

**Lincoln Academy Board Meeting**

**February 25, 2021**

**6:30 pm**

Join Zoom Meeting

ID: 92077438581

Passcode: QJToLK41J3

**Board Members Present:**

Scharman Grimmer  
Mark Bishop  
Sarah Chaffin  
Samantha Lee  
Cade Close  
Cherstyn Stockwell  
Dave Merrill

**Lincoln Academy Employees Present:**

Jake Hunt  
Robin Merrill  
Marie Eads  
Stephanie Freeman  
Shelby Dieters  
Peter Ehlen

**Others Present:**

Adam Revelli	Sarah Smith
Jill Nilson	Jenn Christensen
Michael Van Dam	Lani VinZant
Evans Family	Kjirsten Johnson
Elisa Limon	Sherri Holcombe
Erin Crockett	Michael Lingwall

**Meeting started at: 6:32 PM**

**Agenda**

- **School Highlights**-Board highlighted Michael Van Dam and Jill Nilson
- **Approval of the Minute**-Motion made by Samantha to approve January meeting minutes  
Seconded by Scharman  
Voting was unanimous and in the affirmative
- **Public Comment**-no public comment
- **Update on Transition Plan-Test to Stay vs Online**-Board discussed both options

Motion made by Scharman to test to stay, based on the availability of tests and with the ability to reevaluate again in March.

Seconded by Sarah

Voting was unanimous and in the affirmative

- **Online School Model Review-** will be reviewing and making adjustments to our online classes once we come back to the 4-day, full day school.
- **Online Student Update-**still servicing about 45 online students
- **Volunteers and Building Rental-**Board has decided to still not allow outside activities happen at the school. Volunteers are allowed only with the condition of having an outside activity.
- **Employee Conflict Resolution-**reviewed changes, added additional deadlines and timelines. Will review again in March.
- **Policy Review-** would like to review policies again in April. We will start at 6 PM and Board meeting will be held at 7 PM.
- **Title I Parent Compact Review-**reviewed suggestions from last month.

Motion made by Samantha to approve Title 1 Compact Review  
 Seconded by Mark  
 Voting was unanimous and in the affirmative

- **Faculty and Staff Outreach-**reviewed with Board the ideas for the upcoming months.
- **Facilities-**nothing new to report.
- **IT-3** new cameras have been installed at the front of the school. Will be installing more access points for carpool.
- **\*Audio Enhancement Cameras-** will be having new cameras installed in classrooms.
- **\*Phone System-**Mark has a plan for making sure phones are working correctly.

- **Financials-**reviewed January financials

Motion made by Cade to approve January financials  
 Seconded by Mark  
 Voting was unanimous and in the affirmative

State has approved the teacher/staff bonuses-should be sometime in March

- **Enrollment-**lottery was held on February 18<sup>th</sup> numbers look strong for next year.
- **Break Out to Executive Meeting to Discuss Character and Competency of Employees**

Motion made by Samantha to move into executive meeting  
 Seconded by Scharman  
 Voting was unanimous and in the affirmative

### **Online Program**

All assignments need to be submitted electronically to the teacher- We will not be providing supplies or copies for student through the drop off and pick up system.

All students and families will be expected to declare their intention to attend 4th term either online or in-person and maintain that placement throughout the term.

Students who are required to quarantine will complete online modules similar to online students.

Students who are sick or miss school, their absence can be excused, however, they must make up assignments and can access these in Canvas.

### **Elementary Details**

Online students in Kindergarten through 3rd grade will focus only on Language Arts and Math. There may be times where social studies or science topics are read about or written about- but there will not be stand-alone instruction provided in social studies or science. 4th-5th grade students will be offered Language Arts, Math, and Science. 6<sup>th</sup> grade students will be offered Language Arts, Math, Science and History.

All instruction for online students will be through online Canvas Modules. THERE WILL BE NO LIVE ZOOM. Teachers may choose to upload videos they have created, record sections of the class, or provide material to support the activities and assignments that students will be expected to complete. Students will be completing similar work as those in the classroom- teachers will not be expected to create "extra" modules for students to complete in Canvas.

