

# Draft 2026 - 1118 WELLNESS POLICY

## PURPOSE

Promote the health and wellness of all individuals at Lincoln Academy.

## DEFINITIONS

## POLICY

### **Student Wellness**

Lincoln Academy believes that good health fosters student achievement and student attendance. Thus, Lincoln Academy is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn. This environment will be achieved by teaching, supporting and modeling healthy eating habits and lifestyles; physical activity and physical education; and school safety. Lincoln Academy recognizes that the learning environment can influence the way in which children develop life-long eating, physical activity, and healthy lifestyle habits. Lincoln Academy further recognizes that children need access to healthful foods, opportunities to be physically active, and supported in a nurturing learning community in order to grow, learn, and thrive.

### **Wellness Policy Development and Review**

Lincoln Academy believes that the participation of the community, school food service professionals, school administrators, physical education and health educators, staff, parents, and students is essential. The process of policy development will reflect the standard established by model coordinated school health programs throughout the state of Utah. The Director will appoint a committee inviting representatives of the above group to review and monitor the implementation of the School Wellness Policy.

### **Wellness Policy Goals**

The overall goal of the Wellness Policy is to encourage a healthy lifestyle and to discourage behaviors that can harm students' well-being. Lincoln Academy shall adopt goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness. We will be promoting our goals and nutrition through our PE classes, health classes and school-wide health week.

### **Nutrition and Nutrition Education**

Lincoln Academy believes that foods and beverages available to students at Lincoln Academy should support the health curriculum and promote optimal health. To the extent practicable, Lincoln Academy will participate in available federal school meal programs and meet the nutrition requirements established by local, state and federal statutes and regulations.

1. All students will have access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
2. The school nutrition program will accommodate the diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

3. The School will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. There will be no identifying lines or other system to separate paying and non-paying students.
4. Food and beverage that are sold for the purpose of fundraising or other activities during the school day shall generally meet nutrition guidelines for food and beverage available outside the school meal program. We will meet the USDA Smart Snacks in the School Nutrition Standards.
5. The School will encourage school-based organizations to use non-food items for fundraising.
6. School staff will be encouraged to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior. Staff will be better informed during trainings as to what other options are available for rewards and what is in our school wellness policy.
7. School staff will be encouraged to avoid the use of screen time as a reward for students' academic performance, accomplishments, or classroom behavior. Staff will be better informed during trainings as to what other options are available for rewards and what is in our school wellness policy.
8. School staff shall encourage parents/guardians or other volunteers to support the school's nutrition education program by considering nutritional quality when selecting any snack, which may be donated.
9. Nutrition education shall be provided through health education programs. The School's nutrition education and physical education programs shall be based on and consistent with the Utah Department of Education curriculum and framework and standards for the subject.
10. The guidelines for food and snacks can be found at <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>
11. The school meals served through the National School Lunch Program will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:
  - Promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards.
  - Display of food groups required for a reimbursable meal. Signs posted in elementary gym.
  - Placement of food will be appealing and attractive to children;
  - Be served in clean and pleasant settings;
  - Offer a variety of fruits and vegetables;
  - Serve only low fat 1% and fat free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA);
  - Ensure that all of the served creditable grains are whole grain; and
  - For K-6<sup>th</sup> recess will be before lunch.

## **Physical Activity and Physical Education**

All students will have opportunities, support, and encouragement to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education, recess, school athletic programs, extracurricular programs and other activities.

1. Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities, such as watching television or playing video games.
2. Teachers shall incorporate physical activity while teaching. For example: different stretches, yoga, scavenger hunt, orienteering, activities that get students out of their chair, dance breaks, games that include throwing objects, 4 corners etc.
3. Elementary Students will have access to at least twenty minutes a day of supervised recess, preferably outdoors, during which they will be encouraged to participate in moderate to vigorous physical activity. Junior High students will take the required PE and Health classes.
4. Extended periods of inactivity will be discouraged. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, school staff will give students periodic breaks during which they are encouraged to stand and be moderately active. Teachers shall consider the age of students when determine what extended periods of inactivity are and when activities break should be incorporated.
5. Teachers and other school personnel will not use physical activity for punishment.
6. Teachers and other school and community personnel will be encouraged to not withhold opportunities for physical activity as punishment.
7. At least 50 per cent of Physical Education instructional time will be spent in moderate to vigorous physical activity.
8. To encourage proper eating habits students will have lunch after recess. This allows students the appropriate amount of time to eat their food.

### **Positive and Safe School Environment**

Lincoln Academy desires a learning community that welcomes, supports, and encourages its members to lead healthy, successful lives. Lincoln Academy recognizes that it is not always practicable or possible to have nurses, psychologists, and counselors on site to address mental health issues. However, it is the school's goal to identify and access resources that are responsive to its members' needs.

1. Lincoln Academy has established rules and procedures concerning safety for students and will communicate these to students/parents on a regular basis.
2. Appropriate school personnel will be trained on emergency response procedures, basic first aid and CPR, and on administering medications that students are required to take during school hours.
3. School personnel will monitor and maintain equipment used for physical activities.
4. School personnel will monitor weather and air quality and use this data to make decisions about student participation in outdoor physical activities.

5. The school will maintain a Comprehensive School Safety Plan that will address multiple aspects of student safety and a safe school environment.

### **Staff Wellness**

Lincoln Academy values the health and well-being of every staff member and encourages all staff to maintain a healthy lifestyle. Lincoln Academy encourages all staff members to model a healthy lifestyle for its students.

### **Communication with Parents**

Lincoln Academy will support parents' efforts to provide a healthy diet and daily physical activity for their children.

Lincoln Academy will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such support will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials and special events.

### **Policy Review and Accountability**

Lincoln Academy will review and revise the Student Wellness Policy every three years to ensure that it supports healthy eating, physical activity, and student wellness and that it is based on the best available research in the area of student wellness. The Director, or designee, will encourage compliance with established school-wide nutrition and physical activity wellness policies.

School food service staff will ensure compliance with nutrition policies within the school food service program and will report on this matter to the director.

To ensure that nutrition goals are addressed and healthy nutrition is encouraged the school will review its goals every three years and reports the findings to the Wellness Committee:

Board approved: Oct 2010  
Revised Oct 2013  
Revised Sept 2016  
Revised June 2021

## 4000 LINCOLN ACACEMY BOARD OF TRUSTEES BYLAWS

### ARTICLE I ORGANIZATION

4000.1 NAME- The name of this nonprofit corporation is Lincoln Academy, Incorporated ("Lincoln Academy").

4000.2 LOCATION- The location of Lincoln Academy is 1582 W 3300 N, Unit 9041, Pleasant Grove, Utah, 84062.

4000.3 PURPOSE- The primary objective and purposes of Lincoln Academy is to create and operate a public charter school, providing public education for residents of Utah County in the State of Utah. Lincoln Academy shall operate in accordance with Utah State Office of Education Rule R277-470, as amended, supplemented, or replaced.

4000.4 MISSION & VISION STATEMENTS- Our mission is to develop emotionally intelligent, service-oriented, 21st century learners in a patriotic, supportive, and technologically-rich environment. Our vision is that Lincoln Academy students will utilize their identified strengths to pursue both their academic and life goals while serving the community.

### ARTICLE II THE BOARD OF TRUSTEES

4000.5 COMPOSITION- The Board of Trustees of Lincoln Academy ("Board") is an independent body under the authorization of the Utah State Charter School Board. The Board will consist of no fewer than five (5) and no more than seven (7) individuals, at the discretion of the Board. All voting Board members are appointed by the Board members then acting. Each Board member must have children currently attending Lincoln Academy. The number of voting Board members must always be an odd number. Board members shall declare their intent to uphold the principles of Lincoln Academy by signing and upholding the Lincoln Academy Board of Trustees Code of Ethics (see 4000.7 for complete Code of Ethics). The Board will be comprised of the following: president (who oversees all personnel needs), member over finances, member over faculty and staff relations, member over information technology, member over school musicals, member over fundraising, and member over facilities.

4000.6 DESCRIPTIONS OF BOARD MEMBER ROLES & RESPONSIBILITIES-

#### Board President Role

##### **OVERVIEW**

The Board member serving as president works together, with the Board, the head of the school, and the sitting legal counsel to maintain and improve the quality of education and environment of Lincoln Academy by doing the following:

- Ensures all proper rules and procedures for charter schools are followed.

- Meets monthly with the Lead Administrator to discuss ongoing concerns and to set the agenda for the monthly Board Meeting.
- Sits on the finance audit committee.
- Acts as the signing trustee to all legal, financial, and benefit matters.
- Sits on the benefits committee.
- Sits on the hiring committee.
- Works with the Lead Administrator to oversee faculty and staff competency.
- Works with Lead Administrator and human resources director on employee needs and concerns.
- Helps with faculty/staff disciplinary needs.
- Leads skip level meetings for Lead Administrator.
- Works with and oversees other Board members in their roles and responsibilities.
- Counsels with Lead Administrator on current concerns or needs of Lincoln Academy.
- Assists enrollment staff on "Lottery Day."
- Speaks on behalf of the Board on recognizing "Spotlight Employees."
- Heads correspondence with concerned Lincoln Academy shareholders.
- Represents Board at various State charter school board trainings and events.
- Meets regularly with Lead Administrator and operations manager to coordinate and give input to various operations of Lincoln Academy.

#### Faculty and Staff Outreach Member Role

##### **OVERVIEW**

The Board member over faculty and staff outreach helps to foster a relationship of positivity, support, understanding, and trust between members of the Board and members of Lincoln Academy's employees. Historically, this has been done in the following ways:

- Coordinate and facilitate monthly highlights of staff members at Board meetings.
- Thank you notes and appreciation gifts to staff members.
- Quarterly staff appreciation events.
- Coordination of yearly Christmas bonuses with gifts and biennial Christmas dinner for entire staff.
- Procurement of baby gifts, wedding gifts, and bereavement gifts for staff members
- Assists enrollment staff on "Lottery Day."
- Work with school website designer to keep Board member information up to date.
- Encourages Board member interaction on Lincoln Academy social media pages.
- Maintain and provide current employee photo directory to Board members.

#### Information Technology Member Role

##### **OVERVIEW**

The Board member for information technology is responsible for the overall vision and technology plan for Lincoln Academy, including platforms used, security implemented and strategies for a solid network. Historically this has been done in the following ways:

- Approve technology expenditures and procurement processes for all technology items.
- Work with the IT director to ensure Lincoln Academy is eligible for e-rate funding.
- Ensure Lincoln Academy is meeting the expectations for student's privacy and internet filtering.

- Review IT policies and ensure policies follow correct state guidelines.
- Consult and encourage technology funding through technology grants.
- Work with IT director to ensure proper security measures are in place with cameras, electronic locks and filtering systems.
- Participate in review of applications and in interviews for a new IT director.

#### Fine Arts Member Role

##### **OVERVIEW**

The Board member oversees after school fine arts experiences and events. This Board member is responsible for the overall vision, execution, and experiences of students in both the junior high and elementary musicals. Historically this has been done in the following ways:

- Direct and advise the parent fine arts committee.
- Oversee Fall musical for grades 6th-9th.
- Oversee up to (2) one-week experiences with Missoula Children's Theater for grades K-6th.
- Oversee annual school talent show.
- Oversee annual school arts festival/show.
- Oversee quarterly music concerts for Junior High band, orchestra, and choir.
- Oversee annual Junior high music trip/tour.

#### Finance Member Role

##### **OVERVIEW**

The Board member over finances helps to oversee proper compliance to all rules and regulations regarding financial, budgetary, benefits, investments, and audits by working closely with the operations and finance managers. Historically, this has been done in the following ways:

- Review and approve all checks / expenses via approved bill paying systems.
- Use access to financial software to review financials (usually done with operations manager before Board meeting).
- Sign/Initial all statements each month - this will include the cash reconciliations, bank statements, and assures that you at least reviewed the records of all transactions.
- Be familiar with Lincoln Academy financial policies.
- Bond and investment accounts will be in your name, be prepared to monitor and participate in quarterly report meetings.
- Chair Audit Committee
  - Communicate with auditors / monitors
  - Work with operations manager to procure required auditing services.
  - Encouraged to send a request for quotation every 5 years for auditing services.
  - Review assurance / audit reports.
  - Ensure corrective action where necessary.
  - Settle related disputes.
  - Discuss audit concerns Board.
  - Help with non-audit services such as investments.
  - Be aware of and inform others of the audit hotline - 801-538-7813

### Facilities Member Role

#### **OVERVIEW**

The Board member over facilities works with Lincoln Academy administrators and facilities staff to provide insight and direction on current building and property maintenance as well as building systems. Building and property security, public safety, energy efficiency and building appearance also fall under this umbrella. Additionally, this Board member assists in forecasting upcoming maintenance/repair needs and budget numbers as well as future construction, equipment upgrade/replacement, etc. Historically, this has been done in the following ways:

- Helps obtain bids for outside contractor work.
- Assists in forecasting upcoming maintenance/repair work.
- Reviews and approves, with the Board, facilities expenditures.
- Ensure proper maintenance to physical components of school security.
- Act as a liaison between the lunch director and operations manager to ensure good communication and compliance.

### Fundraising Member Role

#### **OVERVIEW**

The Board member over Fundraising works with the Board and Lincoln Academy administrators to provide fundraising and development expertise and feedback and direction on all fundraising efforts. Historically, this has been done in the following ways:

- Review past and recent fundraising efforts and events at Lincoln Academy, and help determine if they are being fulfilled efficiently, and are being maximized.
- Recommend ways to maximize fundraising efforts.
- Help the Board interview and select an outside fundraising/development professional to introduce specific, new fundraising opportunities and annual events at Lincoln Academy, grow our donor base in our community, and to make recommendations on existing fundraising efforts (including website donations, free dress days, etc.). This professional will train a parent fundraising committee, utilize existing groups such as SBO's and other parent committees, and introduce new events both in the Fall and the Spring, to significantly increase donations to Lincoln Academy.
- Advise the parent fundraising committee on fundraising language, answering questions, and receiving updates on the progress of their assignments.

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In addition, ALL Board members:

- Attend monthly Board meetings, actively participating and coming prepared to understand issues and needs from other aspects of Lincoln Academy.
- Sit on various committees according to administration's needs.
- Review Lincoln Academy policies and procedures.

4000.7 CODE OF ETHICS-

### **LINCOLN ACADEMY BOARD OF TRUSTEES CODE OF ETHICS**

The Board desires to operate in the most ethical and conscientious manner possible and to that end the Board adopts this Code of Ethics, and each member of the Board agrees that he or she will:

#### **Governance Structure**

1. Recognize that the authority of the Board rests only with the Board as a whole and not with individual members and act accordingly.
2. Support the delegation of authority for the day-to-day administration of Lincoln Academy to the Lead Administrator and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Not undermine the authority of the Lead Administrator or Lincoln Academy administration.
5. Use reasonable efforts to keep the Lead Administrator informed of concerns or specific recommendations that any member of the Board may bring to the Board.

#### **Strategic Planning**

1. Reflect through actions that his or her first and foremost concern is for educational welfare of children attending Lincoln Academy.
2. Participate in all planning activities to develop the vision and goals of the Board.
3. Work with the Board and the Lead Administrator to ensure prudent and accountable uses of the resources of Lincoln Academy.
4. Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.
5. Uphold and enforce all applicable laws, all rules and guidelines of the State Board of Education, and the Board.

#### **Board and Community Relations**

1. Seek regular and systemic communications among the Board and students, staff, and the community.
2. Communicate to the Board and the Lead Administrator expressions of public reaction to Board policies and Lincoln Academy programs.

#### **Policy Development**

1. Work with other Board members and Lincoln Academy administration to establish effective policies for Lincoln Academy.
2. Make decisions on policy matters only after full discussion at publicly held Board meetings.
3. Periodically review and evaluate the effectiveness of policies on Lincoln Academy programs and performance.

### **Board Meetings**

1. Attend and participate in regularly scheduled and called Board meetings.
2. Be informed and prepared to discuss issues to be considered on the Board agenda.
3. Work with other Board members in a spirit of harmony and cooperation despite differences of opinion that may arise during the discussion and resolution of issues at Board meetings.
4. Vote for a closed session of the Board only when applicable law or Board policy requires consideration of a matter in closed session, as authorized under all statutory requirements.
5. Maintain the confidentiality of all discussions and other matters pertaining to the Board and Lincoln Academy, during closed session of the Board.
6. Make decisions in accordance with the interests of Lincoln Academy as a whole and not any particular agreement thereof.
7. Express opinions before votes are cast, but after the Board vote, abide by and support all majority decisions of the Board.

### **Personnel**

1. Consider the employment of personnel only after receiving and considering the recommendation of the Lead Administrator.
2. Support the employment of persons best qualified to serve as employees of Lincoln Academy and insist on regular and impartial evaluations of Lincoln Academy staff.
3. Comply with all applicable laws, rules, regulation, and all Board policies regarding employment of family members.

### **Financial Governance**

Refrain from using the position of Board member for personal or partisan gain or to benefit any person or entity over the interest of Lincoln Academy.

