



## 2024-2025 Fee Schedule/Spend Plan

### ELEMENTARY

Yearbook *Optional	\$18-\$20	Play *Optional	\$75
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#### 6th Grade (Only) Participation Fees

Optional Fieldtrips 25	\$25	Cross Country (Spring, without shirt)	\$35
Basketball (Boys and Girls)	\$185	Soccer (Boys and Girls)	\$145
Cross Country (Fall)	\$70	Volleyball (Boys and Girls)	\$150
Cross Country (Spring, with shirt)	\$45		

#### Fines

Lost or Damaged Textbooks, Library Books, School Property	Varies
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### JUNIOR HIGH

#### Annual Basic Fees

Basic Fee 7th-9th	\$36
Activity Fee 7th-8th	\$32
Activity Fee 9th	\$52

#### Course Fees (Charged per Semester Unless Designated as a Year Long Course)

##### CTE

Clothing	\$25	Interior Design	\$5
Computer Essentials	\$2.50	Java Script I	\$2.5
Computer Game Design 1,2	\$5	Photography	\$10
Creative Coding	\$5	Python I	\$2.5
Digital Literacy	\$5	Python II	\$2.5
Explorer Tech1,2	\$30	Robotics	\$25
Food & Nutrition I, II	\$20	Television Broadcasting (Year Long)	\$5
Foods for Seventh Grade	\$20	Web Development 1,2	\$2.5
Graphic Arts 1,2	\$7		

##### Performing Arts

Band I, II (Year Long)	\$25	Guitar 1,2	\$5
Chamber Choir (Year Long)	\$5	Orchestra I, II	\$25



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Concert Choir (Year Long)	\$5	Music Uniform (as needed)	\$15
Drama I, II	\$5	Technical Theater	\$20
<b>PE/Health</b>			
Fitness for Life (PE uniform required)	\$15	PE (7 <sup>th</sup> )	\$10
Heath (7 <sup>th</sup> , 9 <sup>th</sup> )	\$5	PE Skills (8 <sup>th</sup> -9th)	\$10
Lifetime Activities (PE uniform required)	\$15		
<b>Science</b>			
Anatomy	\$10	Physics	\$10
Astronomy	\$5	Psychology	\$5
Biology	\$5	Positive Psychology	\$5
Earth Systems	\$5	Zoology	\$10
Integrated Science (7 <sup>th</sup> , 8 <sup>th</sup> )	\$5		
<b>Visual Arts</b>			
Animation	\$5	Jewelry Making	\$30
Art Foundations	\$10	Painting I	\$25
Ceramics I, II	\$25	Sculpture	\$25
Drawing I, II	\$10		
<b>World Languages</b>			
German I, II	\$12	Spanish I, II, III (includes field trip)	\$27
Other World Language	\$12		
<b>Other</b>			
Driver's Ed Classroom	\$75	7 <sup>th</sup> Grade Student Success	\$5
Journalism	\$5	Student Council (Yearlong)	\$100
Personal Finance	\$5	Yearbook Class (Yearlong)	\$50
<b>Extracurricular Fees</b>			
Basketball (Boys and Girls)	\$185	Driver's Ed Behind the Wheel	\$175
Cross Country (Fall)	\$70	Driver's Ed Classroom - Summer	\$75
Cross Country (Spring, with shirt)	\$45	Music Trip	\$1200
Cross Country (Spring, without shirt)	\$35	Play	\$150
Soccer (Boys and Girls)	\$145	Honors Choir	\$75
Volleyball (Boys and Girls)	\$150		
<b>Miscellaneous Charges</b>			
Adobe Illustrator Certification Test	\$150	Lagoon Day (9 <sup>th</sup> ) *Optional	Up to \$65
Adobe Photoshop Certification Test	\$150	Fieldtrips (7 <sup>th</sup> -9 <sup>th</sup> ) *Optional	\$25



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AP Test	\$98	Lagoon Day (9 <sup>th</sup> ) *Optional	Up to \$65
Class Change Fee	\$10	Replacement Planner	\$5
Driver's Ed – Retake Driving Test	\$60	Replacement ID card	\$5
Driver's Ed – Late or No Show	\$20	Replacement House Shirt	\$15
Driver's Ed – 1-hour extra drive time	\$40	Yearbook *Optional	\$50-\$60

### Fines

Lost or Damaged Textbooks, Library Books, Technology, Other School Property	Varies
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## SPEND PLAN

### Annual Student Fees

7th Grade Basic Fee	Fee covers instructional supplies and equipment, planners, credit card processing fees.
7th Grade Activity Fee	Fee covers assemblies, guest speakers, super iExcel, house competitions, house shirt.
8th Grade Basic Fee	Fee covers instructional supplies and equipment, planners, credit card processing fees.
8th Grade Activity fee	Fee covers assemblies, guest speakers, super iExcel, house competitions, house shirts.
9th Grade Basic Fee	Fee covers instructional supplies and equipment, planners, credit card processing fees.
9th Grade Activity Fee	Fee covers assemblies, guest speakers, super iExcel, house competitions, house shirt, dinner dance, graduation.

