

**APPROVED
MONUMENT ACADEMY
BOARD OF DIRECTORS REGULAR MEETING MINUTES**

Jane B. Lundeen Library
October 13, 2016 – 1150 Village Ridge Point

Mission Statement: The mission of Monument Academy is to provide a challenging, content – rich, academic program offered within an engaging, caring, and positive learning environment. Established on a solid foundation of knowledge, Monument Academy emphasizes academic excellence, respect, responsibility, character and exemplary citizenship.

A. CALL TO ORDER/ROLL CALL/QUORUM/PLEDGE OF ALLEGIANCE

Meeting called to order at 6:00 p.m. by Sonya Camarco.

Members present:

Sonya Camarco
Matt Dunston
Patrick Hall
Scott Saunders

Others present:

Don Griffin, Executive Director
Lis Richard, Principal
Nancy Tive, Director of Finance
Eric Hutto, Elementary Teacher Rep.
Tiffany Alexander, MS Teacher Rep.
Steve Kindermann, Board Recording Secretary

Excused:

Julie Galusky
Andy Gifford

Quorum declared.

B. ANNOUNCEMENT OF LOCATION OF CITIZENS' COMMENTS SIGN-UP SHEET

C. ADDITIONS TO/APPROVAL OF AGENDA

Mr. Hall made a motion to approve the agenda. Mr. Dunston seconded and the motion passed unanimously.

D. CITIZEN'S COMMENTS: Limit 3 minutes per person

None

E. BUSINESS

1. Treasurer's Report – Patrick Hall

Revenue through September 30, 2016 for the 2016/2017 School Year

Revenue for the month ended and three months ended September 30, 2016 were \$702,300 and \$1,931,515, respectively. This was 28.47% of budgeted revenue, compared to a run rate of 25%. Budgeted revenue for the month was \$569,942. The variance between actual revenue and budgeted revenue was due to the following:

- A deposit of \$79,994 was made in September as a result of the reconciliation of D38 purchased services for last fiscal year. This was recorded as miscellaneous revenue.
- There was a PPR "catch up" amount from D38 for the months of July 2016 and August 2016 of \$50,461.
- MA received the once a year payment of Title II funds, of \$8,512. These monies are designated to offset teachers' professional development costs.
- After further analysis of the Preschool Fund's budget, it was determined that building rent from Preschool will be calculated at year-end. Therefore the \$3,333 rent recorded for July and August was reversed in September 2016.

Expenses through September 30, 2016 for the 2016/2017 School Year

Board Approved 11/10/2016

For the month ended and three months ended September 30, 2016, MA expended \$538,854 and \$1,199,377, respectively, which equated to 17.82% of budgeted expenses, compared to a monthly budgeted amount of \$548,828 and a run rate of 25%.

- There was a reversal of ESS purchased services by the District, which were originally charged in July and August of \$16,803. This brought the ESS purchased service line to zero. Beginning in October 2016, the wire from D38 will include additional funds of \$5,555 (\$50,000 total) for ESS purchased services.
- Foreign Language Program costs were higher than the budgeted amount due to the addition of a French program after the first revision of the budget.
- Business Services costs included a once a year payment to Specialized Data Systems (\$7,640) for our payroll, HR and accounting software.
- Expenditures for the same period last year were \$524,011 for the month and \$1,135,110 for the three months ended September 30, 2015.

Net Income (Loss)

Net income for the month of September 2016 was \$163,446 compared to budgeted net income of \$21,114, and compared to \$18,908 for the same month last year. The net income for September 2016 included favorable prior period and one-time adjustments of \$144,797, mentioned above. Net income for the three months ended September 30, 2016 was \$731,727, compared to \$548,067 for the same period last year.

Reserves

On September 30, 2016, MA maintained a fund balance of \$2,396,071 in the General Fund, as well as \$2,396,071 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$253,142 or 11.81% from the same period last year.

