

**Lincoln Charter School
Board of Director's Meeting
January 22, 2018
Denver Campus, 6:30pm**

Board Members Present

Rob Brown
Tom Brooks
Trent Jones
Vanessa Brown
Peter Lohri
Nicole Nichols

Absent

John Splain
Greg Taylor
Steve Lockey

Administration

Jonathan Bryant
Christy Hutchinson

The meeting was called to order by Rob Brown at 6:33 pm. A quorum was present.

A moment of silence was observed by all.

Pledge of Allegiance was led by Rob Brown

Public Comment: Public comment was made by Jennifer Green. Ms. Green gave an update from the Lincolnton PTO on the Financial statements and Talon Walk. Ms. Green stated that the PTO is currently working to rebuild its volunteer basis.

Minutes: November minutes were approved with a revision being made to closed session. Tom Brooks made the motion to approve the minutes, Peter Lohri seconded the motion and the motion was duly approved.

Student/Teacher Spotlight: Trisha Amos, 6th grade teacher at the Denver Campus presented Emma Kennedy, 1st place winner for the Lincoln County Soil and Water Conservation Essay contest. All of Denver's 6th graders had the opportunity to participate in the contest, along with other 6th grade Lincoln County students. She shared her essay with the board and will have another opportunity to share with the Rotary Club of Lincolnton in the near future.

COMMITTEE REPORTS

Finance:

Darrell Keller gave an overview of the Audit for FY, June 30, 2017. There were no findings or concerns.

Susanne George reviewed the monthly budgets for Denver and Lincoln for the month of December.

Building:

Jonathan Bryant gave an update on the current construction progress for the Denver MS expansion. There currently is a expected occupancy in March. There were minor delays due to inclement weather. Athletics field updates are making progress, the lighting is up, concrete is being poured and the expected turnover for the athletic fields is currently March.

Policy/Governance:

Rob Brown presented a recommended policy change to change preference order to include current members of the board of directors in Preference/Order 1 of the waiting list procedures in the LCS board policy manual (reference Code J-2). Research has been conducted among other charter schools in the community. It is a common practice in other charter school lottery policies. Currently one member of our Board has children outside of Lincoln Charter School who would benefit from the approval of the possibility of the lottery policy change. Vanessa will abstain from voting on the decision. Recommendation made from the Governance committee and approved.

OLD BUSINESS

NEW BUSINESS

Quickbooks accounting: Peter Lohri had questions concerning material weakness in regards to the Quickbooks accounting and putting better controls in place. Susanne George explained the current controls we have in place which include, currently having a CPA come monthly to reconcile the accounts, a quickbook JE from QB to Linq monthly that is reviewed by the auditor. MPP is an extra control, monies come through MPP and it is then exported into QB. Cash is the only concern in regards to monetary controls, ie hallway bake sales. Controls are in place and it is recommended that the controls in place are in writing. Quickbooks needs procedures documented.

Human Capital Reporting: Pete requested more reporting on Human capital with greater detail. Admin/teacher movement between campuses. JB informed that the percentage of attrition was covered in May 2017 in a meeting, LCS attrition is around 12%. Exit interviews are conducted for employees who decide to terminate their positions with LCS to provide feedback of individual experiences. Interviews are conducted by JB.

Action: Jonathan Bryant will send the attrition report to Peter Lohri.

Teacher salary increases: Pete questioned if teacher salary increases are done throughout the year. Tom Brooks informed Peter that the reviews occur in April/May when the budget is completed.

Action: Review supplement item, Longevity.

2018-2019 School Calendar: Jonathan Bryant gave an overview of 2018-2019 calendar. Lincoln County, Gaston County, and CMS calendars were taken into consideration. Approval of the calendar came as a recommendation from Administration .A motion was made by Vanessa Brown, Trent Jones seconded the motion. The motion was duly approved by the board.

Action: 2018-2019 Calendar will be published as is.

ADMINISTRATION REPORT

Jonathan Bryant gave the Administration Report for Denver and Lincolnton Campuses. Jonathan Bryant requested approval of 3 new hires and a new position. A motion was made by Trent Jones, Peter Lohri seconded the motion, and the motion was duly approved by the board.

Melissa Lasarsky gave a student life update. She talked about what is included in student life. There is a new service tracking log being introduced 1/23/2018 in charter chatter, x2VOL, it will be for grades 3-12. Melissa gave an overview of what other activities her position entails such as social media, job fairs, and prospective family events.

The Board, upon Motion of Peter Lohri duly seconded by Trent Jones and approved the new hires presented by Jonathan Bryant.

Closed Session

The Board, upon Motion of Trent Jones, duly seconded by Vanessa Brown and approved, moved to go into Closed Session pursuant to pursuant to N.CG.S. Section 143-318.11 (5) Real Property & per NCGS 143-318.11 (6) Personnel.

The Board discussed real property and personnel matters in the closed session.

The Board, upon Motion of Trent Jones duly seconded by Vanessa Brown and approved, moved back into open session.

The Chief Administrator Review Committee received unanimous approval by the Board of the Chief Administrator Goals as presented.

ADJOURNMENT

Next meeting is Monday, February 26 at 6:30 pm at the Lincolnton Campus.

Upon motion by Trent Jones duly seconded by Vanessa Brown and approved, meeting adjourned at 9:04 pm.



Nicole Nichols

Approved: 2-26-18 (date)