

4000 LINCOLN ACADEMY BOARD OF TRUSTEES BYLAWS

ARTICLE I ORGANIZATION

4000.1 NAME- The name of this nonprofit corporation is 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 this corporation shall be 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. (Lincoln Academy hereinafter referred to as the "School.")

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 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 the School (hereinafter referred to as the Board) is an independent body under the authorization of the Utah State Charter School Board. The Board shall number no fewer than five (5) and no more than seven (7), at the discretion of the Board. All voting Board members shall be appointed by the Board members then acting. Each Board member must have children currently attending Lincoln Academy. The number of voting Board members shall always be an odd number. Board members shall declare their intent to uphold the principles of the School by signing and upholding the Lincoln Academy Board of Trustees Code of Ethics (see 4000.6 for complete Code of Ethics). The Board will be made up 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 of Trustees, the Principal, and the sitting legal counsel to maintain and improve the quality 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 Principal to discuss ongoing concerns and to set the agenda for the monthly Board of Trustees 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 Principal to oversee Faculty and Staff competency
- Works with Principal and Human Resources Director on employee needs and concerns
- Helps with faculty/staff disciplinary needs
- Leads Skip Level Meetings for Principal
- Works with and oversees other Board Members in their roles and responsibilities
- Counsels with Head Principal on current concerns or needs of the school
- 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 of Trustees at various State Charter School Board Trainings and Events
- Meets regularly with Principal and Operations Manager to coordinate and give input to various operations of the school

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 the school’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 school social media pages
- Maintain and provide current employee photo directory to Board Members

Information Technology Member Role

OVERVIEW

The Board Member for Technology should be responsible for the overall vision and technology plan for the school. This should include 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 Systems Manager 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 Systems Manager, Facilities Manager and Facilities Board Member 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.

Musical Member Role

OVERVIEW

The Board Member over the yearly musical experiences should be 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:

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-6th
- Secure housing and any other parent volunteers needed for this experience

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 QB to review financials (usually done with Business 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 School 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 Business manager to Procure Required Auditing services
 - Encouraged to send an RFQ every 5 years for Auditing Services
 - Review Assurance / Audit Reports

- Ensure Corrective Action
- Settle Disputes
- Discuss Audit Concerns
- Inform the 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 school 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, the 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 School administrators to provide fundraising and development expertise and feedback and direction on all fundraising efforts.

- 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 to 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 the school
- Sit on various committees according to Administration's needs
- Review school policy

4000.7 CODE OF ETHICS-

LINCOLN ACADEMY BOARD OF TRUSTEES CODE OF ETHICS

The Lincoln Academy Board of Trustees 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 the charter school to the principal 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 principal or school administration.
5. Use reasonable efforts to keep the principal 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 the charter school.
2. Participate in all planning activities to develop the vision and goals of the board.
3. Work with the board and the principal to ensure prudent and accountable uses of the resources of the charter school.
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 principal expressions of public reaction to board policies and charter school programs.

Policy Development

1. Work with other board members and school administration to establish effective policies for the charter school.
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 charter school 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 executive session of the board only when applicable law or board policy requires consideration of a matter in executive session, as authorized under all statutory requirements.
5. Maintain the confidentiality of all discussions and other matters pertaining to the board and the charter school, during executive session of the board.
6. Make decisions in accordance with the interests of the charter school 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 principal.
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

1. Refrain from using the position of board member for personal or partisan gain or to benefit any person or entity over the interest of the charter school.

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 executive session regarding the competency, performance and/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' 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 shall 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 shall have 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 4003. The primary responsibility of the Board is to ensure achievement of the mission and vision of the school. The Board is responsible to select, support, and terminate, if necessary, the School Principal. The Board has the authority to hire, ruminant and set the compensation of any School staff, but may delegate this authority to the School Principal as deemed necessary. The Board is responsible to ensure the operational and financial viability of the school. The Board has the authority to establish and maintain the policies, procedures, and curriculum of the school. The Board oversees all the affairs of the School 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 the School. Such the Board shall only act collectively and in the name of the organization 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 shall constitute 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 the School may be conducted. The act of the majority of the members present or represented at a meeting at which a quorum is present shall constitute 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 shall be held no less than 9 times per year at the principal place of business unless an alternative venue is designated by the Board in the notice of meeting. The Board may modify the time, date, and frequency of such regular meetings from time to time, as it sees fit. Each member shall have one vote and there shall be no voting by proxy for absent members. The Board shall use Robert's Rules of Order and meetings shall be conducted in accordance with Utah's Open Meeting Law. If a Board member is unable to attend a Board meeting, the Board member shall contact the President or Principal. If the Board member can attend via video conferencing, this is preferred.

a) Special Meeting. Special meetings of the Board may be called by the President or any two members on a 24-hour notice given by telephone or email to the Board. Special meetings shall be held at the principal business office of the corporation or at such other location as shall be designated in the meeting notice. All meeting notices shall be posted on the Utah Public Meeting Notice (PMN) website.

b) Agenda. An agenda must be produced for each regularly scheduled board meeting in order to provide effective and efficient meeting practice. The agenda shall be prepared and posted in advance in accordance with Utah's Open Meeting Law. Committee Reports shall 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, the School'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 shall be set aside at each Board Meeting for public comment. After the speaker identifies his or her name, address, and affiliation, public comment shall be limited and shall be stated as such on the agenda.