2. Principal's Report – Lis Richard

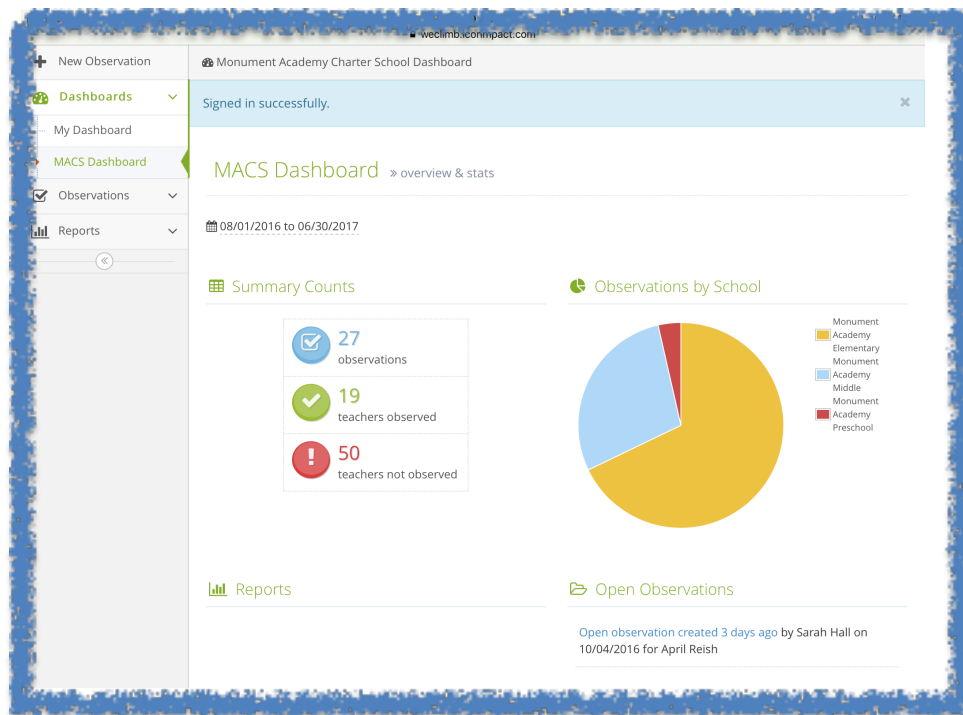
Principal Richard reported the following:

The past month of September has been one of finding the best solution *for* students. This has played out in many different scenarios. We have faced challenges with our technology, space concerns, personnel decisions, and curriculum decisions. All of these challenges have been resolved with one consideration - *what is best for students*.

The stark difference with facing challenges at this point in our school life is that we have such amazing support from our parents. It is a great realization as we move forward that our parents have truly partnered with us in this journey of education. The most difficult challenges are weathered together and no longer an opportunity to criticize or use against the direction our school is going. It is the true essence of a charter school.

We are now in the middle of the formal evaluations for teachers. There are 68 teachers who will be evaluated. This is taken very seriously and requires at least 45-60 minutes in each classroom. Once the evaluation is completed, additional comments and suggestions are added before it is sent to the teacher. The teacher then sets a follow up appointment with the principal to go over the evaluation. We have gone to a completely digital format of evaluations.

This format of evaluations of course eliminates the use of paper but the beauty of it is the immediate feedback to the teachers. We also have embedded into the program excellent professional development for specific areas we are observing. If a teacher is deficient in a specific area, we are able to send them short modules we expect them to complete that addresses their area of need. We can track their progress on this training and they receive a certificate of completion. This certificate can be used as credit toward their recertification on their teacher licensure.



Our teacher induction program begins this month. We have seven teachers who will be involved in this program. This is for teachers who hold an initial teaching license and are in process of transferring it to a professional license. The induction is a requirement and Monument Academy is an approved inductee program through the Colorado Department of Education. This is a savings to our teacher of \$3 - 5K.

As a member of the SAAC and the curriculum committees, I can attest to the fact that there are many important projects underway for our school. Every committee is working to strengthen our school. I am pleased to be a part of progress.

Update - The Colorado Department of Education decided against their original correspondence to districts that they would give lower ratings to schools with low participation rates on the testing last year. The 30% of students at MA who tested did just fine (surprisingly); however, due to our nonparticipating rate of 70%, we were given the rating of "improvement status." This is not acceptable. We are not the only school in this situation and many other schools and districts are very concerned. The state is allowing these schools, including MA, to submit paperwork explaining the non-participations and other information and they will consider changing the status. As one can assume, this is causing quite a stir at many levels.

Assistant Principal – Charlie Richardson

- Help review/enforce new behavior plans
- Organize/coordinate numerous new Field Trips
- Arranged guest speaker for 2 assemblies and parent presentation
- Facilitate “Science Matters” @ MA
- Attended Camp Shady Brook with 6th grade
- Attended Ponderosa retreat with 5th grade
- Handled some 19 moderate to severe discipline issues

- Arrange new CPI session
- Coordinate startup of 2 new clubs
- Coordinate our first “lockdown” and fire drill

Instructional Coach – Carol Skinner

- Observing teachers in the classroom and giving verbal and written feedback to improve instruction
- Coaching teachers in the classroom, as needed, in order to improve classroom management or instruction
- Providing weekly professional development for new teachers on a variety of subjects for continued growth
- Teaching various subjects in the classroom to demonstrate best practices for teachers
- Teaching a 4th grade literacy block group Monday-Thursday from 8:30-9:30