### Course Fees

Anatomy	Fee covers classroom/instructional supplies, dissection, tools.
Animation	Fee covers colored pencils, pastels, markers, charcoal, paper, and other art supplies.
Art Foundations	Fee covers colored pencils, pastels, markers, charcoal, paper, and other art supplies.
Astronomy	Fee covers classroom/instructional supplies, instructional equipment.
Band Classes	Fee covers concert stipends, classroom/instructional supplies, instruments.
Biology	Fee covers classroom/instructional supplies, instructional equipment, dissection, tools.
Ceramic Classes	Fee covers clay, glaze, tools.
Choir Classes	Fee covers concert stipends and classroom/instructional supplies.
Clothing	Fee covers classroom/instructional supplies, instructional equipment.
Computer Essentials	Fee covers classroom/instructional supplies, instructional equipment.
Computer Game Design	Fee covers classroom/instructional supplies, instructional equipment.
Creative Coding	Fee covers classroom/instructional supplies, instructional equipment.
Digital Literacy	Fee covers classroom/instructional supplies, instructional equipment.
Drama Classes	Fee covers classroom/instructional supplies, mask, play scenes.
Drawing Classes	Fee covers colored pencils, pastels, markers, charcoal, paper, and other art supplies.
Driver's Ed	Fee covers classroom instruction.



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Earth Systems	Fee covers lab supplies.
Explorer Tech	Fee covers pen, C02 car, bridge, 3D prints, metal ring and other shop supplies.
Fitness for Life	Fee covers classroom/instructional supplies, instructional equipment.
Food Classes	Fee covers classroom/instructional supplies, instructional equipment, ingredients.
German Classes	Fee covers classroom/instructional supplies, field trips.
Graphic Arts	Fee covers classroom/instructional supplies, project supplies.
Guitar	Fee covers classroom/instructional supplies.
Health Classes	Fee covers classroom/instructional supplies.
Integrated Science Classes	Fee covers classroom/instructional supplies, instructional equipment, dissection, tools.
Interior Design	Fee covers classroom/instructional supplies, and supplies for instructional activities.
Java Script I	Fee covers classroom/instructional supplies, instructional equipment.
Jewelry Making	Fee covers beads, stones, tools, metals, and other jewelry making supplies
Journalism	Fee covers classroom/instructional supplies, and travel.
Lifetime Activities	Fee covers classroom/instructional supplies, instructional equipment.
Music Uniform	Fee covers concert polo.
Orchestra Classes	Fee covers concert stipends, classroom/instructional supplies, instruments.
Other World Language	Fee covers classroom/instructional supplies, field trips.
Painting	Fee covers classroom/instructional supplies.
PE Classes	Fee covers classroom/instructional supplies, instructional equipment.
Personal Finance	Fee covers classroom/instructional supplies, lab supplies, and other instructional activities.
Photography	Fee covers classroom/instructional supplies, instructional equipment.
Physics	Fee covers classroom/instructional supplies, labs.
Positive Psychology	Fee covers classroom/instructional supplies.
Psychology	Fee covers classroom/instructional supplies.
Python I, II	Fee covers classroom/instructional supplies, instructional equipment.
Robotics	Fee covers classroom/instructional supplies, robotics supplies, tools, and other supplies.
Sculpture	Fee covers classroom/instructional supplies.
Seventh Grade Success	Fee covers classroom/instructional supplies and other instructional activities.
Spanish Classes	Fee covers classroom/instructional supplies, field trip.
Student Council	Fee covers classroom/instructional supplies, retreat, clothing.
Technical Theater	Fee covers classroom/instructional supplies, shirt., field trip, project supplies
Television Broadcasting	Fee covers classroom/instructional supplies.
Web Development	Fee covers classroom/instructional supplies, instructional equipment.
Yearbook Class	Fee covers classroom/instructional supplies, team events, and clothing.
Zoology	Fee covers classroom/instructional supplies, instructional equipment, dissection, tools.



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### Extracurricular Fees

Junior High Music Trip	Fee covers hotel, bus, meals, venue, ceremony, supplies, shirt.
Junior High School Play	Fee covers shirt, stipends, venue, costume, makeup, props, set.
Elementary School Play	Fee covers costumes, directors, supplies.
Junior High Honors Choir	Fee covers entrance.
Basketball	Fee covers uniform use, league fee, stipend, equipment.
Cross Country	Fee covers shirt, league fee, stipend.
Soccer	Fee covers uniform use, league fee, stipend, equipment.
Volleyball	Fee covers uniform use, league fee, stipend, equipment.
Driver's Ed (Online or in Person)	Fee covers classroom/instructional supplies, instructional equipment.
Driver's Ed Behind the Wheel	Fee covers Driving instruction, driving time, one road test.