### **Conduct as a Board Member**

1. Devote sufficient time, thought, and study to the performance of the duties and responsibilities of a member of the Board.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
3. Communicate in a respectful professional manner with and about fellow Board members.
4. Take no private action that will compromise the Board or Lincoln Academy administration.
5. Participate in all required training programs developed for Board members by the Board or the State Board of Education.

6. In the annual report, submitted to the Utah State Board of Education, disclose the status of Board member compliance with the Code of Ethics.

#### **Conflicts of Interest**

1. Announce potential conflicts of interest before Board action is taken.
2. Board members must recuse themselves from the room when discussions are held in an closed session regarding the competency, performance, or salary of a family member employed at Lincoln Academy.
3. Comply with all of the conflicts of interest policy of the Board, all applicable laws, and State Board of Education Standard, rules, and guidelines.

Upon a motion supported by a two-thirds (2/3) vote, the Board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the Board. The Board member accused of violating this Code of Ethics will have thirty (30) days' written notice prior to a hearing on the matter. The accused Board member may bring witnesses on his or her behalf to the hearing, and the Board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all the members of the Board that the accused Board member has violated this Code of Ethics, the Board shall determine an appropriate sanction. A record of the decision of the Board to sanction a Board member for a violation of this Code of Ethics will be placed in the permanent minutes of the Board.

4000.8 TERM LIMITS- Board members shall not serve more than ten years unless an alternate term is defined by majority vote of the Board. By February Board meeting each year, all Board members must provide the Board President with a letter of intent indicating their intention to continue or resign for the following year. For Board succession see section 4002.

4000.9 POWERS AND DUTIES- The Board has all powers, authority, and duties as designated in the Lincoln Academy Charter and the Lincoln Academy Board of Trustee Member Roles and Responsibilities Descriptions as indicated in section 4000.6. The primary responsibility of the Board is to ensure achievement of the mission and vision of Lincoln Academy. The Board is responsible to select, support, and terminate, if necessary, the Lead Administrator. The Board has the authority to hire, ruminant, and set the compensation of any Lincoln Academy staff, but may delegate this authority to the Lead Administrator as deemed necessary. The Board is responsible to ensure the operational and financial viability of Lincoln Academy. The Board has the authority to establish and maintain the policies, procedures, and curriculum of Lincoln Academy. The Board oversees all the affairs of Lincoln Academy and its' property and is responsible to carry out all lawful acts as it deems proper and appropriate and to promote the vision and policies of Lincoln Academy. The Board shall only act collectively and in the name of Lincoln Academy when it shall be regularly convened by the Board president or Board finance member after notice to all the members, and the public, or such meeting as required by applicable Utah law.

4000.10 QUORUM- A majority of the current Board constitutes a quorum. A quorum of Board members must be present at any meeting of the Board before business can be transacted or any official action of Lincoln Academy may be conducted. The act of the majority of the members present or represented at a meeting at which a quorum is present constitutes the act of the Board. Board members may attend Board meetings in person or via an electronic meeting platform.

4000.11 MEETINGS- Regular meetings of the Board will be held no less than 9 times per year at the Lincoln Academy Lead Administrator place of business unless an alternative venue is designated by the Board in the notice of meeting in compliance with applicable law. The Board may modify the time, date, and frequency of such regular meetings from time to time, as it sees fit and in compliance with applicable law. Each member has one vote. Board members shall not vote by proxy for absent members. The Board shall use Robert's Rules of Order and meetings must be conducted in accordance with Utah Code Title 54, Chapter 4 ("Utah's Open Meeting Law"). If a Board member is unable to attend a Board meeting, the Board member shall contact the Board president or Lead Administrator. If the Board member can attend via video conferencing, this is preferred to an absence.

a) Special Meeting. Special meetings of the Board may be called by the Board president or any two members on a 24-hour notice given by telephone or email to the Board. Special meetings must be held at the Lincoln Academy Lead Administrator business office or at such other location as designated in the meeting notice. All meeting notices must be posted on the Utah Public Meeting Notice website.

b) Agenda. An agenda must be produced for each regularly scheduled Board meeting to provide effective and efficient meeting practice. The agenda must be prepared and posted in advance in accordance with Utah's Open Meeting Law. Committee Reports must be provided in written format or read aloud for public practice. In addition to previously requested agenda items, any Board member may provide additional agenda items for the following meeting by providing, via email, Lincoln Academy's supervising employee or administrator the request, noting its appropriate place on the normal agenda format, and a realistic time requirement for such item. Such requests must be received at least 24 hours prior to the posting deadline pursuant to Utah's Open Meeting Law.

c) Public Comment. Time will be set aside at each Board meeting for public comment. After the speaker identifies his or her name, address, and affiliation, public comment is limited at the Board's discretion.

d) Closed Sessions. Any Board member may call a Closed Session during any meeting for issues concerning personnel or other matters requiring confidentiality as approved by Utah's Open Meeting Law. All persons except Board members may be excluded from such closed sessions.

e) Participation by Video Conferencing. To the extent permitted by law, any member of the Board or committee thereof may participate in a meeting of such Board or committee by means of video conferencing by which all persons participating in the meeting can hear each other, and participation in such a fashion constitutes presence in person at such a meeting.

f) Valid with Written Consent. Any action required or permitted to be taken by the Board at a meeting may be taken without a meeting if consent in writing is obtained from a majority of the Board members. The written consent must set forth the action so taken and be signed by the members approving the action.

4000.12 BOARD SUCCESSIONS- See 4002 Amendment on Successions.

4000.13 RESIGNATION AND REMOVAL OF BOARD MEMBER- Vacancy of a Board position exists (1) on the death, resignation, or removal of any Board member, or (2) whenever the number of authorized Board members is increased. Any Board member may resign effective upon giving written notice to the Board president unless the notice specifies a later time for the effectiveness of such resignation. No Board member may resign if Lincoln Academy would then be left without a duly elected Board member or members in charge of its affairs, except upon termination of Lincoln Academy. A Board member may be removed when sufficient cause exists for such removal. Any removal requires a majority vote of the remaining Board.

4000.14 FINANCIAL MATTERS- All fiscal procedures for Lincoln Academy are determined and established by the Board. All procedures and fiscal reporting must comply with federal and state law, any other governing documents of Lincoln Academy, and generally accepted accounting principles, through the use of program accounting. No expenditure may be made without the approval of the Board if the expenditure would not be accounted for in the currently approved budget.

4000.15- COMPENSATION AND CONFLICT OF INTEREST- No Board member, for reason of his or her position, is entitled to receive any fee, salary, or compensation of any kind for services rendered to Lincoln Academy, except that Board members may be reimbursed for proven and approved expenses incurred in the business of conducting his or her duties. Board members are subject to the conflict-of-interest rules under applicable federal and state income tax codes.

4000.16- ORIENTATION/TRAINING- New Board members will be given an orientation by the Board president prior to their first Board meeting. Written materials must be provided in the form of a Board packet consisting of official Board Bylaws, including a description of their specific duties, calendar of upcoming meetings or Board obligations, and the Board Code of Ethics, which will need to be signed prior to the first Board meeting the new member attends, digitally or in hard copy. All Board members will be provided general Board training no less than three times per year. Board members not participating in training are subject to removal.

4000.17 ADVISORY COUNCIL- The governing Board may appoint an advisory council. The advisory council is a group of specialist volunteers who advise the Lead Administrator,

administration, and Board. The advisory council performs assignments to fulfill specific objectives of Lincoln Academy. This council is composed of such members and having such chairperson, as the governing Board designates. The objectives and responsibilities of the advisory council and the rules and procedures for the conduct of its activities are determined by the governing Board. This council does not have authority to incur expense or make any representation or commitment on behalf of Lincoln Academy without the express written approval of the Board.

4000.18 COMMITTEES- The Board may designate from among its members, by resolution adopted by a majority of the entire Board, an executive committee, to oversee personnel concerns and matters. The executive committee is made up of the Board president and two other Board members. A finance audit committee is also required, composed of the finance Board member, Board president, and another Board member. A development committee can also be formed with the Board president and two other Board members if needed.

ARTICLE III  
STAFF-LEAD ADMINISTRATOR

4000.19 LEAD ADMINISTRATOR- The Board may appoint one employee to function as the lead administrator of Lincoln Academy (“Lead Administrator”). Such person may be delegated the authority to act in the absence of a specified policy provided that such action is consistent with the purpose and objectives of the Board and Lincoln Academy. Such person shall administer Lincoln Academy in accordance with the Board direction, applicable law, and generally accepted educational practice.

ARTICLE IV  
CONTRACTS, PROPERTY, LOANS, AND DEPOSITS

4000.20 CONTRACTS- The Board may authorize any officer (or officers), or agent (or agents) to enter into any contract or execute and deliver any instrument in the name of and on behalf of Lincoln Academy, and such authority may be general or confined to specific instances.

4000.21 PROPERTY- The property of Lincoln Academy will be held and applied in promoting the general purposes of Lincoln Academy declared in these Bylaws. No property, including real estate, belonging to Lincoln Academy will be conveyed or encumbered except by authority of a majority vote of the Board. Any such conveyance or encumbrance must be executed by the Board president in the name of Lincoln Academy, and such instrument must be duly approved by the director of finance and compliance.

4000.22 LOANS- No loans will be contracted for or on behalf of Lincoln Academy and no evidence of indebtedness will be issued in the name of Lincoln Academy unless authorized by a resolution of the Board. Such authority must be confined to specific instances. No loan will be made to any Board member or agent of Lincoln Academy.

4000.23 CHECKS, DRAFTS, AND NOTES- All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of Lincoln Academy must be signed by any Board members or agents of Lincoln Academy and in such manner as determined by the Board. Any bid over the amount of \$50,000 must be approved by the Board.

ARTICLE V  
DISSOLUTION

4000.24 REVOCATION OF CHARTER OR DISSOLUTION- If, at any time and for any reason, Lincoln Academy's Charter is revoked or Lincoln Academy is dissolved, all assets of Lincoln Academy, after satisfaction of all outstanding claims by creditors, must be disposed of to the State of Utah or the sponsor to dispose of as they see fit.

ARTICLE VI  
INDEMNIFICATION

4000.25 INSURANCE CLAIM OR JUDGMENTS- The Board may authorize Lincoln Academy to pay or cause to be paid by insurance or to otherwise, any judgment, or fine rendered or levied against a present or former Board member, officer, employee, or agent of Lincoln Academy in an action brought against such person to impose a liability or penalty for an act or omission alleged to have been committed by such person while a Board member, officer, employee, or agent of Lincoln Academy, provided that the Board shall determine in good faith that such person acted in good faith and without willful misconduct or gross negligence for a purpose which he or she reasonably believed to be in the best interest of Lincoln Academy. Payments authorized hereunder include amounts paid and expenses incurred in satisfaction of any liability or penalty or in settling any action or threatened action.

ARTICLE VI  
AMENDMENTS

4000.25 MANNER OF AMENDMENT- These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Board at any time. Amended Bylaws will be submitted to the State for Approval.

ARTICLE VII  
PURPOSE OF BYLAWS

4000.26 PURPOSE- These Bylaws are adopted for the sole purpose of facilitating the discharge, in an orderly manner, of the purposes of Lincoln Academy. These Bylaws are not construed in any such way as to impair the efficient operation of Lincoln Academy. To the extent these Bylaws conflict with any applicable federal and state law or rule, these Bylaws are interpreted and enforced to comply with such law or rule and all other provisions of the Bylaws remain in full force and effect. To the extent these Bylaws conflict with Lincoln Academy Charter, or any other governing document, the Charter controls.

CERTIFICATE OF OFFICER

I, \_\_\_\_\_, the undersigned do hereby certify:

- (1) That I am duly elected and acting Officer of Lincoln Academy, a Utah Nonprofit Corporation; and
- (2) That the foregoing Bylaws, comprising of twelve pages, constitute the Bylaws of said corporation as duly adopted at a meeting of the Board of Trustees held \_\_\_\_\_.

\_\_\_\_\_, President

Adopted by the Lincoln Academy Board of Trustees

Adopted August 2005

Amended June 13, 2007

Amended September, 2013

Amended March 31, 2022

Amended March \_\_, 2026

#### 4001 ACCESSING AUDIO RECORDING OF BOARD MEETINGS

Procedure for accessing audio recordings and notes of public meetings at Lincoln Academy

##### Audio Recordings

All recordings of Lincoln Academy public and closed meetings will be stored at Lincoln Academy and backed up and password protected on the Lincoln Academy server. Recordings will be posted online at [www.lincoln-academy.org](http://www.lincoln-academy.org). Agendas and notes will be published at least 24 hours in advance at [www.lincoln-academy.org](http://www.lincoln-academy.org) and on the Utah Public Notice website at: <https://www.utah.gov/pmn/>. Public meetings will be posted at [www.lincoln-academy.org](http://www.lincoln-academy.org) within 3 days of the meeting. Lincoln Academy Board members may listen to any of the closed sessions in an administrative office, by appointment. Committee members who are part of an executive level of a committee may also listen to any closed recordings in an administrative office of Lincoln Academy with written approval of the Board. All access will be logged.

##### Notes

Following Utah's Open and Public Meetings Act, notes of all public meetings will be kept at Lincoln Academy and can be accessed by the general public by request. All access will be logged.

Adopted Jan 2012  
Modified May 2021  
Modified March 2022  
Modified March 2026

#### 4002 BOARD MEMBER AND ADMINISTRATION SUCCESSION

##### PURPOSE:

To create an orderly, common procedure for replacing Board members and administration to ensure continuity in governance and in operation at Lincoln Academy in the event of the departure of a Board member or the Lead Administrator.

##### DEFINITIONS:

##### POLICY:

Board members or members of the Lincoln Academy administration wanting to resign their position will do so in a way that provides adequate time for training of new individuals and the continuing governance of Lincoln Academy.

To maintain Board continuity, Board members will ensure that Board members' terms are staggered, and the Board will continue to safeguard that a majority of Board members' term not expire in any one year.

#### Board Succession Procedure

1. Board members desiring to resign their position shall notify the Board in writing of their intention. Resignation letter should include the following:
  1. a resignation effective date.
  2. a recommended timeline preceding resignation for training new Board member.
2. The Board will create a timeline for prompt replacement.
3. The Board shall appoint Board member(s), school administrator(s), or a combination to head the search for a new Board member.
4. When conducting a search for new Board members, the search committee will solicit applications from Lincoln Academy community and attempt to identify individuals with desirable experience and expertise to serve on the Board. Applicants will be brought to the Board to determine finalists.
5. The Board will interview finalists
  1. Interviews of prospective Board members will seek to determine whether individuals understand the mission of Lincoln Academy, are invested in that mission, have experience and expertise that will benefit the Board and Lincoln Academy, and whether applicants understand and are willing to act in accordance with the Board's governance role.
6. Any new Board member will be chosen by a majority vote of the remaining Board members.
7. A newly elected Board member will commit to a training period and encouraged to attend Board meetings but will not be voting member until after the resignation effective date.
8. The Board member replacement process will remain consistent with Lincoln Academy's Charter.

#### Administrative Succession Plan

##### Planned Departure of Lead Administrator

The Board asks that the Lead Administrator give the Board at least three months notice of the Lead Administrator's intent to leave Lincoln Academy. Upon learning of the Lead Administrator's intent to depart Lincoln Academy, the Board will appoint a search committee that includes members of the Board to coordinate the search for a successor. The search committee will develop a search process to present to the full Board for approval.

The Board will take steps to ensure that the replacement administrator is able to effectively lead Lincoln Academy and accomplish the mission and the goals established by the Board. When the search committee is organized, the Board will have a discussion to:

- Ensure that the Board is unified in its understanding of Lincoln Academy's mission;
- Ensure that the Board is unified in its understanding of Lincoln Academy's strategic direction;
- Ensure that the Board is unified in its understanding of the roles and responsibilities of the Lead Administrator; and
- Ensure that the Board is unified in its understanding of the key competencies of an effective Lead Administrator.

#### Unplanned Departure of Lead Administrator

If the Lead Administrator's departure is unplanned or occurs in advance of the completion of the search process, the Board will appoint an acting Lead Administrator. The Board may also decide that it is in Lincoln Academy's best interest to identify individuals outside Lincoln Academy to provide additional short-term administrative assistance to Lincoln Academy during the search process.

#### Capacity Building of Administrative Team

The Board realizes its responsibility to adopt the vision and goals of Lincoln Academy. The Lead Administrator is expected to develop delivery practices of curriculum that aligns with the mission and vision of Lincoln Academy. When an entire educational team understand the mission, and clearly understand their role, it will help strengthen Lincoln Academy and facilitate an orderly transition in the event of the Lead Administrator's departure.

#### School Oversight During Search Process

During the search process, the Board or a committee of Board members will meet regularly with the acting Lead Administrator, review reports about the progress of Lincoln Academy and its programs, the performance of the organization, the financial condition of Lincoln Academy, and personnel issues to ensure adequate oversight on the part of the Board during the transition period.