### **Junior High Details**

There will be three types of instructional models for online Junior High classes.

Daily Live Zoom and Canvas- Students will be expected to join the class live via zoom. Sometimes this will only be for the first 30 minutes and others it will be for the whole class. Students will complete assignments and work on Canvas. Due to the fact that more students are in the classroom- interaction with the teacher will be significantly less than in the past.

Occasional Zoom and Online Canvas Modules- Students in these classes will complete their courses in Canvas and be required to attend class on specific instances. Required Zoom days will be defined in Canvas. Due to the fact that more students are in the classroom- interaction with the teacher will be significantly less than in the past.

Online Canvas Modules- Students will complete their work through online modules. Modules may include videos and other resources to support student learning. There will be no live broadcast of these classes.

Many classes will have a required check-in with the teacher once a week via Zoom. Teachers will continue to be available on Fridays to meet with students by appointment.

The following is a list of classes in each of these categories

<b><u>Daily Live Zoom and Canvas</u></b>	<b><u>Occasional Zoom and Canvas</u></b>	<b><u>Canvas Online</u></b>
English	8 <sup>th</sup> History	American Sign Language
Yearbook	Foods	Band
Health	Science	Ballroom Dance
	Math	CCA
	Drama	Ceramics
		Choir
		Creative Writing
		Digital Literacy
		Drawing
		Explorer Technology
		German
		GOTV
		Graphic Arts
		Guitar
		7 <sup>th</sup> History
		9 <sup>th</sup> History
		Learning Strategies
		Orchestra
		PE
		Photography
		Sculpture
		Spanish
		Web Development

## 5003 EMPLOYEE CONFLICT POLICY

### PURPOSE:

Articulate expectations of how employees should handle conflict.

### DEFINITIONS:

### POLICY:

Lincoln Academy desires all employees to have a safe work environment where they can be productive and effective completing their job. Lincoln realizes that conflicts occasionally arise and when handled correctly can improve the working environment and productivity of its employees. Employees are encouraged to address any conflicts directly with whom the conflict is with in a professional and timely manner.

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### PROCEDURE

In the event that any person or group is experiencing a work-related conflict or has a complaint about the actions of another person the following guidelines will apply-

- 1- Employees shall strive to remain calm at all times, not raising their voice or threatening others while resolving conflict.
- 2- Communicate directly with the person or persons whose actions is the cause of the complaint. People should reasonably expect to know if their behaviour or their decision is a problem for another person or group.
- 3- Communication of the complaint or conflict shall first be made verbally to the respondent or supervisor. If this does not lead to a resolution that is satisfactory to the complainant, the nature of the complaint should then be communicated in writing. If this fails to result in a resolution the written complaint should be sent to the Principal.
- 4- The parties will refrain from drawing others not directly involved into the process as a way of garnering support or gaining attention. Such actions include "copying" the written complaint by email to others
- 5- Complaints and conflicts shall be dealt with in a confidential manner.
- 6- Conflicts should be addressed at the earliest possible opportunity as unresolved conflict can lead to a stressful, and in the worst cases, a poisoned work environment.

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The employee shall address the individual with whom they have a concern within 5 working days. They shall attempt to communicate their concern respectfully and at an appropriate time.

If the discussion with the co-worker does not resolve the problem to the satisfaction of the employee they shall notify their direct supervisor within 5 working days from the attempted conversation.

The direct supervisor shall schedule a meeting with 5 working days of the notice from the employee.

If notification to the direct supervisor, and the action of, or if the direct supervisor does not respond to the satisfaction of the employee, they may submit a complaint in writing to the Principal within 5 working days of their conversation with their direct supervisor.

The Principal shall schedule a meeting with the employee within 5 working days of the received notice.

If the Principal does not respond or the response is not to the satisfaction of the employee the employee may submit a written complaint to the board chair within 5 working days.