### Miscellaneous Charges

Adobe Illustrator Test	Fee covers cost of certification test.
Adobe Photoshop Test	Fee covers cost of certification test.
AP Test	Fee covers cost of test.
Class Change	Fee covers administrative time.
Driver's Ed	Late, no show, extra hour drive, driving test retake.
House Shirt	Fee covers the cost of additional shirt and printing.
ID replacement card	Fee covers card, ink.
Planner replacement	Fee covers planner.
Junior High Yearbook	Optional
Elementary Yearbook	Optional
6th-9th Grade Field Trips	Optional-Fee covers transportation, entrance.
9th Grade Lagoon Day	Optional- Fee covers transportation, entrance.
Lincoln Merchandise	Varies

### Fines

Lost or damaged books, technology, school property	Fee covers replacement, repair.
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### Disclosures

Fee Waiver	Fee waivers are available based on eligibility. Print and complete application from the website. If a student is denied, they have the right to appeal.
Aggregate Fee	\$3,000 (You will not pay more than \$3,000 per child/year).
Class Changes	Class changes can be made at any time during the year. Students may receive one class change free per semester. After that, a class change fee in the amount of \$10.00 will be billed to the student per occasion. In addition, any remaining balance will be billed or refunded where applicable. Classes dropped two weeks after the class change period are not eligible for a refund. If a class is a yearlong



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	class and dropped at the semester, that class is not eligible for a refund. If the student has a negative lunch balance, the refund will be applied there.
Late Enrollment	Students enrolling late in the semester will qualify for a prorated fee schedule.
Withdrawals	Students who withdraw from Lincoln academy within two weeks of the start of a new semester are eligible to receive a full refund. After this time has passed, a refund will not be issued.
Refunds	Refunds issued must be picked up from the finance office within 90 days of the first notification. Two additional attempts to contact will be made.
Extracurricular activities	Students are not eligible for extracurricular activities if they have outstanding fees. Extracurricular fees must be paid in full before the student participates.
Late Fees	A late fee of \$25 will be assessed for all unpaid balances twenty days after being invoiced..
Unpaid Fees	After 90 days from invoicing, all unpaid balances may be sent to collections. Parents/guardians are responsible for their student's fees and are responsible for all collection and legal fees.

If you have questions, or if you are having trouble paying your student's fees, please stop by or email the Finance Office at [finance@lincoln-academy.org](mailto:finance@lincoln-academy.org) as soon as possible so we can make payment arrangements.

Thank you!

Board Approved

## Board Meeting Agenda Item BACKGROUND AND RATIONALE

### ITEM #1: Parent Request System

→ Decision: (one sentence containing the question that needs to be answered or the decision that needs to be made)

*Does Lincoln Academy need to introduce a teacher request policy and have a request review committee?*

→ Situation/Context: (brief description of the problem/situation and relevant context)

- *Honoring all parental requests can create inequity in classrooms*
  - Typically the parents that currently have request permissions are parents who are financially able to contribute to classrooms and/or have time to volunteer in the classroom space. Parents that do not have these opportunities due to economic or job constraints don't have the chance to request teachers.
  - As a result, this can impact the class academically and socially; the same cohort of students are moving grade to grade in the same requested teachers.
  - The teachers are very strategic in class placement of balancing academic, social-emotional, and behavioral needs; when parent requests have to be honored this impacts the balance that was originally constructed by teachers; It can be impossible to provide that balance when we have to honor all the parent requests; this can occur for balancing accelerated learners as well as those students who require additional academic support
- *Community Narrative*
  - The current parent requesting system gives the community the narrative that not all our teachers are great teachers, which creates a false narrative
  - Encourages recruitment from teachers to the community members which can impact team cohesion
  - Sends a message to teachers that they aren't all equally valued
- *Relationship building*
  - It is important in some scenarios for a teacher to ask to keep certain students because it took such a long time to develop a relationship with the family
  - In the cases of students who have a trauma history, or have specific needs with anxiety, mental health, etc., it's important for a teacher to be able to have the siblings of the students because it can greatly impact the emotional and academic success of that student

- Other times sibling requests may not be necessary and a student/family can adapt to different teachers and be successful academically and socially

- *Process*

- It has been unclear to teachers and to the community as to who can request, which requests get honored, and how parents request
- Some parents have not been made aware that it's even an option to request, which contributes to equity issues
- It hasn't been clear on what is a valid reason for a request (ie. a student wants to be in the class with their best friend)
- It can be an uncomfortable situation when a teacher has to respond to parent emails about who they should request for next year; how can we create a unified community and also convey we have been very intentional about placing a student based on needs
- There is not a clear deadline for receiving teacher requests; teacher requests were occurring throughout the summer by email
- Some requests come by form, some requests come by email, some requests come by walk in; there is not a uniform system for gathering requests

→ Recommendation: (what the person bringing the issue forward would recommend for the decision)

All parents should submit a standard form by the first of March as a hard deadline; this form should include: student, grade, concerns (parents may say which teacher they want for their child, or they may just list the concerns and what type of classroom they need), there won't be a specific teacher name on the form, but parents can include teacher input on the concerns if it is important to them

The form should include that completing a parent input form does not guarantee request

It is recommended that the language on the form be changed from 'teacher request' to 'parent input' because it says we will consider this seriously but may not honor all requests

It needs to be transparent and be communicated to all parents

The request system should be the same for all parents (parent council, staff, board, volunteers) to create equitable practices and to get rid of the pipeline

- This promotes a culture of believing in all teachers abilities and cohesion in the school culture
- If there is a strong belief in all the teachers abilities, it would be good to have that trust from the top

An initial review committee should be established to screen initial forms from a neutral party and to pass on those with valid concerns:

- Georgina, Katie, Taylor, admin
- Do not publicize the committee

Once valid reasons are pushed through, the request goes to the student's current teaching team and elementary admin to provide input on request

→ Rationale and supporting data: (a brief description of the reason for the recommendation)

- Creates equity within the classroom
- Promotes cohesion and collaboration with teachers
- Sends a school narrative of exceptional and competent teachers across the board
- Allows balancing of classrooms academically, socially, behaviorally

## **Parent Input Policy**

### **PURPOSE**

Define a process for equitable parent input on class placement processes, while maintaining balanced classrooms (academically, socially, and behaviorally).