The search committee will use the results of prior Board discussions to develop a list of priority attributes to guide the search process and will evaluate candidates against these attributes. When a short list of interviewees is identified, the search committee will establish a process for interviewing and evaluating candidates.

The search committee will then recommend up to three candidates to the Board for consideration. The Board will interview the candidates recommended by the search committee and make the final selection.

The succession plan will be considered and updated regularly.

Adopted Oct 2012  
Modified Nov 2013  
Modified May 2021  
Modified March 2022  
Modified March 2026

#### 4003 ELECTRONIC MEETINGS

##### PURPOSE

To establish written procedures governing electronic meetings as required by Section 52-4-7.8, Utah Code Annotated, at which one or more Board members may participate by means of a telephonic or telecommunications conference.

##### POLICY

Board members may attend and participate in Board meetings electronically. The chair of the meeting shall adhere to the following procedure.

The chairperson or two members of the Board may call for an electronic meeting. It is still necessary to have a quorum available to hold a meeting.

##### PROCEDURE

1. Prior to or at the beginning of an electronic meeting, the chair of the public body shall verify that proper notice of the meeting was given.
2. Prior to or at the beginning of the electronic meeting or portion of the electronic meeting in which non-present Board members will be participating, the chair shall confirm that the non-present Board members are connected via electronic means.
3. The electronic connection must be such that all Board members, both present and non-present, may hear the proceedings of the meeting, or portion of the meeting, in which they are participating.
4. If voting is required, the chair shall require a roll call vote, so that the non-present Board members' votes may be counted.
5. The chair shall require that all participants in the electronic meeting verbalize their statements and responses, so that the non-present Board members may hear them.
6. The chair shall require that all visual aids and written materials not available to the non-present Board members be verbally described.
7. When the need for an electronic meeting is apparent, appropriate notice of the needed electronic meeting will be given.

Adopted August 2013  
Modified May 2021  
Modified March 2022  
Modified March 2026

#### 4004 REGULAR POLICY REVIEW

##### PURPOSE

To meet state guidelines and best practices on policy review.

##### POLICY

Lincoln Academy's Board will review policies regularly to ensure they are current, meet state statute and code, and are reflective of regular practices.

##### PROCEDURE

1. The Board shall create a policy review schedule.
2. School administration will bring suggested changes to policies to the Board.
3. The Board will review policies as needed.

Approved Aug 2018  
Modified May 2021  
Modified March 2022  
Modified February 2025

4000 LINCOLN ACACEMY BOARD OF TRUSTEES BYLAWS

ARTICLE I  
ORGANIZATION

4000.1 NAME- The name of this nonprofit corporation is Lincoln Academy, Incorporated ("Lincoln Academy").

4000.2 LOCATION- The location of Lincoln Academy is 1582 W 3300 N, Unit 9041, Pleasant Grove, Utah, 84062.

4000.3 PURPOSE- The primary objective and purposes of Lincoln Academy is to create and operate a public charter school, providing public education for residents of Utah County in the State of Utah. Lincoln Academy shall operate in accordance with Utah State Office of Education Rule R277-470, as amended, supplemented, or replaced.

4000.4 MISSION & VISION STATEMENTS- Our mission is to develop emotionally intelligent, service-oriented, 21st century learners in a patriotic, supportive, and technologically-rich environment. Our vision is that Lincoln Academy students will utilize their identified strengths to pursue both their academic and life goals while serving the community.

ARTICLE II  
THE BOARD OF TRUSTEES

4000.5 COMPOSITION- The Board of Trustees of Lincoln Academy ("Board") is an independent body under the authorization of the Utah State Charter School Board. The Board will consist of no fewer than five (5) and no more than seven (7) individuals, at the discretion of the Board. All voting Board members are appointed by the Board members then acting. Each Board member must have children currently attending Lincoln Academy. The number of voting Board members must always be an odd number. Board members shall declare their intent to uphold the principles of Lincoln Academy by signing and upholding the Lincoln Academy Board of Trustees Code of Ethics (see 4000.7 for complete Code of Ethics). The Board will be comprised of the following: president (who oversees all personnel needs), member over finances, member over faculty and staff relations, member over information technology, member over school musicals, member over fundraising, and member over facilities.

4000.6 DESCRIPTIONS OF BOARD MEMBER ROLES & RESPONSIBILITIES-

Board President Role

**OVERVIEW**

The Board member serving as president works together, with the Board, the head of the school, and the sitting legal counsel to maintain and improve the quality of education and environment of Lincoln Academy by doing the following:

- Ensures all proper rules and procedures for charter schools are followed.

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- Meets monthly with the Lead Administrator to discuss ongoing concerns and to set the agenda for the monthly Board Meeting.
- Sits on the finance audit committee.
- Acts as the signing trustee to all legal, financial, and benefit matters.
- Sits on the benefits committee.
- Sits on the hiring committee.
- Works with the Lead Administrator to oversee faculty and staff competency.
- Works with Lead Administrator and human resources director on employee needs and concerns.
- Helps with faculty/staff disciplinary needs.
- Leads skip level meetings for Lead Administrator.
- Works with and oversees other Board members in their roles and responsibilities.
- Counsels with Lead Administrator on current concerns or needs of Lincoln Academy.
- Assists enrollment staff on "Lottery Day."
- Speaks on behalf of the Board on recognizing "Spotlight Employees."
- Heads correspondence with concerned Lincoln Academy shareholders.
- Represents Board at various State charter school board trainings and events.
- Meets regularly with Lead Administrator and operations manager to coordinate and give input to various operations of Lincoln Academy.

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### Faculty and Staff Outreach Member Role

#### OVERVIEW

The Board member over faculty and staff outreach helps to foster a relationship of positivity, support, understanding, and trust between members of the Board and members of Lincoln Academy's employees. Historically, this has been done in the following ways:

- Coordinate and facilitate monthly highlights of staff members at Board meetings.
- Thank you notes and appreciation gifts to staff members.
- Quarterly staff appreciation events.
- Coordination of yearly Christmas bonuses with gifts and biennial Christmas dinner for entire staff.
- Procurement of baby gifts, wedding gifts, and bereavement gifts for staff members
- Assists enrollment staff on "Lottery Day."
- Work with school website designer to keep Board member information up to date.
- Encourages Board member interaction on Lincoln Academy social media pages.
- Maintain and provide current employee photo directory to Board members.

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### Information Technology Member Role

#### OVERVIEW

The Board member for information technology is responsible for the overall vision and technology plan for Lincoln Academy, including platforms used, security implemented and strategies for a solid network. Historically this has been done in the following ways:

- Approve technology expenditures and procurement processes for all technology items.
- Work with the IT director to ensure Lincoln Academy is eligible for e-rate funding.
- Ensure Lincoln Academy is meeting the expectations for student's privacy and internet filtering.

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- Review IT policies and ensure policies follow correct state guidelines.
- Consult and encourage technology funding through technology grants.
- Work with IT director to ensure proper security measures are in place with cameras, electronic locks and filtering systems.
- Participate in review of applications and in interviews for a new IT director.

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### Musical Member Role

#### **OVERVIEW**

The Board member over school musical experiences is responsible for the overall vision, execution, and experiences of students in both the junior high and elementary musicals. Historically this has been done in the following ways:

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#### Junior High Musical Experience

- Facilitate yearly musical experience for 6th-9th graders in the Fall.
- Bring musical to board for approval by March board meeting.
- Work directly with drama teacher as the director of the musical.
- Hire or find a volunteer to be choreographer, music director, and stage manager.
- Create committees, from parent volunteers, to help run and organize all areas needed to run the Fall musical experience.
- Secure rental space annually by March before following school year.
- Set budgets for all needed expenses including salaries for director, music director, choreographer and stage manager.

#### Elementary Musical Experience

- Schedule Missoula Children's Theater to come for a week in March of the current school year to run a week-long experience for grades K-6<sup>th</sup>.
- Secure housing and any other parent volunteers needed for this experience.

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### Finance Member Role

#### **OVERVIEW**

The Board member over finances helps to oversee proper compliance to all rules and regulations regarding financial, budgetary, benefits, investments, and audits by working closely with the operations and finance managers. Historically, this has been done in the following ways:

- Review and approve all checks / expenses via approved bill paying systems.
- Use access to financial software to review financials (usually done with operations manager before Board meeting).
- Sign/Initial all statements each month - this will include the cash reconciliations, bank statements, and assures that you at least reviewed the records of all transactions.
- Be familiar with Lincoln Academy financial policies.
- Bond and investment accounts will be in your name, be prepared to monitor and participate in quarterly report meetings.
- Chair Audit Committee
  - Communicate with auditors / monitors
  - Work with operations manager to procure required auditing services.

- Encouraged to send a request for quotation every 5 years for auditing services.
- Review assurance / audit reports.
- Ensure corrective action where necessary.
- Settle related disputes.
- Discuss audit concerns Board.
- Help with non-audit services such as investments.
- Be aware of and inform others of the audit hotline - 801-538-7813

### Facilities Member Role

#### OVERVIEW

The Board member over facilities works with Lincoln Academy administrators and facilities staff to provide insight and direction on current building and property maintenance as well as building systems. Building and property security, public safety, energy efficiency and building appearance also fall under this umbrella. Additionally, this Board member assists in forecasting upcoming maintenance/repair needs and budget numbers as well as future construction, equipment upgrade/replacement, etc. Historically, this has been done in the following ways:

- Helps obtain bids for outside contractor work.
- Assists in forecasting upcoming maintenance/repair work.
- Reviews and approves, with the Board, facilities expenditures.
- Ensure proper maintenance to physical components of school security.
- Act as a liaison between the lunch director and operations manager to ensure good communication and compliance.

### Fundraising Member Role

#### OVERVIEW

The Board member over Fundraising works with the Board and Lincoln Academy administrators to provide fundraising and development expertise and feedback and direction on all fundraising efforts. Historically, this has been done in the following ways:

- Review past and recent fundraising efforts and events at Lincoln Academy, and help determine if they are being fulfilled efficiently, and are being maximized.
- Recommend ways to maximize fundraising efforts.
- Help the Board interview and select an outside fundraising/development professional to introduce specific, new fundraising opportunities and annual events at Lincoln Academy, grow our donor base in our community, and to make recommendations on existing fundraising efforts (including website donations, free dress days, etc.). This professional will train a parent fundraising committee, utilize existing groups such as SBO's and other parent committees, and introduce new events both in the Fall and the Spring, to significantly increase donations to Lincoln Academy.
- Advise the parent fundraising committee on fundraising language, answering questions, and receiving updates on the progress of their assignments.

In addition, ALL Board members:

- Attend monthly Board meetings, actively participating and coming prepared to understand issues and needs from other aspects of Lincoln Academy.
- Sit on various committees according to administration's needs.

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- Review Lincoln Academy policies and procedures.

4000.7 CODE OF ETHICS-

### LINCOLN ACADEMY BOARD OF TRUSTEES CODE OF ETHICS

The Board desires to operate in the most ethical and conscientious manner possible and to that end the Board adopts this Code of Ethics, and each member of the Board agrees that he or she will:

#### Governance Structure

- Recognize that the authority of the Board rests only with the Board as a whole and not with individual members and act accordingly.
- Support the delegation of authority for the day-to-day administration of Lincoln Academy to the Lead Administrator and act accordingly.
- Honor the chain of command and refer problems or complaints consistent with the chain of command.
- Not undermine the authority of the Lead Administrator or Lincoln Academy administration.
- Use reasonable efforts to keep the Lead Administrator informed of concerns or specific recommendations that any member of the Board may bring to the Board.

#### Strategic Planning

- Reflect through actions that his or her first and foremost concern is for educational welfare of children attending Lincoln Academy.
- Participate in all planning activities to develop the vision and goals of the Board.
- Work with the Board and the Lead Administrator to ensure prudent and accountable uses of the resources of Lincoln Academy.
- Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.
- Uphold and enforce all applicable laws, all rules and guidelines of the State Board of Education, and the Board.

#### Board and Community Relations

- Seek regular and systemic communications among the Board and students, staff, and the community.
- Communicate to the Board and the Lead Administrator expressions of public reaction to Board policies and Lincoln Academy programs.

#### Policy Development

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1. Work with other **B**oard members and **L**incoln **A**cademy administration to establish effective policies for **L**incoln **A**cademy.
2. Make decisions on policy matters only after full discussion at publicly held **B**oard meetings.
3. Periodically review and evaluate the effectiveness of policies on **L**incoln **A**cademy programs and performance.

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**Board Meetings**

1. Attend and participate in regularly scheduled and called **B**oard meetings.
2. Be informed and prepared to discuss issues to be considered on the **B**oard agenda.
3. Work with other **B**oard members in a spirit of harmony and cooperation despite differences of opinion that may arise during the discussion and resolution of issues at **B**oard meetings.
4. Vote for a closed session of the **B**oard only when applicable law or **B**oard policy requires consideration of a matter in **closed** session, as authorized under all statutory requirements.
5. Maintain the confidentiality of all discussions and other matters pertaining to the **B**oard and **L**incoln **A**cademy, during **closed** session of the **B**oard.
6. Make decisions in accordance with the interests of **L**incoln **A**cademy as a whole and not any particular agreement thereof.
7. Express opinions before votes are cast, but after the **B**oard vote, abide by and support all majority decisions of the **B**oard.

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**Personnel**

1. Consider the employment of personnel only after receiving and considering the recommendation of the **L**ead **A**dministrator.
2. Support the employment of persons best qualified to serve as employees of Lincoln Academy and insist on regular and impartial evaluations of Lincoln Academy staff.
3. Comply with all applicable laws, rules, regulation, and all **B**oard policies regarding employment of family members.

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**Financial Governance**

Refrain from using the position of **B**oard member for personal or partisan gain or to benefit any person or entity over the interest of **L**incoln **A**cademy.

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**Conduct as a Board Member**

1. Devote sufficient time, thought, and study to the performance of the duties and responsibilities of a member of the **B**oard.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.

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3. Communicate in a respectful professional manner with and about fellow Board members.
4. Take no private action that will compromise the Board or Lincoln Academy administration.
5. Participate in all required training programs developed for Board members by the Board or the State Board of Education.
6. In the annual report, submitted to the Utah State Board of Education, disclose the status of Board member compliance with the Code of Ethics.

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**Conflicts of Interest**

1. Announce potential conflicts of interest before Board action is taken.
2. Board members must recuse themselves from the room when discussions are held in an closed session regarding the competency, performance, or salary of a family member employed at Lincoln Academy.
3. Comply with all of the conflicts of interest policy of the Board, all applicable laws, and State Board of Education Standard, rules, and guidelines.

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Upon a motion supported by a two-thirds (2/3) vote, the Board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the Board. The Board member accused of violating this Code of Ethics will have thirty (30) days' written notice prior to a hearing on the matter. The accused Board member may bring witnesses on his or her behalf to the hearing, and the Board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all the members of the Board that the accused Board member has violated this Code of Ethics, the Board shall determine an appropriate sanction. A record of the decision of the Board to sanction a Board member for a violation of this Code of Ethics will be placed in the permanent minutes of the Board.

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4000.8 TERM LIMITS- Board members shall not serve more than ten years unless an alternate term is defined by majority vote of the Board. By February Board meeting each year, all Board members must provide the Board President with a letter of intent indicating their intention to continue or resign for the following year. For Board succession see section 4002.

4000.9 POWERS AND DUTIES- The Board has all powers, authority, and duties as designated in the Lincoln Academy Charter and the Lincoln Academy Board of Trustee Member Roles and Responsibilities Descriptions as indicated in section 4000.6. The primary responsibility of the Board is to ensure achievement of the mission and vision of Lincoln Academy. The Board is responsible to select, support, and terminate, if necessary, the Lead Administrator. The Board has the authority to hire, ruminat, and set the compensation of any Lincoln Academy staff, but may delegate this authority to the Lead Administrator as deemed necessary. The Board is responsible to ensure the operational and financial viability of Lincoln Academy. The Board has the authority to establish and maintain the policies, procedures, and curriculum of Lincoln Academy. The Board oversees all the affairs of Lincoln Academy and its' property and is responsible to carry out all lawful acts as it deems proper and appropriate and to promote the

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vision and policies of Lincoln Academy. The Board shall only act collectively and in the name of Lincoln Academy when it shall be regularly convened by the Board president or Board finance member after notice to all the members, and the public, or such meeting as required by applicable Utah law.

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4000.10 QUORUM- A majority of the current Board constitutes a quorum. A quorum of Board members must be present at any meeting of the Board before business can be transacted or any official action of Lincoln Academy may be conducted. The act of the majority of the members present or represented at a meeting at which a quorum is present constitutes the act of the Board. Board members may attend Board meetings in person or via an electronic meeting platform.

