



# LCCA Head Principal's Report to Board of Directors

Submitted May 12, 2023 for May 17, 2023 Board Meeting

---

*To train the minds and improve the hearts of young people through a content-rich, classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.*

## I. INTRODUCTION

The last month was filled with activity and excitement for the LCCA community. Coin Wars was another great success. Mrs. Debbie Dew, first grade teacher, was awarded the first pitch at the upcoming Dockhounds game and her class earned a pizza lunch for raising the most money. In total, Coin Wars raised \$23,000. Then, the school community enjoyed four outstanding performances of *The Sound of Music*, selling out on opening night.



## II. CHARTER GOALS

The following goals are set by the charter grant agreement with the Wisconsin Department of Public Instruction (DPI) through 2023-24 and are the primary contributing measures for the charter's success in Wisconsin. We did not meet expectations last year on the Wisconsin Forward Exam (Forward) ELA and Math targets (A & B). We have taken steps to address this. We are confident in our ability to meet or exceed the other five targets.

### A. 60% WILL SCORE PROFICIENT OR ADVANCED IN ELA ON THE FORWARD

- Forward Testing was completed by April 28.



## B. 60% WILL SCORE PROFICIENT OR ADVANCED IN MATH ON THE FORWARD

- Forward Testing was completed by April 28.

## C. 75% OF ALL 5K- 2ND GRADE STUDENTS WILL BE PROFICIENT IN READING READINESS

- We will use the MAP Reading Fluency assessment again this year. The test will be administered in late May.

## D. ENROLLMENT WILL BE WITHIN 10% OF MAX PROJECTED

- As covered in section “III. ENROLLMENT” of this report, we maintain an enrollment well above 90%. We are confident we will maintain enrollment near capacity in the coming school-year based on our lottery results and waitlist numbers.

## E. 100% OF NEW TEACHERS WILL ATTEND TRAINING AND PRINCIPAL

- All our teachers and leadership team have received training offered by Hillsdale College’s Office of K-12 Education. The expectation is for all faculty and leadership staff to receive Hillsdale support annually. Faculty and staff also engage in other training based on their individual roles and professional development needs.

## F. 100% OF BOARD MEMBERS WILL ATTEND TRAINING

- The entire LCCA Board and Head Principal attended board governance training at Hillsdale College at the end of April 2023.

## G. 40% OF FAMILIES WILL ATTEND QUARTERLY FAMILY EVENTS

- K-6 (East) Parent Teacher Conferences
  - Fall: 96% of students had a parent attend a conference
  - Winter: 91% of students had a parent attend a conference
- 7-10 (West) Parent Teacher Conferences
  - Fall: 63% of West families represented at a conference
  - Winter: 49% of West families represented at a conference
- All-School Dockhounds Game (upcoming)
- LCCA 2023 Liberty Gala (upcoming)

## H. ESTABLISH AND MAINTAIN AT LEAST 3 COMMUNITY PARTNERS

- LCCA maintains community partnerships with several partners, including:
  1. Family Tae Kwon Do - enrichment
  2. Infinite Joy Studios, LLC - enrichment
  3. Zachariah’s Acres - enrichment
  4. Tree of Life Learning Center, LLC - aftercare K-6
  5. Wisconsin Interscholastic Athletic Association (WIAA) - high school athletics



6. St. John's Northwestern Academies - middle school athletics
7. University Lake School - middle school athletics
8. The Grateful Nation Project: Hero Cards

### III. ENROLLMENT

We are pleased to have reduced our student attrition rate from 4% in 2021-2022 to just 1% for this school year, staying within 96% of capacity each year. We are on pace to start the 2023-2024 school-year at capacity. Our charter performance target is to maintain enrollment above 90% capacity.

#### A. CURRENT ENROLLMENT 2022-2023

School Year	Capacity	Fall Count	Spring Count	Average	% Attrition	% Full
Projected 23-24	580	—	—	569	2%*	98%
Current 22-23	511	509	502	505	1%	99%
2021-22	420	421	404	412	4%	96%

\*2% attrition in 2023-24 based on average of first two years' attrition

Grade Level	Current Count
Kindergarten	48
1st	48
2nd	58
3rd	45
4th	41
5th	49
6th	48
7th	45
8th	47
9th	38
10th	25
<b>TOTAL</b>	<b>492</b>



**B. PROJECTED ENROLLMENT & WAITLIST FOR 2023-2024**

Grade Level	Total Seats	Returning Students	Retention Seats	Seats Offered	Seats Accepted*	Available Seats**	Waitlist
Kindergarten	51	NA	2	46	46	5	48
1st	54	48	3	0	0	3	45
2nd	60	47	2	11	11	0	14
3rd	60	58	0	3	3	0	39
4th	50	44	0	1	1	5	22
5th	50	41	1	8	8	0	29
6th	50	49	0	1	1	0	29
7th	50	47	0	3	3	0	16
8th	50	43	0	7	7	0	3
9th	42	30	0	11	11	1	0
10th	40	36	0	4	4	0	0
11th	23	23	0	0	0	0	8
12th	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTAL</b>	<b>580</b>	<b>466</b>	<b>6</b>	<b>95</b>	<b>95</b>	<b>13</b>	<b>253</b>