### **DEFINITIONS**

### **POLICY**

All parents have the right to provide input into their student class placement. Teachers will use the input as one of the data points to create class lists for the following year.

### **PROCEDURE**

1. Parents will be sent a standard parent input form as part of the enrollment process. Parents will be required to submit the standard parent input form by February 15th in order for the input to be considered by the teaching staff. The form will include the following:
  - a. Student
  - b. Grade
  - c. Concerns
2. The form will be sent to all parents in the community each year and the request process will be the same for all parents in the community.
3. Parent input for teachers is not guaranteed based on the needs of the student, class, or grade-level.
4. An initial review committee will screen initial forms to identify reasonable concerns.
5. Once reasonable concerns are identified, those forms are passed along to the current teaching team and elementary admin to review input/requests.
6. The teaching team uses the parent input as a data point when completing the class placement process.

## **Grievance Policy BACKGROUND AND RATIONALE**

- Decision: (one sentence containing the question that needs to be answered or the decision that needs to be made)
  - What is the process for the handling of complaints at Lincoln?
- Situation/Context: (brief description of the problem/situation and relevant context)
  - Lincoln has a discrimination and sexual harassment grievance policy, but does not have a policy that is specific to the handling of grievances and the role of HR in those grievances.
- Recommendation: (what the person bringing the issue forward would recommend)
  - Provide feedback in January board meeting in preparation to approve the grievance policy in February.
- Rationale and supporting data: (a brief description of the reason for the recommendation)
  - An established policy will help define the role of HR, what constitutes a complaint, and how to best address concerns.



## 5002.10 EMPLOYEE GRIEVANCE POLICY

### 1. PURPOSE AND PHILOSOPHY

1.1 Formal grievances and complaints are deemed valid only when they pertain to violations of school policy and/or employment laws. Employees encountering disagreements with a co-worker, expressing dissatisfaction with their supervisor's management or communication style, experiencing personality conflicts or differences with their supervisor, or having previously filed a formal complaint about the current concern are encouraged to engage in open communication and collaborative efforts with their supervisor or co-workers to address and resolve the matter. It is emphasized that formal complaints are not suitable avenues for addressing concerns of the aforementioned nature.

Eligible employees who believe that employment policies or law have been broken, experience an abusive employee-supervisor relationship, disagree with termination or corrective action may appeal through the grievance procedure. While encouraging employees to seek resolution to their grievances, the school retains all of its rights to manage its operation, determine its organizational structure and mission, and the means, equipment, machinery, technology, personnel, and the ability to assign employee duties and classifications necessary to fulfill such mission, and to supervise its operation to the fullest extent allowable under the law.

### 2. DEFINITIONS

2.1 "Work Days" Employee contract days.

2.2 "Corrective Action" means employment action delivered by a supervisor with the goal of correcting unacceptable employee performance or conduct.

2.3 "Date of Concern" means the date of the event that has led to an employee's decision to initiate the grievance process. Example: Date of written warning letter.

2.4 "Employees" means individual employed by the school.

2.5 "Final and Binding Decision-Maker" means the President of the board of trustees or their designee for grievances regarding corrective action.

2.6 "Full-Time Employees" means those employed in full-time positions as designated by the board of trustees.

2.7 "Grievance" means concern(s) over violation or application of personnel policies or practices, working conditions, corrective actions, or termination. Grievances are considered private and confidential to the extent possible.

2.8 "Grievance Termination" means the grievance procedure stops and no further action will be taken.

2.9 "Grievant" means an employee of the school who has filed a formal grievance.

2.10 "Hourly/Part-Time Employees" means employees who are paid hourly compensation.

2.11 "Informal Procedure" means a good faith effort by an employee to resolve grievances through informal discussions with his/her immediate supervisor and second level supervisor when necessary. The Human Resources office shall be available to assist both parties in the informal resolution of grievances as requested. Outlined in the Employee Conflict Policy.

2.12 "Respondent" means an employee of the college who is designated as the appropriate person to respond to a grievant's grievance request. The direct supervisor acts as the primary respondent in most circumstances.

### 3. PROCEDURE- General Information

3.1. Lincoln Academy recognizes the right of employees to use the employee grievance procedure without fear or concern of retaliation.

3.2. No grievant, witness or member of the grievance process shall be subject to harassment, reprisal, or retaliation for utilizing or participating in the grievance process.

3.3. Every effort should be made to find an acceptable solution to a problem using the informal procedure.

3.4. Career Employees have access to the official grievance procedure.

3.5. Provisional and temporary employees are limited to the informal procedure.

3.6. Complaints regarding sexual harassment shall follow Lincoln Policy 5003.1.

3.7. Complaints regarding discrimination shall follow Lincoln Policy 5003.1.

3.8. As the grievance moves through the formal process, the grievant may not add new issues or claims to the original grievance.

3.9. Amended grievances may be considered by the respondent if a new issue or claim has arisen since the original grievance was filed.

3.10. An employee may not institute more than one grievance procedure based on the same facts, claims, circumstances or events. All records, findings, and decisions shall be maintained in the Human Resources office in a separate file from the employee's personnel file.