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4000.11 MEETINGS- Regular meetings of the Board will be held no less than 9 times per year at the Lincoln Academy Lead Administrator place of business unless an alternative venue is designated by the Board in the notice of meeting in compliance with applicable law. The Board may modify the time, date, and frequency of such regular meetings from time to time, as it sees fit and in compliance with applicable law. Each member has one vote. Board members shall not vote by proxy for absent members. The Board shall use Robert's Rules of Order and meetings must be conducted in accordance with Utah Code Title 54, Chapter 4 ("Utah's Open Meeting Law"). If a Board member is unable to attend a Board meeting, the Board member shall contact the Board president or Lead Administrator. If the Board member can attend via video conferencing, this is preferred to an absence.

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a) Special Meeting. Special meetings of the Board may be called by the Board president or any two members on a 24-hour notice given by telephone or email to the Board. Special meetings must be held at the Lincoln Academy Lead Administrator business office or at such other location as designated in the meeting notice. All meeting notices must be posted on the Utah Public Meeting Notice website.

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b) Agenda. An agenda must be produced for each regularly scheduled Board meeting to provide effective and efficient meeting practice. The agenda must be prepared and posted in advance in accordance with Utah's Open Meeting Law. Committee Reports must be provided in written format or read aloud for public practice. In addition to previously requested agenda items, any Board member may provide additional agenda items for the following meeting by providing, via email, Lincoln Academy's supervising employee or administrator the request, noting its appropriate place on the normal agenda format, and a realistic time requirement for such item. Such requests must be received at least 24 hours prior to the posting deadline pursuant to Utah's Open Meeting Law.

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c) Public Comment. Time will be set aside at each Board meeting for public comment. After the speaker identifies his or her name, address, and affiliation, public comment is limited at the Board's discretion.

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d) Closed Sessions. Any Board member may call a Closed Session during any meeting for issues concerning personnel or other matters requiring confidentiality as approved by Utah's Open Meeting Law. All persons except Board members may be excluded from such ~~closed~~ sessions.

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e) Participation by Video Conferencing. To the extent permitted by law, any member of the Board or committee thereof may participate in a meeting of such Board or committee by means of video conferencing by which all persons participating in the meeting can hear each other, and participation in such a fashion ~~constitutes~~ presence in person at such a meeting.

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f) Valid with Written Consent. Any action required or permitted to be taken by the Board at a meeting may be taken without a meeting if consent in writing is obtained from a majority of the ~~Board~~ members. The written consent ~~must~~ set forth the action so taken and be signed by the members approving the action.

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4000.12 BOARD SUCCESSIONS- See 4002 Amendment on Successions.

4000.13 RESIGNATION AND REMOVAL OF ~~BOARD MEMBER~~- Vacancy of a Board position ~~exists~~ (1) on the death, resignation, or removal of any Board member, or (2) whenever the number of authorized Board members is increased. Any Board member may resign effective upon giving written notice to the Board ~~president~~ unless the notice specifies a later time for the effectiveness of such resignation. No Board member may resign if ~~Lincoln Academy~~ would then be left without a duly elected Board member or members in charge of its affairs, except upon termination of ~~Lincoln Academy~~. A ~~Board~~ member may be removed when sufficient cause exists for such removal. Any removal requires a majority vote of the remaining Board.

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4000.14 FINANCIAL MATTERS- All fiscal procedures for ~~Lincoln Academy~~ are determined and established by the Board. All procedures and fiscal reporting ~~must~~ comply with ~~federal and~~ state law, any other governing documents of ~~Lincoln Academy~~, and generally accepted accounting principles, through the use of program accounting. No expenditure may be made without the approval of the Board if the expenditure would not be accounted for in the currently approved budget.

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4000.15- COMPENSATION AND CONFLICT OF INTEREST- No ~~Board~~ member, for reason of his or her position, is entitled to receive any fee, salary, or compensation of any kind for services rendered to ~~Lincoln Academy~~, except that ~~Board~~ members may be reimbursed for proven and approved expenses incurred in the business of conducting his or her duties. Board members are subject to the conflict-of-interest rules under applicable ~~federal and~~ state income tax codes.

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4000.16- ORIENTATION/TRAINING- New Board members ~~will~~ be given an orientation by the Board ~~president~~ prior to their first Board meeting. Written materials ~~must~~ be provided in the form of a Board packet consisting of official Board Bylaws, including a description of their specific duties, calendar of upcoming meetings or Board obligations, and the Board Code of Ethics, which will need to be signed prior to the first Board meeting the new member attends,

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digitally or in hard copy. All Board members will be provided general Board training no less than three times per year. Board members not participating in training are subject to removal.

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4000.17 ADVISORY COUNCIL- The governing Board may appoint an advisory council. The advisory council is a group of specialist volunteers who advise the Lead Administrator, administration, and Board. The advisory council performs assignments to fulfill specific objectives of Lincoln Academy. This council is composed of such members and having such chairperson, as the governing Board designates. The objectives and responsibilities of the advisory council and the rules and procedures for the conduct of its activities are determined by the governing Board. This council does not have authority to incur expense or make any representation or commitment on behalf of Lincoln Academy without the express written approval of the Board.

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4000.18 COMMITTEES- The Board may designate from among its members, by resolution adopted by a majority of the entire Board, an executive committee, to oversee personnel concerns and matters. The executive committee is made up of the Board president and two other Board members. A finance audit committee is also required, composed of the finance Board member, Board president, and another Board member. A development committee can also be formed with the Board president and two other Board members if needed.

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**ARTICLE III**  
**STAFF-LEAD ADMINISTRATOR**

4000.19 LEAD ADMINISTRATOR- The Board may appoint one employee to function as the lead administrator of Lincoln Academy ("Lead Administrator"). Such person may be delegated the authority to act in the absence of a specified policy provided that such action is consistent with the purpose and objectives of the Board and Lincoln Academy. Such person shall administer Lincoln Academy in accordance with the Board direction, applicable law, and generally accepted educational practice.

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**ARTICLE IV**  
**CONTRACTS, PROPERTY, LOANS, AND DEPOSITS**

4000.20 CONTRACTS- The Board may authorize any officer (or officers), or agent (or agents) to enter into any contract or execute and deliver any instrument in the name of and on behalf of Lincoln Academy, and such authority may be general or confined to specific instances.

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4000.21 PROPERTY- The property of Lincoln Academy will be held and applied in promoting the general purposed of Lincoln Academy declared in these Bylaws. No property, including real estate, belonging to Lincoln Academy will be conveyed or encumbered except by authority of a majority vote of the Board. Any such conveyance or encumbrance must be executed by the Board president in the name of Lincoln Academy, and such instrument must be duly approved by the director of finance and compliance.

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4000.22 LOANS- No loans ~~will~~ be contracted for or on behalf of ~~Lincoln Academy~~, and no evidence of indebtedness ~~will~~ be issued in the name of ~~Lincoln Academy~~, unless authorized by a resolution of the Board. Such authority ~~must~~ be confined to specific instances. No loan ~~will~~ be made to any Board member or agent of ~~Lincoln Academy~~.

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4000.23 CHECKS, DRAFTS, AND NOTES- All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of ~~Lincoln Academy~~ ~~must~~ be signed by any Board members or agents of ~~Lincoln Academy~~ and in such manner as ~~determined~~ by the Board. Any bid over the amount of \$50,000 ~~must~~ be approved by the Board.

#### ARTICLE V DISSOLUTION

4000.24 REVOCATION OF CHARTER OR DISSOLUTION- If, at any time and for any reason, ~~Lincoln Academy's~~ Charter is revoked or ~~Lincoln Academy~~ is dissolved, all assets of ~~Lincoln Academy~~, after satisfaction of all outstanding claims by creditors, ~~must~~ be disposed of to the State of Utah or the sponsor to dispose of as they see fit.

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#### ARTICLE VI INDEMNIFICATION

4000.25 INSURANCE CLAIM OR JUDGMENTS- The Board may authorize ~~Lincoln Academy~~ to pay or cause to be paid by insurance or to otherwise, any judgment, or fine rendered or levied against a present or former Board member, officer, employee, or agent of ~~Lincoln Academy~~ in an action brought against such person to impose a liability or penalty for an act or omission alleged to have been committed by such person while a Board member, officer, employee, or agent of ~~Lincoln Academy~~, provided that the Board shall determine in good faith that such person acted in good faith and without willful misconduct or gross negligence for a purpose which he or she reasonably believed to be in the best interest of ~~Lincoln Academy~~. Payments authorized hereunder include amounts paid and expenses incurred in satisfaction of any liability or penalty or in settling any action or threatened action.

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#### ARTICLE VI AMENDMENTS

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4000.25 MANNER OF AMENDMENT- These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Board at any time. Amended Bylaws will be submitted to the State for Approval.

#### ARTICLE VII PURPOSE OF BYLAWS

4000.26 PURPOSE- These Bylaws are adopted for the sole purpose of facilitating the discharge, in an orderly manner, of the purposes of ~~Lincoln Academy~~. These Bylaws ~~are not~~ construed in

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any such way as to impair the efficient operation of Lincoln Academy. To the extent these Bylaws conflict with any applicable ~~federal and state~~ law or rule, these Bylaws ~~are~~ interpreted and enforced to comply with such law or rule and all other provisions of the Bylaws ~~remain in~~ full force and effect. To the extent these Bylaws conflict with Lincoln Academy Charter, or any other governing document, the Charter ~~controls~~.

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CERTIFICATE OF OFFICER

I, \_\_\_\_\_, the undersigned do hereby certify:

- (1) That I am duly elected and acting Officer of Lincoln Academy, a Utah Nonprofit Corporation; and
- (2) That the foregoing Bylaws, comprising of ~~twelve~~ pages, constitute the Bylaws of said corporation as duly adopted at a meeting of the Board of Trustees held \_\_\_\_\_.

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\_\_\_\_\_, President

Adopted by the Lincoln Academy Board of Trustees

Adopted August 2005

Amended June 13, 2007

Amended September, 2013

Amended March 31, 2022

Amended March , 2026

#### 4001 ACCESSING AUDIO RECORDING OF BOARD MEETINGS

Procedure for accessing audio recordings and notes of public meetings at Lincoln Academy

##### Audio Recordings

All recordings of Lincoln Academy public and ~~closed~~ meetings will be ~~stored~~ at Lincoln Academy and backed up and password protected on the ~~Lincoln Academy~~ server. Recordings will be posted online at [www.lincoln-academy.org](http://www.lincoln-academy.org). Agendas and notes will be published at least 24 hours in advance at [www.lincoln-academy.org](http://www.lincoln-academy.org) and on the Utah Public Notice website at: <https://www.utah.gov/pmn/>. Public meetings will be posted at [www.lincoln-academy.org](http://www.lincoln-academy.org) within 3 days of the meeting. Lincoln Academy Board members may listen to any of the ~~closed~~ sessions in an administrative office, by appointment. Committee members who are part of an executive level of a committee may also listen to any ~~closed~~ recordings in an administrative office of Lincoln Academy ~~with written approval of the Board~~. All access will be logged.

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##### Notes

Following Utah's Open and Public Meetings Act, notes of all public meetings will be kept at Lincoln Academy and can be accessed by the general public by request. All access will be logged.

Adopted Jan 2012  
Modified May 2021  
Modified March 2022  
~~Modified March 2026~~

#### 4002 BOARD MEMBER AND ADMINISTRATION SUCCESSION

##### PURPOSE:

To create an orderly, common procedure for replacing Board members and administration to ensure continuity in governance and in operation at ~~Lincoln Academy~~ in the event of the departure of a Board member or the ~~Lead Administrator~~.

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##### DEFINITIONS:

##### POLICY:

Board members or ~~members of the Lincoln Academy~~ administration wanting to resign their position will do so in a way that provides adequate time for training of new individuals and the continuing governance of ~~Lincoln Academy~~.

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To maintain Board continuity, Board members will ensure that Board members' terms are staggered, and the Board will continue to safeguard that a majority of Board members' term not expire in any one year.

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### Board Succession Procedure

1. Board members desiring to resign their position shall notify the Board in writing of their intention. Resignation letter should include the following:
  1. a resignation effective date.
  2. a recommended timeline preceding resignation for training new Board member.
2. The Board will create a timeline for prompt replacement.
3. The Board shall appoint Board member(s), school administrator(s), or a combination to head the search for a new Board member.
4. When conducting a search for new Board members, the search committee will solicit applications from Lincoln Academy community and attempt to identify individuals with desirable experience and expertise to serve on the Board. Applicants will be brought to the Board to determine finalists.
5. The Board will interview finalists
  1. Interviews of prospective Board members will seek to determine whether individuals understand the mission of Lincoln Academy, are invested in that mission, have experience and expertise that will benefit the Board and Lincoln Academy, and whether applicants understand and are willing to act in accordance with the Board's governance role.
6. Any new Board member will be chosen by a majority vote of the remaining Board members.
7. A newly elected Board member will commit to a training period and encouraged to attend Board meetings but will not be voting member until after the resignation effective date.
8. The Board member replacement process will remain consistent with Lincoln Academy's Charter.

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### Administrative Succession Plan

#### Planned Departure of Lead Administrator

The Board asks that the Lead Administrator give the Board at least three months notice of the Lead Administrator's intent to leave Lincoln Academy. Upon learning of the Lead Administrator's intent to depart Lincoln Academy, the Board will appoint a search committee that includes members of the Board to coordinate the search for a successor. The search committee will develop a search process to present to the full Board for approval.

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The Board will take steps to ensure that the replacement administrator is able to effectively lead Lincoln Academy and accomplish the mission and the goals established by the Board. When the search committee is organized, the Board will have a discussion to:

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• Ensure that the Board is unified in its understanding of Lincoln Academy's mission;

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• Ensure that the Board is unified in its understanding of Lincoln Academy's strategic direction;

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• Ensure that the Board is unified in its understanding of the roles and responsibilities of the Lead Administrator; and

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• Ensure that the Board is unified in its understanding of the key competencies of an effective Lead Administrator.

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Unplanned Departure of Lead Administrator

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If the Lead Administrator's departure is unplanned or occurs in advance of the completion of the search process, the Board will appoint an acting Lead Administrator. The Board may also decide that it is in Lincoln Academy's best interest to identify individuals outside Lincoln Academy to provide additional short-term administrative assistance to Lincoln Academy during the search process.

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Capacity Building of Administrative Team

The Board realizes its responsibility to adopt the vision and goals of Lincoln Academy. The Lead Administrator is expected to develop delivery practices of curriculum that aligns with the mission and vision of Lincoln Academy. When an entire educational team understand the mission, and clearly understand their role, it will help strengthen Lincoln Academy and facilitate an orderly transition in the event of the Lead Administrator's departure.

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School Oversight During Search Process

During the search process, the Board or a committee of Board members will meet regularly with the acting Lead Administrator, review reports about the progress of Lincoln Academy and its programs, the performance of the organization, the financial condition of Lincoln Academy, and personnel issues to ensure adequate oversight on the part of the Board during the transition period.

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The search committee will use the results of prior Board discussions to develop a list of priority attributes to guide the search process and will evaluate candidates against these attributes. When a short of list of interviewees is identified, the search committee will establish a process for interviewing and evaluating candidates.

The search committee will then recommend up to three candidates to the Board for consideration. The Board will interview the candidates recommended by the search committee and make the final selection.

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The succession plan will be considered and updated regularly.

Adopted Oct 2012  
Modified Nov 2013  
Modified May 2021  
Modified March 2022  
Modified March 2026

#### 4003 ELECTRONIC MEETINGS

##### PURPOSE

To establish written procedures governing electronic meetings as required by Section 52-4-7.8, Utah Code Annotated, at which one or more **Board** members may participate by means of a telephonic or telecommunications conference.

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##### POLICY

Board members may attend and participate in Board meetings electronically. The **chair** of the meeting shall adhere to the following procedure.

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The **chairperson** or two members of the **Board** may call for an electronic meeting. It is still necessary to have a quorum available to hold a meeting.

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##### PROCEDURE

1. Prior to or at the beginning of an electronic meeting, the **chair** of the public body shall verify that proper notice of the meeting was given.

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2. Prior to or at the beginning of the electronic meeting or portion of the electronic meeting in which non-present **Board** members will be participating, the **chair** shall confirm that the non-present **Board** members are connected via electronic means.

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3. The electronic connection **must** be such that all **Board** members, both present and non-present, may hear the proceedings of the meeting, or portion of the meeting, in which they are participating.

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4. If voting is required, the **chair** shall require a roll call vote, so that the non-present **Board** members' votes may be counted.

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5. The **chair** shall require that all participants in the electronic meeting verbalize their statements and responses, so that the non-present **Board** members may hear them.

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6. The **chair** shall require that all visual aids and written materials not available to the non-present **Board** members be verbally described.

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7. When the need for an electronic meeting is apparent, appropriate notice of the needed electronic meeting will be given.

Adopted August 2013  
Modified May 2021  
Modified March 2022  
Modified March 2026

#### 4004 REGULAR POLICY REVIEW

##### PURPOSE

To meet state guidelines and best practices on policy review.

##### POLICY

Lincoln Academy's Board will review policies regularly to ensure they are current, meet state statute and code, and are reflective of regular practices.

##### PROCEDURE

1. The Board shall create a policy review schedule.
2. School administration will bring suggested changes to policies to the Board.
3. The Board will review policies as needed.