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 shall constitute 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 members. The written consent shall 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 TRUSTEE- Vacancy of a Board position shall exist (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 the corporation would then be left without a duly elected Board member or members in charge of its affairs, except upon termination of the corporation. A 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 the School shall be determined and established by the Board. All procedures and fiscal reporting shall comply with Federal and State law, any other governing documents of the School, 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 member, for reason of his or her position, is entitled to receive any fee, salary or compensation of any kind for services rendered to the School, except that 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 shall be given an orientation by the Board President prior to their first Board meeting. Written materials shall 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 shall be provided general Board training no less than one time per year. Board members not participating in training shall be 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 Principal, Administration and Board. The Advisory Council performs assignments to fulfill specific objectives of the charter. The Council is composed of such members and having such chairperson, as the governing Board shall designate. The objectives and responsibilities of the Advisory Board and the rules and procedures for the conduct of its activities shall be determined by the governing Board. The Council shall not have authority to incur expense or make any representation or commitment on behalf of Lincoln Academy without the express approval of the governing Board of Trustees.

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, the Staff and Faculty Relations Board member and another Board member. 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 PRINCIPLE- The Board may appoint one employee to function as the lead administrator of the School. 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 the School. Such person shall administer the School in accordance with the Board direction and generally accepted educational practice.

ARTICLE IV

CONTRACTS, PROPERTY, LOANS, AND DEPOSITS

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

4000.21 PROPERTY- The property of the School shall be held and applied in promoting the general purposes of the School declared in these Bylaws. No property, including real estate, belonging to the School shall be conveyed or encumbered except by authority of a majority vote of the Board. Any such conveyance or encumbrance shall be executed by the President in the name of the School, and such instrument shall be duly approved by the Director of Finance and Compliance.

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

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 the School shall be signed by

any Board members or agents of the School and in such manner as shall be 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, the School's charter is revoked or the School is dissolved, all assets of the School, after satisfaction of all outstanding claims by creditors, shall 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 JUDGEMENTS- The Board may authorize the School to pay or cause to be paid by insurance or to otherwise, any judgement or fine rendered or levied against a present or former Board member, officer, employee, or agent of the School 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 the School, 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 the School. 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
AMMENDMENTS

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 purposed of the School. These Bylaws shall never be construed in any such way as to impair the efficient operation of the School. To the extent these Bylaws conflict with any applicable Federal and State law or rule, these Bylaws shall be interpreted and enforced to comply with such law or rule and all other provisions of the Bylaws shall remain in full force and effect. To the extent these Bylaws conflict with the School Charter, or any other governing document, the Charter shall control.

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 nine 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

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 executive meetings will be housed at Lincoln Academy and backed up and password protected on the school server. Recordings will be posted online at www.lincoln-academy.org. Agendas and notes will be published at least 24 hours in advance at 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 within 3 days of the meeting. Lincoln Academy Board members may listen to any of the executive sessions in an administrative office, by appointment. Committee members who are part of an executive level of a committee may also listen to any executive recordings in an administrative office of Lincoln Academy. 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

4002 BOARD MEMBER AND ADMINISTRATION SUCCESSION

PURPOSE:

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

DEFINITIONS:

POLICY:

Board members or 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 the School.

In order to maintain Board continuity, 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. Board will create timeline for prompt replacement.
3. Board shall appoint Board member(s), school administrator or combination to head search for new Board member.
4. When conducting a search for new Board members, the search committee will solicit applications from the School 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. Board will interview finalists
 1. Interviews of prospective Board members will seek to determine whether individuals understand the mission of the Charter, are invested in that mission, have experience and expertise that will benefit the Board and the School, and whether applicants understand and are willing to act in accordance with the Board's governance role.
 2. New Board member will be chosen by a majority vote of the remaining Board members.
 3. Newly elected Board member will commit to training period and encouraged to attend Board meetings but will not be voting member until after the resignation effective date.
 4. The Board member replacement process will remain consistent with Lincoln Academy's Charter.

Administrative Succession Plan

Planned Departure of Principal

The Board asks that the principal give the Board at least three months notice of the principal's intent to leave the school. Upon learning of the principal's intent to depart the school, 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 in order to ensure that the replacement administrator is able to effectively lead the School and accomplish the mission and the goals established by the Board. When the search committee is organized, the Board will have a discussion in order to:

- Ensure that the Board is unified in its understanding of the school's mission
- Ensure that the Board is unified in its understanding of the school's strategic direction
- Ensure that the Board is unified in its understanding of the roles and responsibilities of the administrator
- Ensure that the Board is unified in its understanding of the key competencies of an effective administrator

Unplanned Departure of Principal

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

Capacity Building of Administrative Team

The Board realizes its responsibility to adopt the vision and goals of the School. The principal is expected to develop delivery practices of curriculum that aligns with the mission and vision of the school. When an entire educational team understand the mission, and clearly understand their role, it will help strengthen the school and facilitate an orderly transition in the event of the principal'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 principal, review reports about the progress of the school and its programs, the performance of the organization, the financial condition of the school, and personnel issues in order to ensure adequate oversight on the part of the board during the transition period.

The search committee will use the results of the 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

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 members of the public body 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 Lincoln Academy 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 members will be participating, the Chair shall confirm that the non-present members are connected via electronic means
3. The electronic connection shall be such that all 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 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 members may hear them.
6. The Chair shall require that all visual aids and written materials not available to the non-present 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

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 schedule one regular working Board meeting per year to formally review policy.
2. Administrative staff shall create a policy review schedule.
3. Policies shall be regularly reviewed through this process.
4. Working Board groups will work to review policy and bring suggestions for modification back to the Board.
5. Board will continue to review policies on regular occasions as needed

Approved Aug 2018
Modified May 2021
Modified March 2022