3.11 Alternative Procedures- If any steps in this procedure are impractical for any reason, school administration, normally after consultation with the grievant, will prescribe an alternative procedure which, to the maximum practicable degree, assures to the grievant the fair and adequate consideration of the problem or complaint.

3.12. The Human Resources Office will act in an advisory and resource capacity to both the employee and to the supervisor at all stages of the procedure.

3.13 Failure of the grievant to meet grievance deadlines as outlined in this policy will result in grievance termination.

### 4. Informal Procedure is outlined in the Employee Conflict Policy

4.1. The employee will have 10 work days from the date of concern to complete the informal procedure. Failure by the employee to notify and meet with his/her supervisors within 10 work days will constitute termination of the grievance.

4.2. The following issues are limited to the informal procedure under the Employee Grievance Procedure:

4.4.1. job descriptions, re-assignment of job duties and responsibilities;

4.4.2. classification and job evaluation of positions;

- 4.4.3. wages and salaries;
- 4.4.4. reduction in force;
- 4.4.5. termination of a provisional or temporary employee and/or extension of the new employee probationary period;
- 4.4.6. reorganization that does not result in loss of pay;
- 4.4.7. general working conditions.

## 5. Grievance Hearing Procedures

5.1. An employee must complete a Grievance Hearing Request Form available from the Human Resources office and submit the form within the following time frames:

- 6.1.1. Terminations: Within five work days from the date of termination.
- 6.1.2. Other concerns: Within five work days from the completion of the informal procedure.

5.2. The completed form must state the nature of the grievance and/or policies and procedures that have been alleged to have been violated, attempts at resolution, and the remedy the grievant is seeking.

5.3. The Human Resources office will refer the grievance to the school board.

5.4. The school board shall designate a grievance hearing committee and committee chair. The board may assign administrators, employees or board members as a part of this committee.

5.5. The grievance hearing committee will begin the process upon notification of the grievance. The grievance hearing committee will examine the merits of the grievance and issue an initial determination.

5.6. At their discretion, the grievance hearing committee will select one of the following options:

- 5.6.1. Determine that it is unnecessary to proceed with the grievance process based upon the following factors:
  - 5.6.1.1. there is insufficient evidence to support the grievance or the grievance is not eligible by policy and procedure or other such criteria.
  - 5.6.1.2. If the grievance hearing committee determines that there is insufficient evidence to hold a hearing, they will issue a determination of no merit.
  - 5.6.1.3. Either party may appeal the decision to deny a hearing within five work days to the final and binding decision-maker.

- 5.6.2. The grievance hearing will be conducted under the following guidelines:
  - 5.6.2.1. Both parties may bring one person of their choosing to assist them during the hearing. This person may only advise the grievant and will not address the committee.
  - 5.6.2.2. In cases of grievances regarding termination either party may be advised or represented by counsel upon notification to the committee chair in advance of the hearing.
  - 5.6.2.3. Both parties shall present their positions. The respondent shall present his/her position first.
  - 5.6.2.4. Both parties shall be given the opportunity to respond to the presentation of the other party.
  - 5.6.2.5. The committee or either party may invite witnesses. However, the committee chair is charged with controlling the hearing and avoiding repetitive testimony.
  - 5.6.2.6. Witnesses shall be invited into the hearing and excused by the chair. Witnesses may be questioned by both parties.

- 5.6.2.7. Character witnesses with information that is deemed not applicable to the relevant issues will be dismissed.
- 5.6.2.8. The chair will assist in clarifying issues and determining fact, as well as with the general conduct of the hearing. Grievance hearing committee members may ask questions of both parties to help understand the facts.
- 5.6.2.9. The committee will meet privately to make its report.
- 5.6.2.10. The Committee shall provide a final report to the final and binding decision-maker within seven calendar days after the hearing is completed.

## 6. Final and Binding Decision

- 6.1. The committee's findings and report will be given to the final and binding decision-maker.
- 6.2. If so desired, the minutes and an audio recording of the grievance hearing committee hearing will be made available to the final and binding decision maker for review.
- 6.3. Based upon such review and without conducting further hearings, he/she shall take one of the following actions:
  - 6.3.1. Ratify the committee's findings and adopt its recommendations.
  - 6.3.2. Return the report to the committee for reconsideration or clarification. If this is returned to the committee, an additional five work days will be granted.
  - 6.3.3. Reject all or parts of the committee's findings and recommendation on one of the following grounds, among other possible reasons, the committee's recommendations are not supported by the record, or the committee's recommendations are based on a misinterpretation of applicable law or policy.



## Lincoln Academy Employee Grievance Form

This form is to be used by career employees of the school to initiate the formal employee grievance process. Employee grievances follow the Employee Grievance Policy, which may be found on the school's web site at <http://www.lincoln-academy.org>. Strict timelines apply to this process. Employees who have been terminated may begin the process at step three.

Upon completion, return this form to the Human Resource Specialist

The formal employee grievance procedure is to be implemented when a solution is not reached through the informal process. The formal procedure addresses concern(s) over violation or application of personnel policies or practices; abusive employee-supervisor relationships; employee disciplinary actions, or termination. Grievances are considered private and confidential.