If an employee feels threatened or unsafe while trying to resolve a conflict with another employee, student or parent or while being confronted by a co-worker, parent or student they may excuse themselves from the conversation. This should be done by stating: "I don't feel we can resolve this situation right now without additional help. I would be happy to resume this conversation at another time when a member of school administration can be present." The employee may then walk away or politely ask the other individual to leave until this can be arranged.

If stating this does not work, the employee is to call the front office to get support from the administration to end the conflict immediately. If the Administration is not available the employee shall say "According to school policy, Administration needs to be present to continue this discussion. If they can't be present I will contact the police. "

If the employee continues to feel threatened after following the previously outlined script, **the employee shall call local law enforcement.**

If employees observe a heated conversation they are encouraged to intercede to help resolve the conflict or assist by encouraging the parties to refer the situation to the administration.

If an employee attempts to resolve the conflict directly, however no resolution can be reached, they are to report the conflict to their supervisor or the school administration.

If an employee fails to appeal from one level to the next level of this procedure within the time limits set forth above, the problem should be considered settled on the basis of the last decision, and the problem should not be subject to further consideration.

Adopted August 2013  
Modified Feb 2021

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# School Parent and Family Title I Compact

## **PARENT/GUARDIAN RESPONSIBILITIES**

*I want my child to achieve therefore I will:*

- Make certain my child attends school regularly and on time.
- See that my child is well-rested and has breakfast each day.
- Set aside a specific time and place for homework, assisting as necessary.
- Attend at least two conferences and communicate regularly with my child's teacher to ensure his/her academic success.
- Support the school and staff in maintaining proper discipline.
- Read with my child and let him /her see me read regularly.
- Encourage positive attitudes toward school.
- Volunteer in my child's classroom as appropriate.
- Review information and work sent home and respond as necessary.

## **STUDENT RESPONSIBILITIES**

*It is important that I learn, therefore I will:*

- Attend school regularly and on time.
- Complete assignments and homework on time.
- Bring homework and supplies to school each day.
- Work to the best of my ability.
- Work cooperatively with classmates, teachers and staff.
- Respect myself, other people, and my school.
- Follow all school rules.
- Accept responsibility for my own actions.

## **TEACHER RESPONSIBILITIES**

*It is important that my student achieve, therefore I will:*

- Hold expectations high for all students, believing that all students can learn.
- Provide high-quality instruction in a supportive and non-threatening environment.
- Provide meaningful homework.
- Communicate regularly with my students and their families through conferences, notes, phone calls, weekly elementary class newsletters, etc.
- Provide opportunities for parents to assist in the classroom in meaningful ways and to observe classroom activities.
- Keep all student information systems current.
- Monitor and provide support to students who are struggling.

## **PRINCIPAL RESPONSIBILITIES**

*I support this compact therefore I will:*

- Provide an equitable learning environment for all children.
- Encourage the staff to provide parents with information about the total school program.
- Encourage our staff to provide avenues for positive and meaningful parent involvement.
- Schedule annual parent-teacher conferences for parents of children to attend.
- Provide reasonable parent access to staff members.
- Provide a variety of opportunities for parents to volunteer in their child's classroom.
- If needed and reasonable, provide parents opportunities to observe classroom activities

Approved Feb 2021

**CHARTER SCHOOL MONTHLY  
FINANCIAL AND ENROLLMENT REPORT**

LEA Name Lincoln Academy  
 District in which charter \_\_\_\_\_  
 LEA is physically located: Alpine  
 For the month or quarter of: Jan-21