Approved Aug 2018  
Modified May 2021  
Modified March 2022  
Modified February 2025

## 4000 LINCOLN ACACEMY BOARD OF TRUSTEES BYLAWS

### ARTICLE I ORGANIZATION

4000.1 NAME- The name of this nonprofit corporation is Lincoln Academy, Incorporated ("Lincoln Academy").

4000.2 LOCATION- The location of Lincoln Academy is 1582 W 3300 N, Unit 9041, Pleasant Grove, Utah, 84062.

4000.3 PURPOSE- The primary objective and purposes of Lincoln Academy is to create and operate a public charter school, providing public education for residents of Utah County in the State of Utah. Lincoln Academy shall operate in accordance with Utah State Office of Education Rule R277-470, as amended, supplemented, or replaced.

4000.4 MISSION & VISION STATEMENTS- Our mission is to develop emotionally intelligent, service-oriented, 21st century learners in a patriotic, supportive, and technologically-rich environment. Our vision is that Lincoln Academy students will utilize their identified strengths to pursue both their academic and life goals while serving the community.

### ARTICLE II THE BOARD OF TRUSTEES

4000.5 COMPOSITION- The Board of Trustees of Lincoln Academy ("Board") is an independent body under the authorization of the Utah State Charter School Board. The Board will consist of no fewer than five (5) and no more than seven (7) individuals, at the discretion of the Board. All voting Board members are appointed by the Board members then acting. Each Board member must have children currently attending Lincoln Academy. The number of voting Board members must always be an odd number. Board members shall declare their intent to uphold the principles of Lincoln Academy by signing and upholding the Lincoln Academy Board of Trustees Code of Ethics (see 4000.7 for complete Code of Ethics). The Board will be comprised of the following: president (who oversees all personnel needs), member over finances, member over faculty and staff relations, member over information technology, member over school musicals, member over fundraising, and member over facilities.

4000.6 DESCRIPTIONS OF BOARD MEMBER ROLES & RESPONSIBILITIES-

#### Board President Role

##### **OVERVIEW**

The Board member serving as president works together, with the Board, the head of the school, and the sitting legal counsel to maintain and improve the quality of education and environment of Lincoln Academy by doing the following:

- Ensures all proper rules and procedures for charter schools are followed.

- Meets monthly with the Lead Administrator to discuss ongoing concerns and to set the agenda for the monthly Board Meeting.
- Sits on the finance audit committee.
- Acts as the signing trustee to all legal, financial, and benefit matters.
- Sits on the benefits committee.
- Sits on the hiring committee.
- Works with the Lead Administrator to oversee faculty and staff competency.
- Works with Lead Administrator and human resources director on employee needs and concerns.
- Helps with faculty/staff disciplinary needs.
- Leads skip level meetings for Lead Administrator.
- Works with and oversees other Board members in their roles and responsibilities.
- Counsels with Lead Administrator on current concerns or needs of Lincoln Academy.
- Assists enrollment staff on "Lottery Day."
- Speaks on behalf of the Board on recognizing "Spotlight Employees."
- Heads correspondence with concerned Lincoln Academy shareholders.
- Represents Board at various State charter school board trainings and events.
- Meets regularly with Lead Administrator and operations manager to coordinate and give input to various operations of Lincoln Academy.

#### Faculty and Staff Outreach Member Role

##### **OVERVIEW**

The Board member over faculty and staff outreach helps to foster a relationship of positivity, support, understanding, and trust between members of the Board and members of Lincoln Academy's employees. Historically, this has been done in the following ways:

- Coordinate and facilitate monthly highlights of staff members at Board meetings.
- Thank you notes and appreciation gifts to staff members.
- Quarterly staff appreciation events.
- Coordination of yearly Christmas bonuses with gifts and biennial Christmas dinner for entire staff.
- Procurement of baby gifts, wedding gifts, and bereavement gifts for staff members
- Assists enrollment staff on "Lottery Day."
- Work with school website designer to keep Board member information up to date.
- Encourages Board member interaction on Lincoln Academy social media pages.
- Maintain and provide current employee photo directory to Board members.

#### Information Technology Member Role

##### **OVERVIEW**

The Board member for information technology is responsible for the overall vision and technology plan for Lincoln Academy, including platforms used, security implemented and strategies for a solid network. Historically this has been done in the following ways:

- Approve technology expenditures and procurement processes for all technology items.
- Work with the IT director to ensure Lincoln Academy is eligible for e-rate funding.
- Ensure Lincoln Academy is meeting the expectations for student's privacy and internet filtering.

- Review IT policies and ensure policies follow correct state guidelines.
- Consult and encourage technology funding through technology grants.
- Work with IT director to ensure proper security measures are in place with cameras, electronic locks and filtering systems.
- Participate in review of applications and in interviews for a new IT director.

### Fine Arts Member Role

#### **OVERVIEW**

The Board member oversees after school fine arts experiences and events. This Board member is responsible for the overall vision, execution, and experiences of students in both the junior high and elementary musicals. Historically this has been done in the following ways:

- Direct and advise the parent fine arts committee.
- Oversee Fall musical for grades 6th-9th.
- Oversee up to (2) one-week experiences with Missoula Children’s Theater for grades K-6th.
- Oversee annual school talent show.
- Oversee annual school arts festival/show.
- Oversee quarterly music concerts for Junior High band, orchestra, and choir.
- Oversee annual Junior high music trip/tour.

### Finance Member Role

#### **OVERVIEW**

The Board member over finances helps to oversee proper compliance to all rules and regulations regarding financial, budgetary, benefits, investments, and audits by working closely with the operations and finance managers. Historically, this has been done in the following ways:

- Review and approve all checks / expenses via approved bill paying systems.
- Use access to financial software to review financials (usually done with operations manager before Board meeting).
- Sign/Initial all statements each month - this will include the cash reconciliations, bank statements, and assures that you at least reviewed the records of all transactions.
- Be familiar with Lincoln Academy financial policies.
- Bond and investment accounts will be in your name, be prepared to monitor and participate in quarterly report meetings.
- Chair Audit Committee
  - Communicate with auditors / monitors
  - Work with operations manager to procure required auditing services.
  - Encouraged to send a request for quotation every 5 years for auditing services.
  - Review assurance / audit reports.
  - Ensure corrective action where necessary.
  - Settle related disputes.
  - Discuss audit concerns Board.
  - Help with non-audit services such as investments.
  - Be aware of and inform others of the audit hotline - 801-538-7813

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**Deleted:** Junior High Musical Experience¶  
Facilitate yearly musical experience for 6th-9th graders in the Fall

**Deleted:** Bring musical to board for approval by March board meeting

**Deleted:** Work directly with drama teacher as the director of the musical

**Deleted:** Hire or find a volunteer to be choreographer, music director, and stage manager

**Deleted:** Create committees, from parent volunteers, to help run and organize all areas needed to run the Fall musical experience

**Deleted:** Secure rental space annually by March before following school year

**Deleted:** Set budgets for all needed expenses including salaries for director, music director, choreographer and stage manager

**Deleted:** Elementary Musical Experience¶  
Schedule Missoula Children’s Theater to come for a week in March of the current school year to run a week-long experience for grades K-6th.¶  
Secure housing and any other parent volunteers needed for this experience.¶

### Facilities Member Role

#### **OVERVIEW**

The Board member over facilities works with Lincoln Academy administrators and facilities staff to provide insight and direction on current building and property maintenance as well as building systems. Building and property security, public safety, energy efficiency and building appearance also fall under this umbrella. Additionally, this Board member assists in forecasting upcoming maintenance/repair needs and budget numbers as well as future construction, equipment upgrade/replacement, etc. Historically, this has been done in the following ways:

- Helps obtain bids for outside contractor work.
- Assists in forecasting upcoming maintenance/repair work.
- Reviews and approves, with the Board, facilities expenditures.
- Ensure proper maintenance to physical components of school security.
- Act as a liaison between the lunch director and operations manager to ensure good communication and compliance.

### Fundraising Member Role

#### **OVERVIEW**

The Board member over Fundraising works with the Board and Lincoln Academy administrators to provide fundraising and development expertise and feedback and direction on all fundraising efforts. Historically, this has been done in the following ways:

- Review past and recent fundraising efforts and events at Lincoln Academy, and help determine if they are being fulfilled efficiently, and are being maximized.
- Recommend ways to maximize fundraising efforts.
- Help the Board interview and select an outside fundraising/development professional to introduce specific, new fundraising opportunities and annual events at Lincoln Academy, grow our donor base in our community, and to make recommendations on existing fundraising efforts (including website donations, free dress days, etc.). This professional will train a parent fundraising committee, utilize existing groups such as SBO's and other parent committees, and introduce new events both in the Fall and the Spring, to significantly increase donations to Lincoln Academy.
- Advise the parent fundraising committee on fundraising language, answering questions, and receiving updates on the progress of their assignments.

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In addition, ALL Board members:

- Attend monthly Board meetings, actively participating and coming prepared to understand issues and needs from other aspects of Lincoln Academy.
- Sit on various committees according to administration's needs.
- Review Lincoln Academy policies and procedures.

4000.7 CODE OF ETHICS-

### **LINCOLN ACADEMY BOARD OF TRUSTEES CODE OF ETHICS**

The Board desires to operate in the most ethical and conscientious manner possible and to that end the Board adopts this Code of Ethics, and each member of the Board agrees that he or she will:

#### **Governance Structure**

1. Recognize that the authority of the Board rests only with the Board as a whole and not with individual members and act accordingly.
2. Support the delegation of authority for the day-to-day administration of Lincoln Academy to the Lead Administrator and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Not undermine the authority of the Lead Administrator or Lincoln Academy administration.
5. Use reasonable efforts to keep the Lead Administrator informed of concerns or specific recommendations that any member of the Board may bring to the Board.

#### **Strategic Planning**

1. Reflect through actions that his or her first and foremost concern is for educational welfare of children attending Lincoln Academy.
2. Participate in all planning activities to develop the vision and goals of the Board.
3. Work with the Board and the Lead Administrator to ensure prudent and accountable uses of the resources of Lincoln Academy.
4. Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.
5. Uphold and enforce all applicable laws, all rules and guidelines of the State Board of Education, and the Board.

#### **Board and Community Relations**

1. Seek regular and systemic communications among the Board and students, staff, and the community.
2. Communicate to the Board and the Lead Administrator expressions of public reaction to Board policies and Lincoln Academy programs.

#### **Policy Development**

1. Work with other Board members and Lincoln Academy administration to establish effective policies for Lincoln Academy.
2. Make decisions on policy matters only after full discussion at publicly held Board meetings.
3. Periodically review and evaluate the effectiveness of policies on Lincoln Academy programs and performance.

### **Board Meetings**

1. Attend and participate in regularly scheduled and called Board meetings.
2. Be informed and prepared to discuss issues to be considered on the Board agenda.
3. Work with other Board members in a spirit of harmony and cooperation despite differences of opinion that may arise during the discussion and resolution of issues at Board meetings.
4. Vote for a closed session of the Board only when applicable law or Board policy requires consideration of a matter in closed session, as authorized under all statutory requirements.
5. Maintain the confidentiality of all discussions and other matters pertaining to the Board and Lincoln Academy, during closed session of the Board.
6. Make decisions in accordance with the interests of Lincoln Academy as a whole and not any particular agreement thereof.
7. Express opinions before votes are cast, but after the Board vote, abide by and support all majority decisions of the Board.

### **Personnel**

1. Consider the employment of personnel only after receiving and considering the recommendation of the Lead Administrator.
2. Support the employment of persons best qualified to serve as employees of Lincoln Academy and insist on regular and impartial evaluations of Lincoln Academy staff.
3. Comply with all applicable laws, rules, regulation, and all Board policies regarding employment of family members.

### **Financial Governance**

Refrain from using the position of Board member for personal or partisan gain or to benefit any person or entity over the interest of Lincoln Academy.

### **Conduct as a Board Member**

1. Devote sufficient time, thought, and study to the performance of the duties and responsibilities of a member of the Board.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
3. Communicate in a respectful professional manner with and about fellow Board members.
4. Take no private action that will compromise the Board or Lincoln Academy administration.
5. Participate in all required training programs developed for Board members by the Board or the State Board of Education.

6. In the annual report, submitted to the Utah State Board of Education, disclose the status of Board member compliance with the Code of Ethics.

#### **Conflicts of Interest**

1. Announce potential conflicts of interest before Board action is taken.
2. Board members must recuse themselves from the room when discussions are held in an closed session regarding the competency, performance, or salary of a family member employed at Lincoln Academy.
3. Comply with all of the conflicts of interest policy of the Board, all applicable laws, and State Board of Education Standard, rules, and guidelines.

Upon a motion supported by a two-thirds (2/3) vote, the Board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the Board. The Board member accused of violating this Code of Ethics will have thirty (30) days' written notice prior to a hearing on the matter. The accused Board member may bring witnesses on his or her behalf to the hearing, and the Board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all the members of the Board that the accused Board member has violated this Code of Ethics, the Board shall determine an appropriate sanction. A record of the decision of the Board to sanction a Board member for a violation of this Code of Ethics will be placed in the permanent minutes of the Board.

4000.8 TERM LIMITS- Board members shall not serve more than ten years unless an alternate term is defined by majority vote of the Board. By February Board meeting each year, all Board members must provide the Board President with a letter of intent indicating their intention to continue or resign for the following year. For Board succession see section 4002.

4000.9 POWERS AND DUTIES- The Board has all powers, authority, and duties as designated in the Lincoln Academy Charter and the Lincoln Academy Board of Trustee Member Roles and Responsibilities Descriptions as indicated in section 4000.6. The primary responsibility of the Board is to ensure achievement of the mission and vision of Lincoln Academy. The Board is responsible to select, support, and terminate, if necessary, the Lead Administrator. The Board has the authority to hire, ruminant, and set the compensation of any Lincoln Academy staff, but may delegate this authority to the Lead Administrator as deemed necessary. The Board is responsible to ensure the operational and financial viability of Lincoln Academy. The Board has the authority to establish and maintain the policies, procedures, and curriculum of Lincoln Academy. The Board oversees all the affairs of Lincoln Academy and its' property and is responsible to carry out all lawful acts as it deems proper and appropriate and to promote the vision and policies of Lincoln Academy. The Board shall only act collectively and in the name of Lincoln Academy when it shall be regularly convened by the Board president or Board finance member after notice to all the members, and the public, or such meeting as required by applicable Utah law.

4000.10 QUORUM- A majority of the current Board constitutes a quorum. A quorum of Board members must be present at any meeting of the Board before business can be transacted or any official action of Lincoln Academy may be conducted. The act of the majority of the members present or represented at a meeting at which a quorum is present constitutes the act of the Board. Board members may attend Board meetings in person or via an electronic meeting platform.

4000.11 MEETINGS- Regular meetings of the Board will be held no less than 9 times per year at the Lincoln Academy Lead Administrator place of business unless an alternative venue is designated by the Board in the notice of meeting in compliance with applicable law. The Board may modify the time, date, and frequency of such regular meetings from time to time, as it sees fit and in compliance with applicable law. Each member has one vote. Board members shall not vote by proxy for absent members. The Board shall use Robert's Rules of Order and meetings must be conducted in accordance with Utah Code Title 54, Chapter 4 ("Utah's Open Meeting Law"). If a Board member is unable to attend a Board meeting, the Board member shall contact the Board president or Lead Administrator. If the Board member can attend via video conferencing, this is preferred to an absence.

a) Special Meeting. Special meetings of the Board may be called by the Board president or any two members on a 24-hour notice given by telephone or email to the Board. Special meetings must be held at the Lincoln Academy Lead Administrator business office or at such other location as designated in the meeting notice. All meeting notices must be posted on the Utah Public Meeting Notice website.

b) Agenda. An agenda must be produced for each regularly scheduled Board meeting to provide effective and efficient meeting practice. The agenda must be prepared and posted in advance in accordance with Utah's Open Meeting Law. Committee Reports must be provided in written format or read aloud for public practice. In addition to previously requested agenda items, any Board member may provide additional agenda items for the following meeting by providing, via email, Lincoln Academy's supervising employee or administrator the request, noting its appropriate place on the normal agenda format, and a realistic time requirement for such item. Such requests must be received at least 24 hours prior to the posting deadline pursuant to Utah's Open Meeting Law.

c) Public Comment. Time will be set aside at each Board meeting for public comment. After the speaker identifies his or her name, address, and affiliation, public comment is limited at the Board's discretion.

d) Closed Sessions. Any Board member may call a Closed Session during any meeting for issues concerning personnel or other matters requiring confidentiality as approved by Utah's Open Meeting Law. All persons except Board members may be excluded from such closed sessions.

e) Participation by Video Conferencing. To the extent permitted by law, any member of the Board or committee thereof may participate in a meeting of such Board or committee by means of video conferencing by which all persons participating in the meeting can hear each other, and participation in such a fashion constitutes presence in person at such a meeting.

f) Valid with Written Consent. Any action required or permitted to be taken by the Board at a meeting may be taken without a meeting if consent in writing is obtained from a majority of the Board members. The written consent must set forth the action so taken and be signed by the members approving the action.