Grievant (Name): \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

### Step 1 Informal Procedure (required)

An employee with a grievance must first try to resolve the concerns through an informal discussion with his/her immediate supervisor; If the concerns are not satisfactorily resolved at this level, the employee will try to resolve the concerns through an informal discussion with the second-level supervisor.

Date grievance was informally discussed with 1st level supervisor: \_\_\_\_\_

1st Level Supervisor's Name: \_\_\_\_\_

Outcome of discussion:

Date grievance was informally discussed with 2nd level supervisor: \_\_\_\_\_

2nd Level Supervisor's Name: \_\_\_\_\_

Outcome of discussion:

Note: If the grievance is not successfully resolved with the Step 1 procedure, the employee may proceed with Step 2 or Step 3 as applicable.

**Step 2 Formal Procedure: Hearing by Grievance Hearing Committee**

Both the grievant and respondent will have the opportunity to present their positions, submit documentation, call witnesses, and respond to the other party's presentation in a formal hearing by hearing committee. See Employee Grievance Policy for more information.

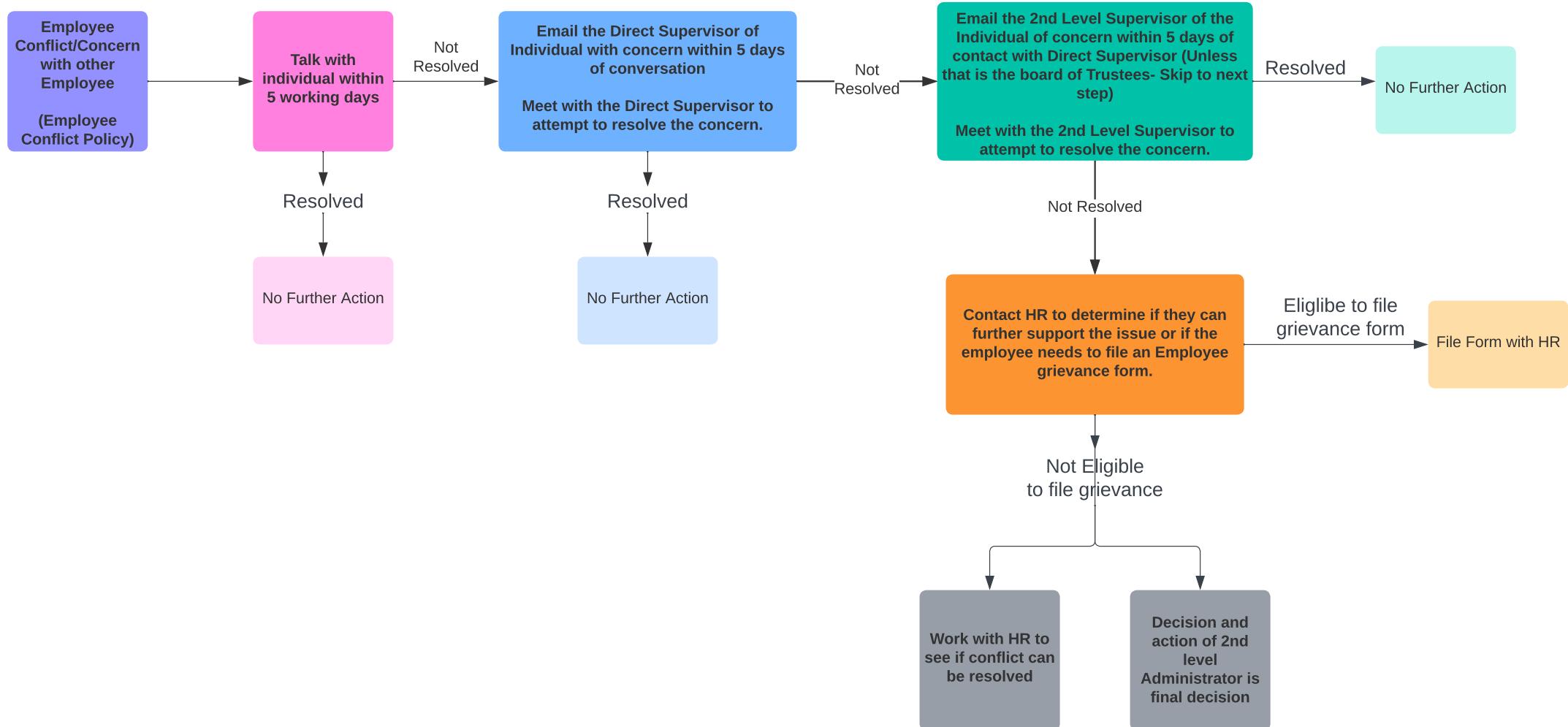
List the concern(s) you have, the School policies and procedures believed to have been violated, and all pertinent information such as names, dates, and events (attach additional pages and supporting documentation as needed).

Remedy requested. State what action you believe could be taken, that you feel would resolve your concern(s).

I affirm that I have read the above and believe the events to be true to the best of my knowledge.