<b>FINANCIAL REPORT</b>		
01/01/2021 - 01/31/2021		
Use this form, or attach monthly financial statement.		
	Month	YTD
<b>Revenues</b>		
1000 Local Funds	\$ 7,225	\$ 112,953
3000 State Funds	\$ 559,534	\$ 4,111,946
4000 Federal Funds	38,933	258,355
5000 Other Financing Sources	-	-
<b>Total Revenue</b>	<b>\$605,692</b>	<b>\$4,483,254</b>
<b>Expenditures (Objects)</b>		
100 Salaries	\$ 274,173	\$ 2,018,903
200 Employee Benefits	86,469	535,874
300 Prof. and Technical	5,059	101,390
400 Purch Property Serv.	12,370	75,925
500 Other Purchased Serv.	1,532	57,985
600 Supplies and Materials	62,488	490,619
700 Property		399,439
800 Other	2,713	324,771
<b>Total Expenditures</b>	<b>\$444,804</b>	<b>\$4,004,906</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 160,888</b>	<b>\$ 478,348</b>

<b>ENROLLMENT REPORT</b>			
1/1/2021			
Grade	Count	Transferred Out	Transferred In
K	58	2	
1	75	2	1
2	64		
3	66	2	
4	73	1	1
5	73	1	
6	87	2	
7	117	1	
8	88		
9	71		
10			
11			
12			
SPED-EL	58		1
SPED-JH	43		1
SPED-EL Self Contained			
SPED-JH Self Contained	2		
<b>Total Students</b>	<b>875</b>	<b>11</b>	<b>4</b>

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

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

1.26%

**Additional Expenditures not reflected above**

2014 Bond Interest Fund	151,153
2014 Bond Principal Fund	201,250
2014 Bond Expense Fund	20,417
<b>Subtotal</b>	<b>372,820</b>
<b>Net Change in Fund Balance</b>	<b>105,528</b>
<b>Beginning Balance (From Prior Year)</b>	<b>4,484,610</b>
<b>YTD Ending Balance</b>	<b>\$ 4,590,138</b>



**LINCOLN ACADEMY Financial Report Comparison**  
**January FY20 Prior Year & FY21 Current Year**

	(Prior Yr) FY20 YTD 7/1/19 - 01/31/20	(Current) FY21 YTD 7/1/20 - 01/31/21	Notes on YTD Comparison
<b>Revenues</b>			
1000 Local Funds	\$ 378,933	\$ 112,953	
3000 State Funds	\$ 4,007,386	\$ 4,111,946	\$41,603 less Int/\$99,554 less Lunch Sales/\$124,823 less Fees, Fundraising & Donations
4000 Federal Funds	47,123	258,355	Overall State Funds Increased \$104,560 Receiving additional funding for Free lunch (for all students) & COVID-19 Funding
<b>Total Revenue</b>	<b>\$4,433,442</b>	<b>\$4,483,254</b>	
<b>Expenditures (Objects)</b>			
100 Salaries	\$ 1,924,557	\$ 2,018,903	Salary increases (\$94,346)
200 Employee Benefits	494,162	535,874	Benefit increases (\$41,712)
300 Prof. and Technical	85,022	101,390	Audio & Camera Services
400 Purch Property Services	118,490	75,925	FY20 additional expense Morgan Pavement \$17,595/Global Surveillance \$26,000
500 Other Purchased Services	140,835	57,985	FY20 JH Music Fieldtrip Payments \$64,615/Travel-FL Training \$11,340
600 Supplies and Materials	391,239	490,619	Additional Lunch supplies \$73,619, Tech & Software
700 Property	115,654	399,439	Land purchase \$262,168, plus additional equipment (Cameras & audio)
800 Other	332,978	324,771	Bond Interest (pmt less each year)
<b>Total Expenditures</b>	<b>\$3,602,937</b>	<b>\$4,004,906</b>	
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 830,505</b>	<b>\$ 478,348</b>	

**Additional Expenditures not reflected above**

Bond Interest Fund	154,453	151,153
Bond Principal Fund	192,500	201,250
Bond Expense Fund	20,417	20,417
Subtotal	367,369	372,820
<b>Net Change in Fund Balance</b>	<b>463,136</b>	<b>105,528</b>
Beginning Balance (From Prior Year)	3,817,077	4,484,610
<b>YTD Ending Balance</b>	<b>\$ 4,280,213</b>	<b>\$ 4,590,138</b>