4000.12 BOARD SUCCESSIONS- See 4002 Amendment on Successions.

4000.13 RESIGNATION AND REMOVAL OF BOARD MEMBER- Vacancy of a Board position exists (1) on the death, resignation, or removal of any Board member, or (2) whenever the number of authorized Board members is increased. Any Board member may resign effective upon giving written notice to the Board president unless the notice specifies a later time for the effectiveness of such resignation. No Board member may resign if Lincoln Academy would then be left without a duly elected Board member or members in charge of its affairs, except upon termination of Lincoln Academy. A Board member may be removed when sufficient cause exists for such removal. Any removal requires a majority vote of the remaining Board.

4000.14 FINANCIAL MATTERS- All fiscal procedures for Lincoln Academy are determined and established by the Board. All procedures and fiscal reporting must comply with federal and state law, any other governing documents of Lincoln Academy, and generally accepted accounting principles, through the use of program accounting. No expenditure may be made without the approval of the Board if the expenditure would not be accounted for in the currently approved budget.

4000.15- COMPENSATION AND CONFLICT OF INTEREST- No Board member, for reason of his or her position, is entitled to receive any fee, salary, or compensation of any kind for services rendered to Lincoln Academy, except that Board members may be reimbursed for proven and approved expenses incurred in the business of conducting his or her duties. Board members are subject to the conflict-of-interest rules under applicable federal and state income tax codes.

4000.16- ORIENTATION/TRAINING- New Board members will be given an orientation by the Board president prior to their first Board meeting. Written materials must be provided in the form of a Board packet consisting of official Board Bylaws, including a description of their specific duties, calendar of upcoming meetings or Board obligations, and the Board Code of Ethics, which will need to be signed prior to the first Board meeting the new member attends, digitally or in hard copy. All Board members will be provided general Board training no less than three times per year. Board members not participating in training are subject to removal.

4000.17 ADVISORY COUNCIL- The governing Board may appoint an advisory council. The advisory council is a group of specialist volunteers who advise the Lead Administrator,

administration, and Board. The advisory council performs assignments to fulfill specific objectives of Lincoln Academy. This council is composed of such members and having such chairperson, as the governing Board designates. The objectives and responsibilities of the advisory council and the rules and procedures for the conduct of its activities are determined by the governing Board. This council does not have authority to incur expense or make any representation or commitment on behalf of Lincoln Academy without the express written approval of the Board.

4000.18 COMMITTEES- The Board may designate from among its members, by resolution adopted by a majority of the entire Board, an executive committee, to oversee personnel concerns and matters. The executive committee is made up of the Board president and two other Board members. A finance audit committee is also required, composed of the finance Board member, Board president, and another Board member. A development committee can also be formed with the Board president and two other Board members if needed.

### ARTICLE III STAFF-LEAD ADMINISTRATOR

4000.19 LEAD ADMINISTRATOR- The Board may appoint one employee to function as the lead administrator of Lincoln Academy (“Lead Administrator”). Such person may be delegated the authority to act in the absence of a specified policy provided that such action is consistent with the purpose and objectives of the Board and Lincoln Academy. Such person shall administer Lincoln Academy in accordance with the Board direction, applicable law, and generally accepted educational practice.

### ARTICLE IV CONTRACTS, PROPERTY, LOANS, AND DEPOSITS

4000.20 CONTRACTS- The Board may authorize any officer (or officers), or agent (or agents) to enter into any contract or execute and deliver any instrument in the name of and on behalf of Lincoln Academy, and such authority may be general or confined to specific instances.

4000.21 PROPERTY- The property of Lincoln Academy will be held and applied in promoting the general purposes of Lincoln Academy declared in these Bylaws. No property, including real estate, belonging to Lincoln Academy will be conveyed or encumbered except by authority of a majority vote of the Board. Any such conveyance or encumbrance must be executed by the Board president in the name of Lincoln Academy, and such instrument must be duly approved by the director of finance and compliance.

4000.22 LOANS- No loans will be contracted for or on behalf of Lincoln Academy and no evidence of indebtedness will be issued in the name of Lincoln Academy unless authorized by a resolution of the Board. Such authority must be confined to specific instances. No loan will be made to any Board member or agent of Lincoln Academy.

4000.23 CHECKS, DRAFTS, AND NOTES- All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of Lincoln Academy must be signed by any Board members or agents of Lincoln Academy and in such manner as determined by the Board. Any bid over the amount of \$50,000 must be approved by the Board.

ARTICLE V  
DISSOLUTION

4000.24 REVOCATION OF CHARTER OR DISSOLUTION- If, at any time and for any reason, Lincoln Academy's Charter is revoked or Lincoln Academy is dissolved, all assets of Lincoln Academy, after satisfaction of all outstanding claims by creditors, must be disposed of to the State of Utah or the sponsor to dispose of as they see fit.

ARTICLE VI  
INDEMNIFICATION

4000.25 INSURANCE CLAIM OR JUDGMENTS- The Board may authorize Lincoln Academy to pay or cause to be paid by insurance or to otherwise, any judgment, or fine rendered or levied against a present or former Board member, officer, employee, or agent of Lincoln Academy in an action brought against such person to impose a liability or penalty for an act or omission alleged to have been committed by such person while a Board member, officer, employee, or agent of Lincoln Academy, provided that the Board shall determine in good faith that such person acted in good faith and without willful misconduct or gross negligence for a purpose which he or she reasonably believed to be in the best interest of Lincoln Academy. Payments authorized hereunder include amounts paid and expenses incurred in satisfaction of any liability or penalty or in settling any action or threatened action.

ARTICLE VI  
AMENDMENTS

4000.25 MANNER OF AMENDMENT- These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Board at any time. Amended Bylaws will be submitted to the State for Approval.

ARTICLE VII  
PURPOSE OF BYLAWS

4000.26 PURPOSE- These Bylaws are adopted for the sole purpose of facilitating the discharge, in an orderly manner, of the purposes of Lincoln Academy. These Bylaws are not construed in any such way as to impair the efficient operation of Lincoln Academy. To the extent these Bylaws conflict with any applicable federal and state law or rule, these Bylaws are interpreted and enforced to comply with such law or rule and all other provisions of the Bylaws remain in full force and effect. To the extent these Bylaws conflict with Lincoln Academy Charter, or any other governing document, the Charter controls.

CERTIFICATE OF OFFICER

I, \_\_\_\_\_, the undersigned do hereby certify:

- (1) That I am duly elected and acting Officer of Lincoln Academy, a Utah Nonprofit Corporation; and
- (2) That the foregoing Bylaws, comprising of twelve pages, constitute the Bylaws of said corporation as duly adopted at a meeting of the Board of Trustees held \_\_\_\_\_.

\_\_\_\_\_, President

Adopted by the Lincoln Academy Board of Trustees

Adopted August 2005

Amended June 13, 2007

Amended September, 2013

Amended March 31, 2022

Amended March \_\_, 2026

#### 4001 ACCESSING AUDIO RECORDING OF BOARD MEETINGS

Procedure for accessing audio recordings and notes of public meetings at Lincoln Academy

##### Audio Recordings

All recordings of Lincoln Academy public and closed meetings will be stored at Lincoln Academy and backed up and password protected on the Lincoln Academy server. Recordings will be posted online at [www.lincoln-academy.org](http://www.lincoln-academy.org). Agendas and notes will be published at least 24 hours in advance at [www.lincoln-academy.org](http://www.lincoln-academy.org) and on the Utah Public Notice website at: <https://www.utah.gov/pmn/>. Public meetings will be posted at [www.lincoln-academy.org](http://www.lincoln-academy.org) within 3 days of the meeting. Lincoln Academy Board members may listen to any of the closed sessions in an administrative office, by appointment. Committee members who are part of an executive level of a committee may also listen to any closed recordings in an administrative office of Lincoln Academy with written approval of the Board. All access will be logged.

##### Notes

Following Utah's Open and Public Meetings Act, notes of all public meetings will be kept at Lincoln Academy and can be accessed by the general public by request. All access will be logged.

Adopted Jan 2012  
Modified May 2021  
Modified March 2022  
Modified March 2026

#### 4002 BOARD MEMBER AND ADMINISTRATION SUCCESSION

##### PURPOSE:

To create an orderly, common procedure for replacing Board members and administration to ensure continuity in governance and in operation at Lincoln Academy in the event of the departure of a Board member or the Lead Administrator.

##### DEFINITIONS:

##### POLICY:

Board members or members of the Lincoln Academy administration wanting to resign their position will do so in a way that provides adequate time for training of new individuals and the continuing governance of Lincoln Academy.

To maintain Board continuity, Board members will ensure that Board members' terms are staggered, and the Board will continue to safeguard that a majority of Board members' term not expire in any one year.

#### Board Succession Procedure

1. Board members desiring to resign their position shall notify the Board in writing of their intention. Resignation letter should include the following:
  1. a resignation effective date.
  2. a recommended timeline preceding resignation for training new Board member.
2. The Board will create a timeline for prompt replacement.
3. The Board shall appoint Board member(s), school administrator(s), or a combination to head the search for a new Board member.
4. When conducting a search for new Board members, the search committee will solicit applications from Lincoln Academy community and attempt to identify individuals with desirable experience and expertise to serve on the Board. Applicants will be brought to the Board to determine finalists.
5. The Board will interview finalists
  1. Interviews of prospective Board members will seek to determine whether individuals understand the mission of Lincoln Academy, are invested in that mission, have experience and expertise that will benefit the Board and Lincoln Academy, and whether applicants understand and are willing to act in accordance with the Board's governance role.
6. Any new Board member will be chosen by a majority vote of the remaining Board members.
7. A newly elected Board member will commit to a training period and encouraged to attend Board meetings but will not be voting member until after the resignation effective date.
8. The Board member replacement process will remain consistent with Lincoln Academy's Charter.

#### Administrative Succession Plan

##### Planned Departure of Lead Administrator

The Board asks that the Lead Administrator give the Board at least three months notice of the Lead Administrator's intent to leave Lincoln Academy. Upon learning of the Lead Administrator's intent to depart Lincoln Academy, the Board will appoint a search committee that includes members of the Board to coordinate the search for a successor. The search committee will develop a search process to present to the full Board for approval.

The Board will take steps to ensure that the replacement administrator is able to effectively lead Lincoln Academy and accomplish the mission and the goals established by the Board. When the search committee is organized, the Board will have a discussion to:

- Ensure that the Board is unified in its understanding of Lincoln Academy's mission;
- Ensure that the Board is unified in its understanding of Lincoln Academy's strategic direction;
- Ensure that the Board is unified in its understanding of the roles and responsibilities of the Lead Administrator; and
- Ensure that the Board is unified in its understanding of the key competencies of an effective Lead Administrator.

#### Unplanned Departure of Lead Administrator

If the Lead Administrator's departure is unplanned or occurs in advance of the completion of the search process, the Board will appoint an acting Lead Administrator. The Board may also decide that it is in Lincoln Academy's best interest to identify individuals outside Lincoln Academy to provide additional short-term administrative assistance to Lincoln Academy during the search process.

#### Capacity Building of Administrative Team

The Board realizes its responsibility to adopt the vision and goals of Lincoln Academy. The Lead Administrator is expected to develop delivery practices of curriculum that aligns with the mission and vision of Lincoln Academy. When an entire educational team understand the mission, and clearly understand their role, it will help strengthen Lincoln Academy and facilitate an orderly transition in the event of the Lead Administrator's departure.

#### School Oversight During Search Process

During the search process, the Board or a committee of Board members will meet regularly with the acting Lead Administrator, review reports about the progress of Lincoln Academy and its programs, the performance of the organization, the financial condition of Lincoln Academy, and personnel issues to ensure adequate oversight on the part of the Board during the transition period.

The search committee will use the results of prior Board discussions to develop a list of priority attributes to guide the search process and will evaluate candidates against these attributes. When a short list of interviewees is identified, the search committee will establish a process for interviewing and evaluating candidates.

The search committee will then recommend up to three candidates to the Board for consideration. The Board will interview the candidates recommended by the search committee and make the final selection.

The succession plan will be considered and updated regularly.

Adopted Oct 2012  
Modified Nov 2013  
Modified May 2021  
Modified March 2022  
Modified March 2026

#### 4003 ELECTRONIC MEETINGS

##### PURPOSE

To establish written procedures governing electronic meetings as required by Section 52-4-7.8, Utah Code Annotated, at which one or more Board members may participate by means of a telephonic or telecommunications conference.

##### POLICY

Board members may attend and participate in Board meetings electronically. The chair of the meeting shall adhere to the following procedure.

The chairperson or two members of the Board may call for an electronic meeting. It is still necessary to have a quorum available to hold a meeting.

##### PROCEDURE

1. Prior to or at the beginning of an electronic meeting, the chair of the public body shall verify that proper notice of the meeting was given.
2. Prior to or at the beginning of the electronic meeting or portion of the electronic meeting in which non-present Board members will be participating, the chair shall confirm that the non-present Board members are connected via electronic means.
3. The electronic connection must be such that all Board members, both present and non-present, may hear the proceedings of the meeting, or portion of the meeting, in which they are participating.
4. If voting is required, the chair shall require a roll call vote, so that the non-present Board members' votes may be counted.
5. The chair shall require that all participants in the electronic meeting verbalize their statements and responses, so that the non-present Board members may hear them.
6. The chair shall require that all visual aids and written materials not available to the non-present Board members be verbally described.
7. When the need for an electronic meeting is apparent, appropriate notice of the needed electronic meeting will be given.

Adopted August 2013  
Modified May 2021  
Modified March 2022  
Modified March 2026

#### 4004 REGULAR POLICY REVIEW

##### PURPOSE

To meet state guidelines and best practices on policy review.

##### POLICY

Lincoln Academy's Board will review policies regularly to ensure they are current, meet state statute and code, and are reflective of regular practices.

##### PROCEDURE

1. The Board shall create a policy review schedule.
2. School administration will bring suggested changes to policies to the Board.
3. The Board will review policies as needed.

Approved Aug 2018  
Modified May 2021  
Modified March 2022  
Modified February 2025

# BUSINESS PLAN Lincoln Academy

# Future Focus

## CORE VALUES

1. Student Focused
2. Growth Mindset
3. Automatic Optimism
4. Loyalty
5. Own It!

## FOCUS

**Purpose/Cause/Passion** Produce students that are capable of fully contributing to society and work. Do this by getting over 80% of students to be learning at grade level, improving retention rates to 90%+ and expanding this success to a high school model.

**Niche** Low educator to student ratio (12 to1) in a protected & supportive community

## BHAG

Be the #1 School in Utah: Grade Level Learning, Student & Faculty Retention, & Parent Satisfaction

## 3-YEAR VISION

**Future Date:** 08-19-2024  
**Fundraising:** build out  
**Students at Grade Level:** 75%  
**Parent Satisfaction:** Find national norms  
**Student Retention:** 90%  
**FT Employee Retention:** 90%

## Marketing Strategy 1

**Target Market:**  
 Families invested in their children's education

**Differentiators:**

1. Low Educator to Student Ratio
2. High caliber Educators
3. Lincoln Community

**Proven Process:**  
 High Quality Tier 2 Intervention

**Guarantee:**  
 Students are always ready for the next level. Someone will always know your child's name.

What does it look like?