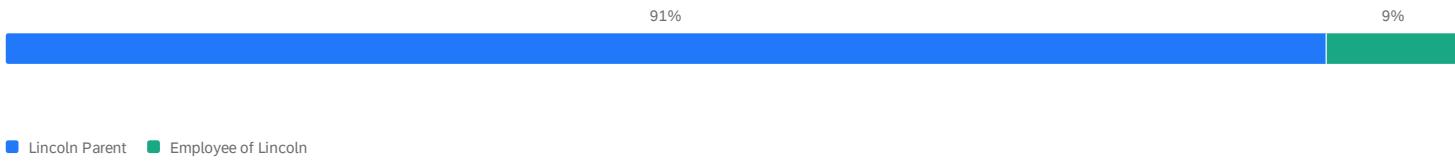
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Human Resources Use Only: Date grievance was received by the Human Resources Office \_\_\_\_\_



# February Update- Expansion Input / Public Print Page

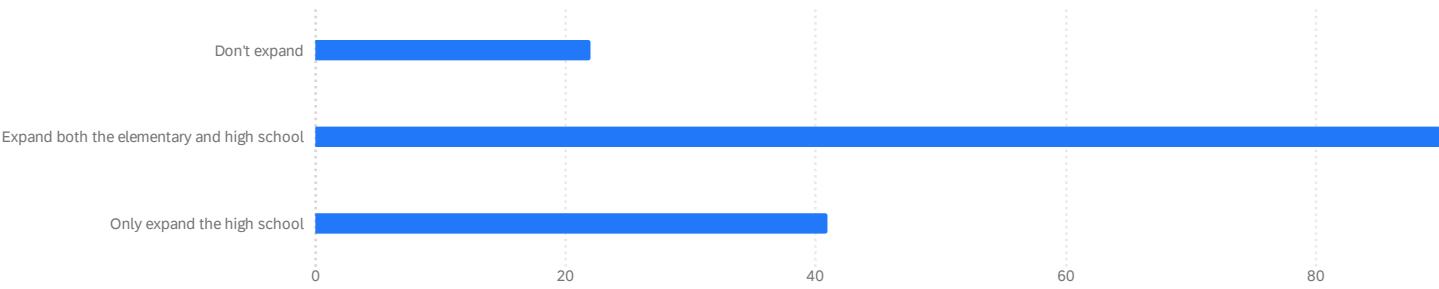
What Best Describes You? 187



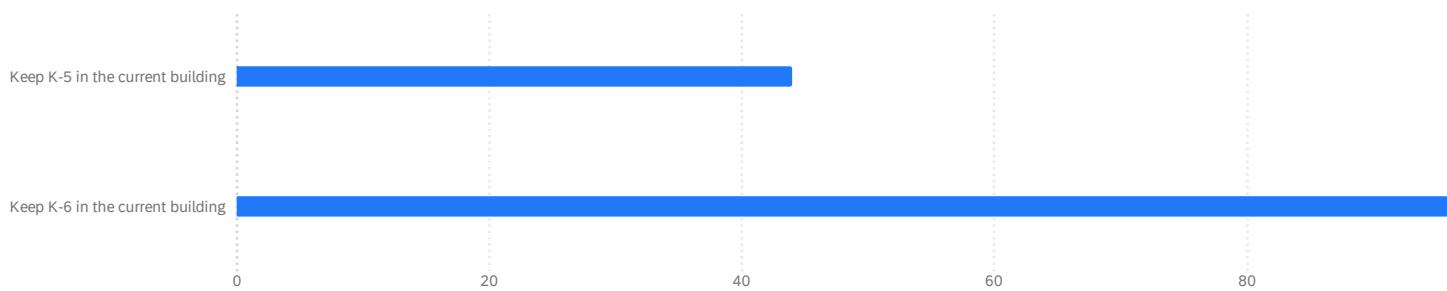
What area of the School do you work in? 13



What would you recommend? 153



If the board chose to expand the elementary and high school, what configuration would you recommend for the current building? 140



# School Feedback / School Feedback Summary 23-24 to print

Filters ▾

Survey Metadata - End Date: **Dec 1, 2023 to Today** ▾

My child(ren)'s needs for academic learning are met through Lincoln Academy 502

05% (31 /)

55% (1 / 4)

27% (15)

Strongly Agree Agree Disagree Strongly Disagree

Overall I am satisfied with Lincoln Academy 501

05%

55%

10%

Strongly Agree Agree Strongly Disagree Disagree

Are events publicized with enough notice for you to plan on being to the event if you desire? 500

