

Lincoln Academy Board of Directors Calendar 2021-2022

June

†Building Corp. Meeting - Elect Officers
†Property Corp. Meeting - Elect Officers
Policy Review: Board Code of Conduct
Review Strategic Plan
Sign Lease with Building Corp
Student READ Plan, 504, ALP, IEP update
Staffing Report
Student Grade Level Retention Information
Enrollment Update
MAP Spring data
Year-End Suspension Data
Final Principal Goal Reflection
Report on Staff Exit Survey
Financial Items:
 Lease appropriation
 15% Reserve Calculation CRS 22-44-16

August

Policy Review: Committee Structure and Principles
Board Sign Conflict of Interest Form
Final Staffing Report (with employee certifications updates)
Emergency Principal Succession Plan
Establish Goals for Executive Director
Review Administration Leadership Responsibilities
Enrollment Update
Board Attendance at back to school events
4th Quarter Financials
Preliminary Year End Financials
*Signed Minutes for 4th Quarter

September

Policy Review: Board/Principal Linkage
Final Wait List Numbers
Year Long Plan Overview
Official State Standardized Test Results
† School Performance Framework
Student Presentation at Board Meeting
Review Financial Audit

October

Board Member Attends Staff Meeting
Board Visits Classrooms

Color Code Legend:

Finance

Principal
Board of Directors

Review and Update Strategic Plan - Separate Workshop
Executive Director goals creation from strategic plan
PTO Presentation
Preliminary One day student count
Parent Interactions (Treatment of Parents)
MAP Fall Data
Student Demographic Data
Staff Presentation at Board Meeting
*Signed Minutes for 1st Quarter

November

1st Principal Evaluation
Policy Review: Board Meeting Procedures
Strategic Plan Review/Check-in
Staff Interactions (Treatment of Staff)
Presentation of School UIP
Student Presentation at Board Meeting
Review Financial Audit (due to the District by October 15, but rarely ready by October meeting)
1st Quarter Financials

December

Approve UIP
Student Interactions (Treatment of Students)
Final October 1st One Day Student Count
†Discipline Referrals/Suspension data
IEP (Individualized Education Plan) report
Prospective Family Informational Night Update
Report on Staff Exit Survey
Staff Presentation at Board Meeting
Approve Year End Financials- if ready
Pre-K Report

January

Board Evaluation
†Approve Board Meeting Posting Notice Location
Policy Review: Governing Style
History of Student Enrollment Numbers
Open Enrollment Process Update
First Round Open Enrollment Application Numbers
School Choice Week Information
MAP Winter Data

School Accountability (SAC)
Board Secretary

Strategic Plan

Lincoln Academy Board of Directors Calendar 2021-2022

Staff Presentation at Board Meeting
 †Approve Current Fiscal Budget with Final FTE Count
 *Signed Minutes for 2nd Quarter

Educational Legislation Update
 Preliminary Staffing Update
 Final State Standardized Testing Update
 Student Presentation at Board Meeting
 UIP update
 3rd Quarter Financials

February

Board Visits Classrooms
 Policy Review: Board Job Descriptions
 Board Provide Principal Survey to Staff
 Approve SAC Parent Survey
 PTO Presentation
 Enrollment Application Update
 Proposed School Calendar Notes
 Student Presentation at Board Meeting

March

†*Approve School Calendar
 Advertise for New Board Members
 2nd Principal Evaluation
 Principal Contract Renewal
 Review Strategic Plan Progress
 *Approve Draft Fiscal Budget
 *District Buybacks/Purchased Services
 Open Enrollment Update
 Student/Family Movement
 Staff Presentation at Board Meeting

April

‡Board Election Procedures
 Board Candidates Speak
 Policy Review: President's Role
 Approve Lease Agreement with Building Corp
 Announce Jeffco Public Schools Values Award Winners
 Staff Presentation at Board Meeting
 State Standardized Testing Update
 *Signed Minutes for 3rd Quarter

May

‡New Board Members
 ‡New Board Officer Elections
 Review Board Calendar for coming year
 Board Self-Evaluation
 PTO Presentation
 Student Referrals/Suspension Data

Dates as required by our contract with Jeffco ('15 Renewal):
 This should be updated to reflect our 2020 Charter Renewal

- Proposed budget - on or before April 1.
- Projected enrollment – on or before April 1.
- School budget approved by Charter Board – on or before June 30.
- Quarterly financial reports – upon request.
- Annual audit drafts due by October 15 and final copies - on or before November 15.
- End of year trial balance – as requested.
- The School shall provide the school calendar on or before April 1.
- Charter Board membership (i.e., names/ contact information, terms) – September 15.
- Charter Board member conflict of interest disclosures – September 15.
- Current Bylaws – within ten (10) business days after any material changes.
- Current Articles of Incorporation – within ten (10) business days after any material changes.
- Insurance certification – July 1.

† - Required by law

‡ - Required by by-laws

*Required by Jeffco Contract

† - Required by auditors

Additional Notes:

Calendar: By law, the proposed school calendar must be posted 30 days prior to adoption

C.R.S. 22-32-109-(1)(n)(II)(B)

Posting Location: C.R.S. 24-6-402(2)(c)

Signed Minutes are required by Jeffco Auditors

Color Code Legend:

Finance

Principal
 Board of Directors

School Accountability (SAC)
 Board Secretary

Strategic Plan