1. Improve Educator ratio to 12 to1 in Secondary. 9 more than current.
2. Increased hourly rate and benefits to TA's
3. Opening High School
4. Increase Teacher Salaries

# BUSINESS PLAN

# Short-Term Focus

## 1-YEAR GOALS

**Future Date:** 08-19-2024  
**Fundraising:** need more info  
**Students at Grade Level:** 65%  
**Parent Satisfaction:** need more info  
**Student Retention:** 85%  
**FT Employee Retention:** 85%

## QUARTERLY GOALS

**Future Date:** 08-19-2024  
**Revenue:**  
**Profit:**  
**Measurables:**

**Goals for the year:**

1.	Structuring a PCBL rollout plan
2.	Adopting new student information system
3.	Implement new Financial system
4.	Adopting Reading Curriculum
5.	Determine Expansion or no expansion
6.	Create Uniform Benchmark & Grading systems

**Quarterly Goals:**

1.	Do 1 school visit and pull actionable step
2.	Identify 3 curriculums to review
3.	Administer 1 benchmark for each core subject and evaluate data

## LONG-TERM ISSUES

*No Long-Term Issues.*

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# Lincoln Academy Incorporated

## Board P&L For the Period 02/01/2026 through 02/28/2026

Fiscal Year: 2025-2026

	02/01/2026 - 02/28/2026	Year To Date
<b>INCOME</b>		
Income		
1000 Local Funds (+)	\$100,564.60	\$613,895.95
3000 State Funds (+)	\$873,868.95	\$7,220,485.10
4000 Federal Funds (+)	\$14,698.95	\$172,740.54
Sub-total : Income	\$989,132.50	\$8,007,121.59
<b>Total : INCOME</b>	\$989,132.50	\$8,007,121.59
<b>EXPENSES</b>		
Expenses (Objects)		
100 Salaries (-)	\$506,662.31	\$4,236,543.98
200 Benefits (-)	\$157,621.00	\$1,221,596.16
300 Purch/Prof Services (-)	\$27,815.04	\$198,193.31
400 Purch Property Services (-)	\$16,949.82	\$233,713.60
500 Other Purchased Services (-)	\$30,427.96	\$199,030.39
600 Supplies & Materials (-)	\$75,478.92	\$729,629.35
700 Property (-)	\$0.00	\$27,539.01
800 Debt & Miscellaneous (-)	\$33,314.37	\$329,685.22
Sub-total : Expenses (Objects)	(\$848,269.42)	(\$7,175,931.02)
<b>Total : EXPENSES</b>	(\$848,269.42)	(\$7,175,931.02)
<b>NET ADDITION/(DEFICIT)</b>	\$140,863.08	\$831,190.57

End of Report

# Lincoln Academy Incorporated

## Profit and Loss Financial Statement For the Period 02/01/2026 through 02/28/2026

Fiscal Year: 2025-2026

	02/01/2026 - 02/28/2026	Year To Date
<b>INCOME</b>		
Local Sources		
1510 Interest on Investment (+)	\$22,667.35	\$188,358.91
1610 Sales to Students (+)	\$41,185.28	\$148,765.23
1620 Sales to Adults (+)	\$1,286.50	\$3,279.65
1690 Other Local Revenue (+)	\$44.50	\$225.75
1710 Admissions (+)	\$764.00	\$1,353.91
1743 Curricular Activity Fees (+)	(\$54.00)	\$30,631.00
1744 Curricular Activity Fee Waivers (+)	\$0.00	(\$1,740.00)
1747 Extra-Curricular Activity Fees (+)	\$18,942.40	\$86,954.40
1748 Extra-Curricular Activity Fee Waivers (+)	\$0.00	(\$1,205.00)
1760 Fines (+)	\$225.00	\$2,398.45
1770 Fundraisers (+)	\$5,134.16	\$49,679.98
1780 Non-Waivable Charges (+)	\$4,669.00	\$10,593.00
1910 Rentals (+)	\$4,125.00	\$29,487.00
1920 Contributions and Donations From Private (+)	\$218.71	\$62,217.71
1990 Miscellaneous (+)	\$1,356.70	\$2,895.96
Sub-total : Local Sources	\$100,564.60	\$613,895.95
State Sources		
3810 School Meal Program Reimbursement (+)	\$0.00	\$824.40
3805 State Liquor Tax (+)	\$37,841.25	\$37,841.25
3815 School Fees Distribution (+)	\$0.00	\$17,612.84
3005 Kindergarten (+)	\$23,231.08	\$185,848.63
3010 Regular School Programs K-12 (+)	\$308,790.73	\$2,470,325.83
3100 Restricted Basic School Program (+)	\$92,937.22	\$823,547.49
3200 Related to Basic Programs (+)	\$311,021.45	\$2,488,171.59
3400 Educator Supports (+)	\$56,094.58	\$667,423.35
3500 Statewide Initiatives (+)	\$72,599.64	\$445,385.89
3800 Non-MSP State Revenue (via USBE) (+)	(\$28,647.00)	\$83,503.83
Sub-total : State Sources	\$873,868.95	\$7,220,485.10
Federal Sources		
4522 IDEA - B -- Pre-School Disabled (Sec 619) (+)	\$0.00	\$846.86
4524 IDEA - B -- Disabled (PL 101-476) (+)	\$0.00	\$68,594.36
4560 Federal Child Nutrition Prog (+)	\$14,698.95	\$77,236.25

Operating Statement

# Lincoln Academy Incorporated

## Profit and Loss Financial Statement For the Period 02/01/2026 through 02/28/2026

Fiscal Year: 2025-2026

	02/01/2026 - 02/28/2026	Year To Date
4800 Federal Elementary and Secondary (+)	\$0.00	\$26,063.07
Sub-total : Federal Sources	\$14,698.95	\$172,740.54
Total : INCOME	\$989,132.50	\$8,007,121.59
<b>EXPENSES</b>		
Instruction		
100 Salaries (-)	\$366,608.96	\$2,954,019.33
200 Benefits (-)	\$103,298.00	\$791,834.30
300 Purch/Prof Services (-)	\$3,200.00	\$8,400.00
400 Purch Property Services (-)	\$1,263.02	\$10,014.37
500 Other Purchased Services (-)	\$26,128.00	\$96,132.75
600 Supplies & Materials (-)	\$34,254.18	\$280,553.04
800 Debt & Miscellaneous (-)	\$1,649.00	\$6,761.18
Sub-total : Instruction	(\$536,401.16)	(\$4,147,714.97)
Support Services - Students		
800 Debt & Miscellaneous (-) (-)	\$129.00	\$298.00
100 Salaries (-)	\$19,243.12	\$157,818.19
200 Benefits (-)	\$4,032.09	\$30,937.13
300 Purch/Prof Services (-)	\$16,399.80	\$71,889.30
500 Other Purchased Services (-)	\$0.00	\$393.16
600 Supplies & Materials (-)	\$902.48	\$1,696.83
Sub-total : Support Services - Students	(\$40,706.49)	(\$263,032.61)
Support Services - Staff Assistance		
100 Salaries (-)	\$19,610.97	\$172,307.85
200 Benefits (-)	\$7,930.99	\$88,101.45
300 Purch/Prof Services (-)	\$308.00	\$15,622.40
500 Other Purchased Services (-)	\$1,863.64	\$5,797.22
600 Supplies & Materials (-)	\$1,658.23	\$22,858.73
Sub-total : Support Services - Staff Assistance	(\$31,371.83)	(\$304,687.65)
Support Services - General Dist Admin		
100 Salaries (-)	\$17,827.00	\$170,692.99
200 Benefits (-)	\$5,230.61	\$43,418.63
300 Purch/Prof Services (-)	\$5,000.00	\$60,200.00
500 Other Purchased Services (-)	\$151.75	\$1,254.12
600 Supplies & Materials (-)	(\$154.66)	\$32,917.62
800 Debt & Miscellaneous (-)	\$393.12	\$18,090.12
Sub-total : Support Services - General Dist Admin	(\$28,447.82)	(\$326,573.48)
Support Services - School Admin		
100 Salaries (-)	\$43,689.51	\$395,136.89
200 Benefits (-)	\$18,924.53	\$140,869.55

Operating Statement

Lincoln Academy Incorporated

Profit and Loss Financial Statement For the Period 02/01/2026 through 02/28/2026

Fiscal Year: 2025-2026

	02/01/2026 - 02/28/2026	Year To Date
300 Purch/Prof Services (-)	\$0.00	\$5,262.50
400 Purch Property Services (-)	\$181.82	\$1,221.31
500 Other Purchased Services (-)	\$1,230.66	\$10,918.51
600 Supplies & Materials (-)	\$748.12	\$40,454.71
Sub-total : Support Services - School Admin	(\$64,774.64)	(\$593,863.47)
Support Services - Central Services		
100 Salaries (-)	\$20,814.60	\$192,193.06
200 Benefits (-)	\$9,308.89	\$60,711.61
300 Purch/Prof Services (-)	\$2,907.24	\$34,875.07
400 Purch Property Services (-)	\$0.00	\$124.20
500 Other Purchased Services (-)	\$953.91	\$83,406.38
600 Supplies & Materials (-)	\$4,871.90	\$61,496.70
800 Debt & Miscellaneous (-)	\$950.93	\$7,613.70
Sub-total : Support Services - Central Services	(\$39,807.47)	(\$440,420.72)
Operation & Maintenance of Plant		
100 Salaries (-)	\$9,266.52	\$85,209.25
200 Benefits (-)	\$3,658.32	\$29,343.34
300 Purch/Prof Services (-)	\$0.00	\$514.80
400 Purch Property Services (-)	\$14,725.32	\$219,670.50
500 Other Purchased Services (-)	\$50.00	\$400.00
600 Supplies & Materials (-)	\$7,844.71	\$98,972.84
700 Property (-)	\$0.00	\$23,940.01
Sub-total : Operation & Maintenance of Plant	(\$35,544.87)	(\$458,050.74)
Food Services		
100 Salaries (-)	\$9,601.63	\$109,166.42
200 Benefits (-)	\$5,237.57	\$36,380.15
300 Purch/Prof Services (-)	\$0.00	\$1,429.24
400 Purch Property Services (-)	\$779.66	\$2,683.22
500 Other Purchased Services (-)	\$50.00	\$728.25
600 Supplies & Materials (-)	\$25,353.96	\$190,678.88
700 Property (-)	\$0.00	\$3,599.00
800 Debt & Miscellaneous (-)	\$192.32	\$2,015.97
Sub-total : Food Services	(\$41,215.14)	(\$346,681.13)
Debt Service		
800 Debt & Miscellaneous (-)	\$30,000.00	\$294,906.25
Sub-total : Debt Service	(\$30,000.00)	(\$294,906.25)
<b>Total : EXPENSES</b>	(\$848,269.42)	(\$7,175,931.02)

Operating Statement

Lincoln Academy Incorporated

Profit and Loss Financial Statement For the Period 02/01/2026 through 02/28/2026

Fiscal Year: 2025-2026

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	02/01/2026 - 02/28/2026	Year To Date
NET ADDITION/(DEFICIT)	\$140,863.08	\$831,190.57

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End of Report

Lincoln Academy Incorporated

Account Level Balance Sheet As of 02/28/2026

Fiscal Year: 2025-2026

Year To Date

Undefined Fund Type

ASSET

		YTD
10.000.0000.0000.8111.8012.00.0	Cash in Banks-Lincoln Lunch Checking	\$88,693.67
10.000.0000.0000.8111.8013.00.0	Cash in Banks-Lincoln Main Checking	(\$57,756.26)
10.000.0000.0000.8111.8014.00.0	Cash in Banks-Lincoln Parent Council	\$27,723.45
10.000.0000.0000.8111.8015.00.0	Cash in Banks-Lincoln Sweep Savings	\$3,340,673.24
10.000.0000.0000.8120.8021.00.0	Investments-Bond Expense Fund	\$31,607.63
10.000.0000.0000.8120.8022.00.0	Investments-Bond Interest Fund	\$238,042.88
10.000.0000.0000.8120.8023.00.0	Investments-Bond Principal Fund	\$388,595.23
10.000.0000.0000.8120.8024.00.0	Investments-Debt Service Reserve Fund	\$951,412.50
10.000.0000.0000.8120.8025.00.0	Investments-Repair & Replacement Fund	\$200,000.00
10.000.0000.0000.8120.8026.00.0	Investments-PTIF-Public Treasurers' Invest. Fund	\$3,390,358.15
10.000.0000.0000.8131.8032.00.0	Local Receivables-SCH Invoiced Fees	\$5,654.65
10.000.0000.0000.8131.8034.00.0	Local Receivables-Sales Tax Reimb.	\$971.44
10.000.0000.0000.8131.8035.00.0	Local Receivables-Scholastic Book Fair	\$730.47
10.000.0000.0000.8131.8037.00.0	Local Receivables-Workers Comp	\$1,928.66
10.000.0000.0000.8150.0000.00.0	Prepaid Expenditures	\$55,170.02
<b>ASSET</b>		<b>\$8,663,805.73</b>

LIABILITY

		YTD
10.000.0000.0000.9510.0000.00.0	Accounts Payable	(\$245,687.99)
10.000.0000.0000.9540.9074.00.0	Accrued Wthhldng-Vol. Allstate	(\$16.54)
10.000.0000.0000.9561.0000.00.0	Unearned Revenue-Local-Lunch Super Hero	(\$302.29)
10.000.0000.0000.9563.0000.00.0	Unearned Revenue - State	(\$220,000.00)
<b>LIABILITY</b>		<b>(\$466,006.82)</b>

FUND BALANCE

		YTD
10.000.0000.0000.9860.0000.00.0	Nonspendable - Inventories & Prepaid Expenditures	(\$155,451.20)
10.000.0000.0000.9872.0000.00.0	Restricted - Food Service	(\$111,419.73)
10.000.0000.0000.9899.0000.00.0	Unassigned Fund Balance	(\$7,099,737.41)
<b>FUND BALANCE</b>		<b>(\$7,366,608.34)</b>

<b>Total Liability &amp; Fund Balance</b>	<b>(\$7,832,615.16)</b>
<b>Total (Income)/Loss</b>	<b>(\$831,190.57)</b>
<b>Total Liability and Equity</b>	<b>(\$8,663,805.73)</b>

Lincoln Academy Incorporated

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Account Level Balance Sheet As of 02/28/2026

Fiscal Year: 2025-2026

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Year To Date

End of Report

Lincoln Academy FY2005/2006 July-25 to Feb-26	FY26 Original Board Approved Budget 6/26/25	Audited ACTUAL	APPROVED FY26 Original Budget	Amended FY26 Budget #1	Actual Revenue and Expenses	Rev/Exp FY26 as a % of Amended Budget	Amended FY26 Budget Amount Difference
	Current Board Meeting Held on 03/26/26	FY 2025	6/26/2025	3/26/2026	Through 2/28/2026		
<b>SUMMARY</b>							
<b>REVENUES BY SOURCE</b>							
1000	Total Local	820,447	768,880	831,318	613,896	73.85%	62,438
3000	Total State	10,126,682	10,479,969	10,680,435	7,220,485	67.60%	200,466
4000	Total Federal	403,002	425,642	413,882	172,740	41.74%	(11,760)
<b>TOTAL REVENUES</b>	<b>Net Revenue Budget/Increased</b>	<b>11,350,131</b>	<b>11,674,491</b>	<b>11,925,635</b>	<b>8,007,121</b>	<b>67.14%</b>	<b>251,144</b>
<b>EXPENDITURES BY OBJECT</b>							
100	Salaries	6,079,979	6,537,660	6,482,621	4,236,543	65.35%	(55,039)
200	Employee Benefits	1,632,349	1,787,409	1,831,407	1,221,593	66.70%	43,998
300	Purchased Prof & Tech Services	317,133	246,600	277,650	197,009	70.96%	31,050
400	Purchased Property Services	439,418	355,100	353,100	234,827	66.50%	(2,000)
500	Other Purchased Services	123,437	203,105	238,755	199,032	83.36%	35,650
600	Supplies	989,174	1,238,199	1,146,098	729,703	63.67%	(92,101)
700	Property	203,390	43,500	43,600	27,539	63.16%	100
800	Other Objects	1,006,892	987,293	996,163	329,685	33.10%	8,870
<b>TOTAL EXPENSES</b>	<b>Net Expense Budget/Decreased</b>	<b>10,791,772</b>	<b>11,398,866</b>	<b>11,369,394</b>	<b>7,175,931</b>	<b>63.12%</b>	<b>(29,472)</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>558,359</b>	<b>275,625</b>	<b>556,241</b>	<b>831,190</b>	<b>149.43%</b>	<b>280,616</b>
<b>FUND BALANCE - BEGINNING (From Prior Year)</b>		<b>6,808,250</b>	<b>7,338,030</b>	<b>7,338,030</b>	<b>7,366,609</b>		
<b>FUND BALANCE - ENDING</b>		<b>7,366,609</b>	<b>7,613,655</b>	<b>7,894,271</b>	<b>8,197,799</b>		

## **Lincoln Core Values**

**Lincoln Student Focused-** Student growth, well-being, and achievement are paramount. All decisions are based on what is in the best interest of Lincoln students. All Lincoln employees strive to get to know all students, build meaningful relationships, and develop instructional delivery models that reach the individual student. Employees have shared responsibility for all students at the school.

**Growth Mindset-** Collaboration is the key to our success. Employees continually seek out ways to improve their practice and develop their skill sets both individually and as a team. All employees can learn new skills and are willing to implement new initiatives that are asked of them. Employees understand the power of yet. Discussion and disagreement are a healthy part of the growth mindset; however, if you see a problem, bring a potential solution and be willing to support the final outcome.

**Automatic Optimism-** Always look for the bright side of any situation. Employees assume positive intent in all interactions. Look for reasons why something will work out instead of the reasons it won't. Maintaining an "I Can" attitude will drive progress.

**Loyalty-** Professional interactions create a safe environment for all stakeholders. Employees are loyal to the goals of the school, co-workers, students and families. Employees support the school in conversation with community members and each other. Concerns about co-workers, school practices, or other issues are addressed directly and vertically, not horizontally. The names and issues of students and families are protected by Lincoln employees. FERPA is not optional—it is the law!

**Own it-** Integrity means prioritizing doing the right thing over personal gain. Without integrity, Lincoln Academy will fail to SOAR. If it is your job, do it. Mistakes are a part of growth and learning. Taking responsibility for mistakes accelerates growth. Self-reflection is an essential part of resolution.