\*Seats Accepted includes in process and those who have completed registration

\*\*Seats not offered until we secure additional classrooms space in new modular units

**IV. FACULTY & STAFF**

**A. CURRENT STAFFING**

We currently have a student to adult ratio of 9:1, with a student to faculty ratio of 12:1. If we factor out the school's relatively high number of Student Services faculty (as they work selectively with 9% of our student body), then **our student to non-SpEd faculty ratio is 15:1.**

Elementary School (K-6th)	
17	Homeroom Teachers

Leadership Team	
1	Head Principal



2	Instructional Aids
3	Art, P.E., Music
Upper School (7th-12th)	
14	Teachers
Student Services	
6	Special Education Teachers
.5	Interventionist
1	Paraprofessional
1.5	SLP, OT(>.5)
<b>45</b>	<b>Total Faculty</b>

2	Assistant Principals
1	Dir. of Student Services & SpEd
School-wide Staff Positions	
1	Controller
1	Registrar/Enrollment
2	Nurses
1	Facilities Supervisor
2	Administrative Assistants
*	Athletic Coordinator
<b>11</b>	<b>Total Staff</b>

*\*Position filled by current employee counted in alternate role*

### B. CURRENT VACANCIES

No current vacancies with 6<sup>th</sup> grade being taught by Mr. Wagner, myself, a part-time substitute teacher, and the other 6th grade teacher for the remainder of the year.

### C. STAFFING FOR 2023-2024

We will have a student to adult ratio of 9:1, with a student to faculty ratio of 12:1. If we factor out the school's relatively high number of Student Services faculty (as they work selectively with 9% of our student body), then **our student to non-SpEd faculty ratio is 15:1.**

Elementary School (K-6th)	
19	Homeroom Teachers
1	Instructional Aids
3	Art, P.E., Music
Upper School (7th-12th)	
16	Teachers

Leadership Team	
1	Head Principal
2	Assistant Principals
1	Dir. of Student Services & SpEd
School-wide Staff Positions	
1	Controller



1	Instructional Aids
Student Services	
6	Special Education Teachers
1.5	Interventionist
2	Paraprofessional
2	SLP, School Psych(.5), OT(>.5)
<b>51.5</b>	<b>Total Faculty</b>

1	Business Office Assistant
1	Registrar/Enrollment
0.5	College Counselor(>.5)
2	Nurses
1	Facilities Supervisor
<del>1</del>	<del>Facilities Assistant</del>
2	Administrative Assistants
*	Athletics Coordinator
<b>12.5</b>	<b>Total Staff</b>

*\*Position filled by current employee counted in alternate role*

2023-2024 additional positions include

- 2 Elementary School teachers
- 1 interventionist
- 1 paraprofessional
- 2 Upper School teachers
- 1 part-time college counselor
- 1 business office assistant
- ~~1 facilities assistant~~

While studying future projections, it was determined that employing a facilities assistant is not feasible in future years at our current facilities, so we have decided to pause on hiring one for the 2023-2024 school year.

Open positions are posted on LCCA’s website, Wisconsin Education Career Access Network (WECAN), and Indeed. The leadership team has procedures and protocols in place for a streamlined interview, vetting, and hiring process.

## V. FINANCIAL REPORT

Business Office highlights for the month:

- State aid was received \$12,723 Kids Get Ahead State Grant.
- Negotiations continue with our insurance carrier regarding health insurance benefits renewal options.



- 990 was filed on May 9, 2023
- Annual ESSER III report was submitted April 15, 2023.
- 5-year financial projections continue
- Business Controller, Lori Kaari, and I received ERISA Fiduciary Training from Francis LLC on May 11, 2023.

## ATTACHMENTS

1. [Current Income Statement](#)
2. [Current Budget v. Actual for current fiscal year](#)
3. [Most Recent Bank Reconciliation Report](#)

## VI. STUDENT SUCCESS & SCHOOL CULTURE

### A. GRADES

Quarter 4 Progress Reports were accessible to Upper School parents via Skyward and sent home with Elementary School students on May 12.

### B. Response to Intervention (RtI)

Response to Intervention is provided to students who fall below grade level expectations on standardized tests and classroom performance. Student struggles cannot be attributed to attendance and/or homework completion.

RtI	# of students Math	# of students Reading	# of students Behavior
Tier 2	8	20	1
Tier 3	2	3	0
<b>TOTAL</b>	10	23	1

### C. STUDENT SERVICES - IEPs and 504s

We are compliant on all requirements at this time with 39 out of 45 students with an IEP in Environmental Code A (80% or more of day spent in general education setting).

