It is understood that within teaching there may be a number of opportunities for the Principal to take on additional instructional and writing commitments. However, in the best interests of the students of LA, commitments that are within education or directly affect the time constraints or performance as outlined in the Principal Employment Agreement should not be entered into without the following considerations:

a) Type of Commitment The commitment should function to improve the expertise of the Principal engaging in the activity. For instance, the activity may be to write a grant for LA, it may be to write a book from experience gained at LA; it may be to go outside LA and instruct others on Core Knowledge or charter schools, etc.

b) Time Commitment

- The commitment should not take away from the time that is required for the Principal to prepare for regular classes, meetings or special events.
- The commitment should not require that time be taken away from regular attendance at LA, unless otherwise approved by the Board.

c) Goals of the Commitment: It is expected that all commitments made by the Principal to outside sources will allow the Principal to continue to support the vision and mission statement of LA.

7. Renewal or Agreement. The Board will review on at least an annual basis whether it wishes to continue the employment relationship with the Principal. Such annual review shall not be interpreted as creating a contract for a specified term and the Principal relationship shall remain at will.

8. Termination of Contract. Should the Principal voluntarily seek employment elsewhere during the term of this contract, she shall inform LA of her intentions to do so.

9. Compensation. Principal shall receive a base salary of **\$84,711.30** per annum, payable in twelve monthly installments, subject however, to termination before the end of the Effective Period, in which event the Principal shall be paid only through her last date of work. The Principal shall receive such other and additional fringe benefits, if any, as may from time to time be approved by the LA Board.

10. Flex Benefit. An Employee Benefit package for health insurance will be offered to Full Time Employees (FTE) as defined by the Affordable Care Act. A \$329 per month healthcare premium payment will be made for each FTE when taking insurance offered through Jefferson County Public Schools. A flex benefit will be offered to FTE in a manner that complies with district policies/processes and the Affordable Care Act with a total value not to exceed \$500 per month including afore mentioned premium payment. Other benefits from the package may be purchased at his/her own expense. Non FTE employees may be offered a pro-rated Flex Benefit.

Current employees may elect/waive coverage during the annual open enrollment period in May 2015. Depending on your eligibility and election, benefits may include:

Medical Insurance Dental Insurance
Insurance

Vision Insurance

Group Life

___ I am signing up for benefits and have circled my enrollment selection above. I will enroll during open enrollment in May 2015.

___ I am waiving benefits. I have attached a copy of my current medical insurance card as proof of coverage.

11. At Will Employment. Principal and LA agree that this employment agreement is not an agreement for employment for any minimum term. All Principals at LA are at will Principals. This means that either the Principal or LA may terminate the employment relationship at any time for any reason or no reason. Principal acknowledges and agrees that no representative or agent of LA

has any authority to modify the at will status of the employment relationship unless such modification is in writing and specifically approved by the LA Board of Directors.

12. Additional Agreements.

a) That deductions authorized by law or policy shall be made by LA from the monthly installments of the salary due the Principal;

b) That notwithstanding any specification or reference herein, this Agreement is subject to all applicable laws of the federal and state governments and all duly adopted policies, rules and regulations of LA as are in effect at any time during the term of this Agreement. The parties agree that the policies, rules and regulations of LA are in no way contractual and may be amended, suspended or repealed in their entirety by LA at any time in its sole and absolute discretion.

c) That this Agreement and LA's obligations are conditioned upon the approval by LA Board of Directors of all background checks of the Principal.

d) That this Agreement and LA's obligations are conditioned upon LA actually being and remaining in operation for the term of the Agreement.

e) No Principal of LA has employment or other rights with the School district.

13. Complete Agreement. This Agreement **(including Attachment A)** contains the complete agreement between the parties concerning Principal's employment at LA, hereunder, and supersedes all other agreements (whether oral or written) between the parties with respect to the subject matter hereof. Principal acknowledges and represents that she has not relied upon any representation with respect to the subject matter of this Agreement except as set forth herein and that she has relied upon her own judgment in entering into this Agreement. Principal acknowledges and represents that she has not been induced to enter into this Agreement as a result of any representations by LA, its agents or representatives, regarding the availability of additional employment opportunities at LA. This Agreement shall be interpreted by the laws of the state of Colorado and that jurisdiction for any disputes arising herein shall be held in county or district courts of Jefferson County, Colorado.

14. Representations. LA has relied upon Principal's representations made in the Principal's employment application and interview(s) with regard to the Principal's education and work experience, in offering Principal employment at LA. Principal's representations to LA are a material factor in its' entering into this Agreement.

This agreement shall be in effect commencing, the **9th day of March, 2015.**

Lincoln Academy Board President,
(Doug Neely)

Date

Lincoln Academy Principal,
(Janelle Johnson)

Date



ATTACHMENT A

Lincoln Academy Charter School Principal's Job Description

1. Organization and Management
 - a. Supervises the day-to-day operations of the school.
 - b. Monitors the needs of the school program and solves problems promptly.
 - c. Performs other duties as needed to support the everyday functioning of the school.
2. Finance
 - a. Oversees income and expenses and ensures that the school remains within the approved budget.
 - b. Works with the Board to prepare the annual budget each year.
3. Relationship with the Board
 - a. Submits monitoring data as required by the board in a timely, accurate and understandable fashion.
 - b. Implements board policy and decisions.
 - c. Proposes effectual policies and changes as they relate to school operations.
 - d. Keeps board informed of relevant issues concerning the school.
 - e. Performs effectively on various sub-committees when required.
 - f. Follows and promotes the philosophy, vision and mission of the school.
4. Parent Constituency
 - a. Encourages frequent participation (20-hour volunteer time commitment) of parents within the school program.
 - b. Represents the school at parent and community activities as able.
 - c. Is available to meet with parents and other interested people.
 - d. Communicates regularly with the parent community.
5. Instructional Leadership
 - a. Keeps informed about all instructional aspects of the school.
 - b. Stays up to date on the latest political, educational, and cultural issues affecting the school.
 - c. Encourages the professional growth of the faculty through in-services, workshops, conferences, class visitations, etc.

- d. Oversees discipline policy administration.
 - e. Ensures the use of established curriculum implementing the Core Knowledge Sequence®, the synthetic, systematic phonics program (Open Court) and the incremental math program (Saxon Math for K-5; Glencoe for 6-8).
 - f. Oversees scheduling
- 6. Faculty-Administration Relations
 - a. Interviews, hires, and terminates staff as needed.
 - b. Works to organize and execute a plan for staff evaluation, improvement, recognition and assignments.
 - c. Keeps faculty and staff informed of all pertinent information regarding school business and plans.
 - d. Monitors faculty/staff morale and helps develop positive relations among faculty/staff.
 - e. Works out job descriptions/evaluation procedures for staff.
 - f. Makes regular, informal visits to each classroom.
- 7. Professional and Personal
 - a. Understands the principal is the public face of Lincoln Academy.
 - b. Pursues personal and professional development.
 - c. Maintains high standards of personal ethics and guidelines.
 - d. Sets a high professional example for staff.
- 8. Marketing/Public Relations
 - a. Encourages and coordinates enrollment of new and existing students in the spring.
 - b. Fosters and maintains proper relations with other schools, local businesses and Jefferson County School District (the authorizer).
 - c. Participates in relevant district training and meetings.
- 9. Revenue Generation
 - a. Works to find alternative revenue streams that may be available to the school.
 - b. Oversees the use of any incoming money through the budget process.