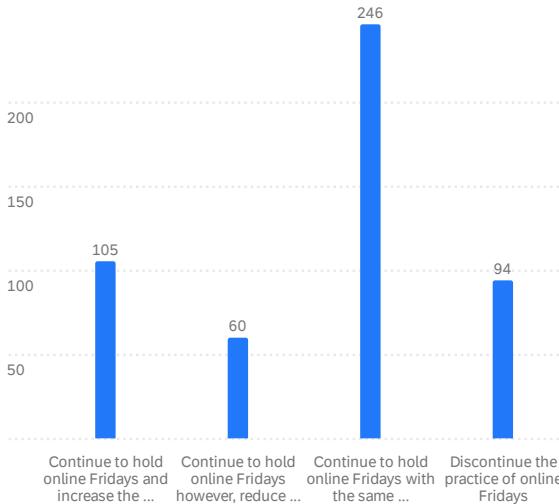
05%

55%

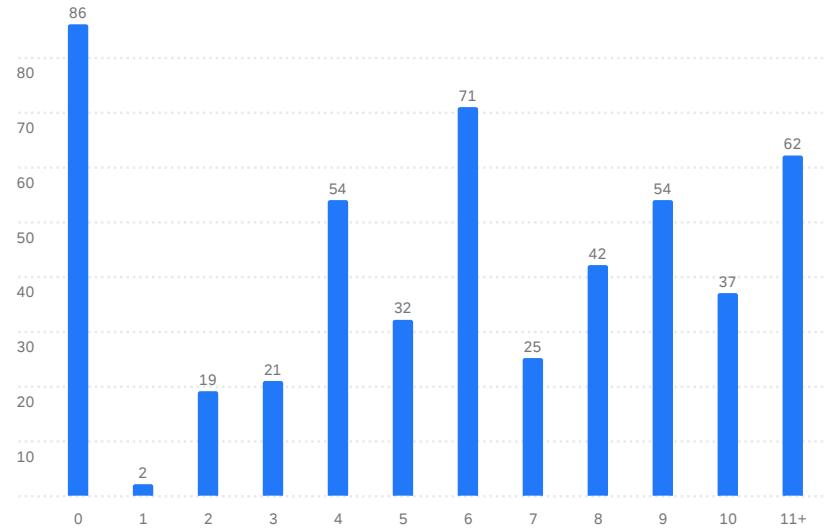
4% 2%

Most of the Time Always Not Usually Could use significant work in this area

What should Lincoln do with Online Fridays?



How many online Fridays do you recommend for next year?





**CHARTER SCHOOL MONTHLY  
FINANCIAL AND ENROLLMENT REPORT**

LEA Name Lincoln Academy  
 District in which charter  
 LEA is physically located: Alpine  
 For the month or quarter of: Dec-23

<b>FINANCIAL REPORT <sup>1</sup></b>		Use this form, or attach monthly financial statement		<b>ENROLLMENT REPORT <sup>2</sup></b>				
07/01/2023 - 12/31/2023		Month	YTD	12/1/2023	Grade	Count	Transfer Out	Transfer In
<b>Revenues</b>								
1000 Local Funds		\$ 51,482	\$ 411,454		K	69		
3000 State Funds		\$ 738,557	\$ 4,716,116		1	66		1
4000 Federal Funds		15,176	128,991		2	70	1	1
<i>Total Revenue</i>		<b>\$805,216</b>	<b>\$5,256,561</b>		3	70		
<b>Expenditures (Objects)</b>					4	77		1
100 Salaries		\$ 544,139	\$ 2,720,217		5	71		
200 Employee Benefits		136,157	717,742		6	97		
300 Prof. and Technical		11,916	124,751		7	101	1	
400 Purch Property Serv.		17,270	106,092		8	95		1
500 Other Purchased Serv.		1,821	83,779		9	85		
600 Supplies and Materials		48,114	452,522		10			
700 Property		4,461	249,318		11			
800 Other		5,797	290,662		12			
<i>Total Expenditures</i>		<b>\$769,675</b>	<b>4,745,083</b>		SPED-EL	50	3	1
Excess (Deficiency) of Revenues over Expenditures		<b>\$ 35,541</b>	<b>\$ 511,477</b>		SPED-JH	45		
					SPED-EL Self Contained	7		
					SPED-JH Self Contained	7		
					Total Students	910	5	5

<sup>1</sup> For the first to the last day of the preceding month or year to date

<sup>2</sup> As of the first day of the preceding month

**Additional Expenditures not reflected above**

2014 Bond Interest Fund	106,204
2014 Bond Principal Fund	189,513
2014 Bond Expense Fund	15,680
<b>Subtotal</b>	<b>311,398</b>
<b>Net Change in Fund Balance</b>	<b>200,080</b>

**CHARTER SCHOOL MONTHLY  
FINANCIAL AND ENROLLMENT REPORT**

LEA Name Lincoln Academy  
 District in which charter  
 LEA is physically located: Alpine  
 For the month or quarter of: Jan-24

<b>FINANCIAL REPORT <sup>1</sup></b>		Use this form, or attach monthly financial statement		<b>ENROLLMENT REPORT <sup>2</sup></b>				
07/01/2023 - 01/31/2024		Month	YTD	1/1/2024	Grade	Count	Transfer Out	Transfer In
<b>Revenues</b>					K	69		
1000 Local Funds	\$ 61,245	\$ 472,699			1	66		
3000 State Funds	\$ 720,685	\$ 5,436,801			2	70		
4000 Federal Funds	10,484	139,474			3	70		
<i>Total Revenue</i>	<i>\$792,413</i>	<i>\$6,048,974</i>			4	77		
					5	70	1	
					6	96	1	
					7	101		
					8	95		
					9	84	1	
					10			
					11			
					12			
					SPED-EL	51		1
					SPED-JH	45		
					SPED-EL Self Contained	7		
					SPED-JH Self Contained	7		
					Total Students	908	3	1
Excess (Deficiency) of Revenues over Expenditures	\$ 174,127	\$ 685,605						

<sup>1</sup> For the first to the last day of the preceding month or year to date

<sup>2</sup> As of the first day of the preceding month

**Additional Expenditures not reflected above**

2014 Bond Interest Fund	152,989
2014 Bond Principal Fund	221,597
2014 Bond Expense Fund	18,293
<b>Subtotal</b>	<b>392,879</b>
<b>Net Change in Fund Balance</b>	<b>292,726</b>