## 2026-2027 Fee Schedule/Spend Plan

### ELEMENTARY

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

Optional Fieldtrips	\$25	Cross Country (Spring without shirt) *Physical Required	\$35
Basketball (Boys and Girls) *Physical Required	\$185	Soccer (Boys and Girls) *Physical Required	\$145
Cross Country (Fall) *Physical Required	\$85	Volleyball (Boys and Girls) *Physical Required	\$150
Cross Country (Spring with shirt) *Physical Required	\$45		

#### Fines

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

#### All Student Fees

House Shirt	\$15	Student Planner (optional)	\$5
Grade Level Field Trip-7, 8, 9 (optional)	Up to \$35	9 <sup>th</sup> Grade Graduation Dinner and Dance (optional)	\$20

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

##### CTE

Adobe Illustrator	\$7	Food & Nutrition I, II	\$30
Adobe Photoshop	\$7	Foods for Seventh Grade	\$30
Clothing	\$15	Positive Psychology	\$10
Explorer Tech1,2	\$30	Robotics	\$25

##### Performing Arts

Band I, II (Year Long)	\$25	Music Polo (optional)	\$18
Chamber Choir (Year Long)	\$25	Orchestra I, II (Year Long)	\$25
Concert Choir (Year Long)	\$25	Technical Theater	\$20
Guitar	\$5		

##### PE

Fitness for Life	\$15	Lifetime Activities	\$15
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## 2026-2027 Fee Schedule/Spend Plan

Visual Arts			
3D Art	\$10	Jewelry Making	\$30
Ceramics I, II	\$25	Painting	\$25
Drawing	\$10	Sculpture	\$25

World Languages	
Spanish I, II, III (Year Long)	\$35

Other			
Student Council (Yearlong)	\$150	Yearbook Class (Yearlong)	\$50

Extracurricular Fees			
Basketball (Boys and Girls) *Physical Required	\$185	Driver's Ed Behind the Wheel	\$175
Cross Country (Fall) *Physical Required	\$70	Driver's Ed Classroom - Summer	\$75
Cross Country (Spring, with shirt) *Physical Required	\$45	Music Trip	\$1500
Cross Country (Spring, without shirt) *Physical Required	\$35	Play	\$150
Soccer (Boys and Girls) *Physical Required	\$145	Volleyball (Boys and Girls) *Physical Required	\$150

Miscellaneous Charges			
Adobe Illustrator Certification Test - Optional	\$150	Driver's Ed - 1-hour extra drive time	\$40
Adobe Photoshop Certification Test - Optional	\$150	Lagoon Day (9 <sup>th</sup> ) *Optional	Up to \$100
AP Test - Optional	\$98	Fieldtrips (7 <sup>th</sup> -9 <sup>th</sup> ) *Optional	Up to \$25
Class Change Fee (Beyond the deadline)	\$10	Replacement ID card	\$5
Driver's Ed - Retake Driving Test	\$60	Replacement House Shirt	\$15
Driver's Ed - Late or No Show	\$35	Yearbook *Optional	\$50-\$60



## 2026-2027 Fee Schedule/Spend Plan

# SPEND PLAN

### All Student Fees

House Shirt	Fee covers Wednesday t-shirt for group unity and competitions.
Grade Level Field Trip (7,8,9)	Fee covers grade level field trip admission.
Student Planner	Fee covers student organizational planner.
9 <sup>th</sup> Grade Graduation Dinner and Dance	Fee covers food and graduation activities for 9 <sup>th</sup> grade students.

### Course Fees

3D Art	Fee covers project supplies such as wire, clay, paper, tools, paint, and other art supplies.
Adobe Illustrator	Fee covers classroom/instructional supplies, project supplies.
Adobe Photoshop	Fee covers classroom/instructional supplies, project supplies.
Band Classes	Fee covers concert stipends, classroom/instructional supplies, instruments.
Ceramic Classes	Fee covers clay, glaze, tools.
Choir Classes	Fee covers concert stipends, music, classroom/instructional supplies.
Clothing	Fee covers classroom/instructional supplies, instructional equipment.
Drawing Classes	Fee covers colored pencils, pastels, markers, charcoal, paper, and other art 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.
Guitar	Fee covers classroom/instructional supplies.
Jewelry Making	Fee covers beads, stones, tools, metals, and other jewelry making supplies
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.
Painting	Fee covers classroom/instructional supplies.
Positive Psychology	Fee covers classroom/instructional supplies.
Robotics	Fee covers classroom/instructional supplies, robotics supplies, tools, and other supplies.
Sculpture	Fee covers classroom/instructional supplies.
Spanish Classes	Fee covers classroom/instructional supplies, restaurant field trip.
Student Council	Fee covers classroom/instructional supplies, retreat, clothing.
Technical Theater	Fee covers classroom/instructional supplies, shirt., field trip, project supplies



## 2026-2027 Fee Schedule/Spend Plan

Yearbook Class	Fee covers classroom/instructional supplies, team events, and clothing.
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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.
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	Optional - Fee covers cost of certification test.
Adobe Photoshop Test	Optional - Fee covers cost of certification test.
AP Test	Optional - 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



## 2026-2027 Fee Schedule/Spend Plan

Fee Waiver	Fee waivers are available to eligible applicants. The application must be printed and completed from the website and submitted with all required supporting documentation. If a waiver request is denied, the student has the right to appeal the decision.
Aggregate Fee	\$3,000 (You will not pay more than \$3,000 per child/year).
Class Changes	<p>Class changes may be made at any time during the school year. Students are allowed one class change per semester at no charge. Each additional class change will result in a \$10 fee per occurrence.</p> <p>Any applicable balance adjustments will be billed or refunded accordingly. Classes dropped more than two weeks after the class change period are not eligible for a refund. Yearlong classes dropped at semester are also not eligible for a refund.</p> <p>If a student has a negative lunch balance, any refund will be applied to that balance.</p>
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 for fees in that semester. After this time has passed, a refund will not be issued.
Refunds	Refunds will be mailed to the address listed in the student information system. Parents are responsible for keeping that information up to date. If the check is returned to sender, two phone calls will be made in attempt to get correct address.
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 thirty days after being invoiced. An additional \$15 will be assessed at the 60 day mark and 90 day mark if fees aren't paid.
Unpaid Fees	After 120 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!

# ELA

K-5 (meets 3 out of the 4 indicators below) Current: 65%

- On Grade Level or higher on EOY iReady Diagnostic
- At Benchmark or Above Benchmark on Acadience Reading
- Proficient or Above Proficient on RISE
- 80% or higher on 80% of grade level benchmark assessments

6-9 (meets 3 out of the 5 indicators below) Current: 60%

- On Grade Level or higher on iXL EOY Diagnostic
- Proficient or Above Proficient on MOY Full Class Period Interim/RISE Summative
- 80% or higher on 80% of grade level common assessments
- Earned a B or higher in Language Arts class
- Meets proficiency on CommonLit Reading Comprehension

# MATH

K-2 (meets 2 out of the 3 indicators below) Current: 70%

- On Grade Level or higher on EOY iReady Diagnostic
- At Benchmark or Above Benchmark on Acadience Math
- 80% or higher on 80% of grade level benchmark assessments

3-5 (meets 2 out of the 3 indicators below) Current: 60%

- On Grade Level or higher on EOY iReady Diagnostic
- Proficient or Above Proficient on RISE
- 80% or higher on 80% of grade level benchmark assessments

6-9 (meets 3 out of the 4 indicators below) Current: 55%

- On Grade Level or higher on iXL EOY Diagnostic
- Proficient or Above Proficient on RISE
- 80% or higher on 80% of grade level common assessments
- Earned a B or higher in Math class

# Science (Secondary only)

- 80% or higher on Rise Benchmarks
- Earn a B or higher in Science class
- 80% or higher on common assessments

## Outline of Lincoln Academy's Expansion Proposal

### 1. Executive Overview

- **Purpose of the Proposal:** Expand K-5 enrollment capacity by 150 students to meet high community demand for high-quality, innovative education.
- **Mission:** Empower students to SOAR (Serve, Overcome, Achieve, Ready).
- **Grant Focus:** Support innovative, equity-driven educational strategies and infrastructure improvements to ensure long-term sustainability.

### 2. Core Components of the Educational Model

- **Personalized, Evidence-Based Instruction:**
  - Use of CKLA (Core Knowledge Language Arts) and Ready Math curricula.
  - Technology integration with a 1.1 device-to-student ratio (Chromebooks, iPads, Smartboards).
  - Differentiated instruction and data-driven interventions.
- **Special Education Teacher Mentorship Program:**
  - \$192,000 allocated (42% of expansion budget).
  - Two full-time Special Education Coaches to mentor teachers, provide classroom-based support, and ensure inclusion for students with disabilities.
  - Expected outcomes: Increased teacher capacity, reduced inappropriate special education referrals, improved student academic achievement.
- **Professional Development:**
  - Ongoing teacher training in curriculum implementation, technology use, and inclusion strategies.

### 3. Expansion Goals & Strategies

- **Goal 1: Improve Academic Proficiency:**
  - Target: Increase ELA proficiency to 65% and Math proficiency to 70% by 2028.
  - Strategies: CKLA and Ready Math implementation, targeted interventions, and teacher coaching.
- **Goal 2: Achieve Grade-Level Learning:**
  - Target: Ensure 80% of students are at grade level in ELA and Math by 2029.
  - Annual benchmarks to measure progress.

- **Goal 3: Enhance Technology Integration:**
  - Equip all classrooms with Smartboards, Chromebooks, and iPads by 2027.
  - Expand junior high access to art and technology resources.
- **Goal 4: Expand Enrollment & Professional Development:**
  - Increase student enrollment by 150 students, prioritizing educationally disadvantaged populations.
  - Train 100% of teachers in CKLA and Ready Math curricula by 2027.

#### 4. Community Engagement & Outreach

- **Recruitment & Retention:**
  - Multilingual outreach materials to promote equity and inclusivity.
  - Open houses, school tours, and partnerships with local organizations.
- **Parent & Community Involvement:**
  - Family resource events, surveys, and regular updates via newsletters, text messaging apps, and social media.
  - Transparent communication about how stakeholder input influences school policies.
- **Waitlist Data:**
  - In 2025, 570 students were on the waitlist for K-5, demonstrating strong community demand.

#### 5. Budget Alignment with Strategic Goals

- **Total Expansion Budget:** \$1,827,757.
  - **Key Investments:**
    - Facilities (e.g., kitchen upgrades, classroom furniture): \$1,252,241.
    - Technology: \$101,441.
    - Curriculum Materials: \$59,100.
    - Professional Development: \$69,500.
    - Personnel Costs for Year 1: \$277,000.
  - **Per-Student Investment:** \$4,017.95 to support infrastructure, technology, and curriculum for new students.
- **Sustainability:**
  - Expansion will generate \$900,000 annually in increased per-pupil funding, ensuring long-term financial stability.

#### 6. Systems for Monitoring & Accountability

- **Data Collection & Analysis:**
  - Use of CKLA, Ready Math, and state assessments to monitor student growth.
  - Disaggregated data analysis to identify disparities and guide interventions.
- **Progress Reviews:**
  - Monthly data meetings, quarterly board reports, and annual goal reviews.
  - Transparent updates shared with parents and the community.
- **Professional Development:**
  - Attendance and implementation proficiency monitored to ensure effectiveness.

## 7. Governance & Leadership

- **Board of Trustees:**
  - Composed of professionals with expertise in education, finance, technology, facilities management, and community outreach.
  - Majority are parents of current Lincoln Academy students, ensuring strong alignment with family needs.
- **Project Leadership:**
  - Project Manager: Jake Hunt oversees all aspects of the expansion, including budget, timeline, and compliance.
  - Grants Manager: Colleen Wilson ensures CSP grant compliance and reporting.
- **Operational Autonomy:**
  - Flexible resource allocation and the ability to implement innovative practices under charter school guidelines.

## 8. Competitive Advantages

- **Special Education Teacher Mentorship Program:**
  - Addresses growing demand for inclusive education and support for students with disabilities.
  - Scalable and innovative model for special education.
- **Personalized Learning Environment:**
  - Technology-driven, adaptive instruction tailored to individual student needs.
- **Community-Centered Approach:**
  - Emphasis on equity, diversity, and inclusion through targeted outreach and resources for underserved populations.

## **9. Anticipated Outcomes**

- Increased proficiency in ELA and Math for all students, with a focus on educationally disadvantaged groups.
- 80% of students performing at grade level in core subjects by 2029.
- Enhanced inclusion and achievement for students with disabilities.
- Expanded access to high-quality education for 150 additional students.

## **Key Talking Points for the Interview**

1. Emphasize Lincoln Academy's commitment to equity and inclusion, particularly through the Special Education Teacher Mentorship Program.
2. Highlight the alignment of budget and resources with strategic goals to ensure long-term sustainability.
3. Showcase the robust systems in place for data collection, progress monitoring, and stakeholder engagement.
4. Address the strong community demand for expansion, supported by waitlist data and parent surveys.
5. Discuss the role of innovative practices in fostering student success and meeting diverse educational needs.

# School Closure Policy

## I. PURPOSE

This policy establishes a comprehensive and legally compliant framework governing the permanent closure of Lincoln Academy. It ensures an orderly wind-down of operations that protects students, families, staff, public funds, and federally funded assets.

This policy applies exclusively to permanent charter termination and does not apply to temporary or emergency closures.

## II. AUTHORITY FOR CLOSURE

A permanent closure of Lincoln Academy may occur under one or more of the following circumstances:

1. Charter revocation by the authorizer
2. Charter non-renewal
3. Voluntary surrender of the charter approved by the authorizer
4. Financial insolvency
5. Other lawful termination pursuant to Utah Code

The Board of Trustees retains fiduciary and governance responsibility for implementing closure procedures unless otherwise directed by the authorizer.

The Board shall maintain ongoing communication with the authorizer regarding any material circumstances that may affect school operations, including conditions that could reasonably result in potential closure.

Upon a formal decision to close, the Board shall:

- Adopt a closure resolution entered into official minutes;
- Establish a closure timeline consistent with authorizer directives; and
- Prepare and submit a written School Closure Plan to the authorizer outlining procedures for student transition, financial wind-down, asset disposition, records management, and compliance with applicable state and federal requirements.

The School Closure Plan shall include:

- A complete inventory of school assets;
- A listing of all creditors, including identification of secured interests; and
- Designation of responsible individuals to implement closure activities.

The school acknowledges that the authorizer retains statutory authority under Utah Code Title 53G, Chapter 5, regarding oversight and, where applicable, operational management during the closure process.

### **III. NOTIFICATION REQUIREMENTS**

The school shall provide written notice of closure to:

- The authorizer
- The Utah State Board of Education
- Parents and guardians
- Employees
- Applicable state and federal agencies

Written notice shall be issued no later than ten (10) business days following the Board's formal closure resolution or receipt of official notice from the authorizer, unless otherwise required by law or authorizer directive.

### **IV. STUDENT TRANSITION**

The school shall develop and implement a written Student Transition Plan to support uninterrupted educational services and facilitate timely enrollment of students in other public schools.

Lincoln shall:

1. Facilitate orderly student transition.
2. Securely transfer or store student records in accordance with Utah Code §53G-4-402 and FERPA.
3. Designate a records custodian to ensure post-closure access.

### **V. EMPLOYEE MATTERS**

The school shall:

1. Provide timely written notice of employment termination consistent with contracts and applicable law.
2. Process final payroll, accrued leave, and contractual obligations.
3. Notify applicable retirement systems and benefits administrators.
4. Comply with applicable state or federal workforce notification requirements.

### **VI. FINANCIAL WIND-DOWN**

The Board shall ensure:

1. Completion of a final independent audit.

2. Payment or lawful resolution of outstanding liabilities.
3. Proper closeout of all federal awards in accordance with 2 CFR Part 200.

The school shall maintain appropriate insurance and risk management coverage throughout the closure process and for any period required by the authorizer.

## **VII. ASSET DISPOSITION**

In accordance with Utah Code §53G-5-505:

1. Public assets remain public property.
2. Federally funded assets shall be disposed of in compliance with federal regulations.
3. After satisfaction of lawful debts, remaining assets shall be distributed as required by statute and authorizer directive.

No assets shall be distributed to private individuals except as permitted by law.

The Board shall ensure that all school assets are safeguarded against loss, theft, misappropriation, or deterioration during the closure process.

## **VIII. DATA, RECORDS, AND SYSTEM ARCHIVING**

Prior to final closure:

- Student information system data shall be backed up.
- Financial systems shall be archived.
- Corporate governance records shall be preserved.
- Grant documentation shall be retained consistent with applicable state and federal retention requirements.

## **IX. PUBLIC TRANSPARENCY**

The Board shall ensure transparency throughout the closure process, including:

- Public board meetings in accordance with the Utah Open and Public Meetings Act;
- Public posting of closure timelines; and
- Clear communication with stakeholders.

## **X. POST-CLOSURE RECORD ACCESS**

The school shall designate:

- A physical and/or digital storage location for records;
- A named Records Contact; and
- A publicly available method for requesting transcripts or official documents.

Records shall be maintained in accordance with Utah retention schedules and applicable federal requirements.