Based on student need and recruitment of qualified staff, there are currently two Special Education Teachers and two Paraprofessionals at West (7-10) and four Special Education Teachers and zero Paraprofessionals at East (K-6). The additional Paraprofessional to be hired for next year will be placed at East.

### Special Education Classifications

Disability Level	Severity	Disabilities	Supports
------------------	----------	--------------	----------



1	Mild	One area of disability	Weekly minutes; minimal accommodations
2	Moderate	1-2 areas of disability	<60 minutes daily SDI; moderate accommodations
3	Severe	Multiple areas of disability	60+ daily minutes of SDI; modifications or significant accommodations
4	Profound	Multiple areas of disability	Adult supervision/ support for most, if not all, of school day; multiple alternative courses

**2022-2023, K-10 (8 disability categories)**

Disability Level	# of Students 7-10	# of Students K-6	# of Students Total
1	7	20	27
2	5	5	10
3	0	5	5
4	3	2	5
<b>TOTAL IEPs</b>	<b>15</b>	<b>32</b>	<b>47</b>

SPED Referrals			
Initial Eval	14 total	7 qualified	3 in progress
Re-Eval	5 re-evals	1 dismissed	n/a

**2023-2024 Projections\*, K-11 (9 disability categories)**

Disability Level	# of Students 7-11	# of Students K-6	# of Students Total
1	10	19	29
2	8	4	12
3	1	6	7
4	3	3	6
<b>TOTAL IEPs</b>	<b>20</b>	<b>35</b>	<b>55</b>

*\*Based on students currently enrolled to attend next school year*

**D. DISCIPLINE**

There have been no significant issues to note in the last month at either campus.

**E. ATTENDANCE**

The following table represents attendance data for the previous month.

Grade Level	Attendance %	Truancy %
Kindergarten	95.40%	0
1st	94.63%	0
2nd	93.65%	0





Grade Level	Attendance %	Truancy %
3rd	97.55%	0
4th	96.15%	0
5th	96.67%	0
6th	95.84%	0
7th	96.03%	0
8th	98.21%	0
9th	94.46%	0
10th	96%	0
<b>TOTAL AVG:</b>	<b>95.87%</b>	<b>0%</b>

## F. ATHLETICS & ENRICHMENT

Congratulations to our LCCA Track and Field Team for an amazing season! This team exemplified camaraderie, tenacity, and perseverance. A special congratulations to Jada Vance, who qualified for the Arrowhead Track Invitational on May 6, and ran a personal best 5:30 mile.

The remaining Spring Enrichment classes are winding down in the next few weeks.

## G. SPECIAL EVENTS

Over the last month, the following events were integrated into the school day.

- Coin Wars
- K-10 Spirit Wear Dollar Days, monthly
- 7-10 Fun Food Friday, monthly
- The Grateful Nation Project – Hero Cards

## VII. FAMILY ENGAGEMENT

The following events are current or upcoming as opportunities for families to engage in the school community.

- Upcoming Upper School Performing Arts Spring Concert
- Upcoming All-school Dockhounds Game
- Upcoming 5<sup>th</sup>/6<sup>th</sup> Spring Sing
- Upcoming LCCA Liberty Gala



## VIII. GOVERNANCE & ADVANCEMENT

### A. BCSI MEMBER SCHOOL - HILLSDALE COLLEGE

The Hillsdale K-12 Teacher Support Team does not offer monthly remote support opportunities in May.

I continue to meet with Hillsdale K-12 Coach Ben Payne on a weekly basis.

### B. LICENSURE

I am pleased to report that I have successfully completed 18 credits at Concordia University as required to apply for a WI Administrator License through the WI Department of Instruction. My application is pending.

#### ATTACHMENT

##### 1. [Course Requirements - Transcript](#)

### C. FUNDRAISING & EVENTS

Coin Wars concluded on April 28 and raised a total donation of \$23,000.76 for the school.

Gala Wine Wednesday occurred on May 3 to collect wine donations for the Gala.

### D. FACILITIES UPDATES

#### West

- Fire Drill
- Evacuation Drill with Oconomowoc Police Department
- Bridge Church received final inspection on May 5. Students back to accessing basement through the church lobby.

#### East

- Fire Drill
- Weekly meetings with Hunzinger, Vesta, and Pipek
- Received "Permission to Start Construction" letter – footings and foundations
- June 16 is deadline to submit permit application to state

#### All School

- Meeting with vendors for furniture purchase (student desks/chairs, teacher desks/chairs, cabinets, bookshelves)

---

## IX. ACTION ITEMS

### A. ACTION ITEMS REQUESTED OF THE BOARD

Review Initial Draft of 2023-2024 Uniform Policy Revisions



Review Initial Draft of 2023-2024 Family Handbook Revisions  
Review Initial Draft of 2023-2024 Athletic Code of Conduct