GT Coordinator – Carol Skinner

- Planning and teaching an accelerated Kindergarten math class Monday-Thursday from 12:45-1:20
- Meeting weekly with Krystina DiFabio to plan for elementary GT student meetings
- Weekly meetings with 4th and 5th grade GT students (alternating 4th one week and 5th grade the next week).
- Ordering and planning for the CogAt assessment taking place from November 1-4
- Gathering data for and chairing the GT Selection Committee once per month
- Meeting with struggling GT students
- Met with District 38 GT Facilitators on October 5th
- Attended the Social-Emotional Workshop for GT students

Director of Educational Technology – Traci Trimbach

- Helped teachers with equipment and software issues
- Created files for Amplify in preparation for an October science curriculum unit in 6th grade
- Training and troubleshooting Canvas and iPad teacher and student issues
- Worked with ESS department to get the ESS, speech and OT iPads up to spec for their students
- Attended info session about wireless networks conducted by Apple
- Helped MS students set up iPads, Canvas, and Google drive accounts
- Coordinated IT projects with Simpleworks IT
- Worked with Blue Logic Solutions to tone, test, label and repair cabling throughout the building
- Worked with Peak Communications to upgrade and repair phone system
- Helped Student Council with election videos

- Helped K-5 teachers set up their teacher iPads, log into Google Drives and access Behavior Incident forms
- Worked with PTO to set up a Google Form to gather names and contact info for Grandparent’s Day
- Worked with Simpleworks for more training on the helpdesk

Director of Interventions and Literacy – Dorothea Mapp

Current Goals Set for the Year:

Meet with every child on an RTI plan every semester
Quarterly communication with parents
Semi-quarterly updates on RTI plans with teachers
Interventions Newsletter for Parents and teachers
Middle school life skills group
Attend grade-level meetings bi-weekly
Develop training schedule for interventions modeling
Gather tools for students needing organizational support

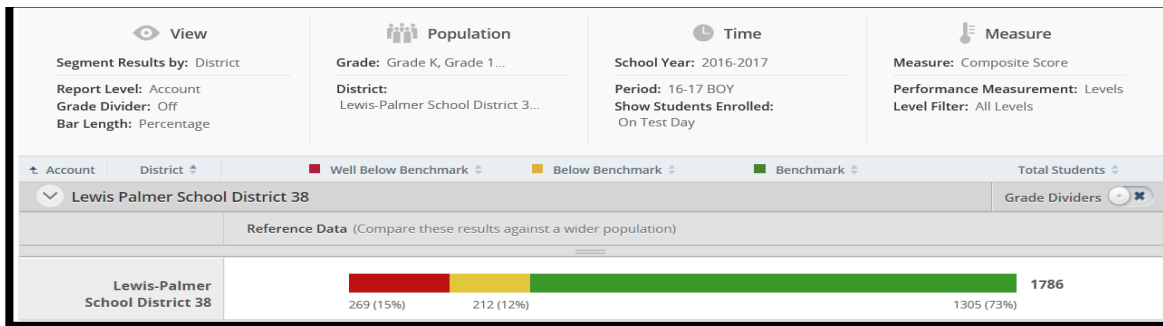
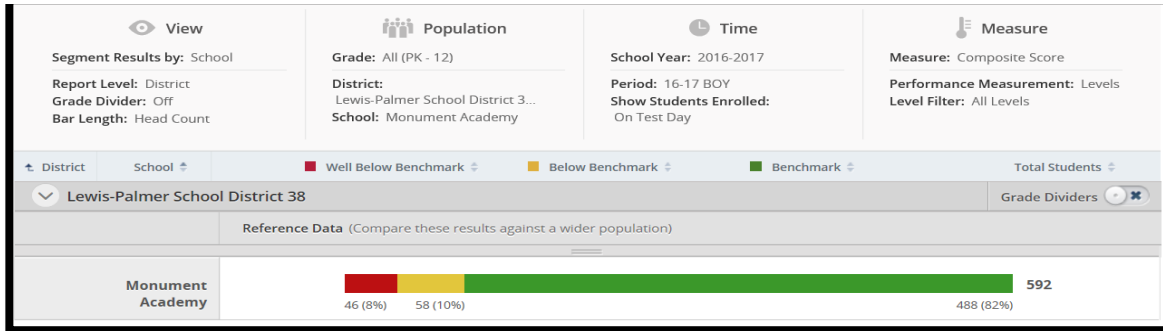
We have finished scrubbing data from last year and establishing new plans for students who require support based on the first round of literacy testing. The following charts provide information on the numbers of students we are servicing as the early assessment results for elementary.

MA Students currently being supported by RTI plans

	Reading	Math	Academic	Behavior	Speech
K					
1st	5		2	1	2
2nd	11		4	1	1
3rd	5		4	2	
4th	6		5		1
5th	2		3		
6th	1		4	2	
7th	4		11		
8th	2		8	1	
Total	36		36	7	4

Students currently being supported by RTI small groups

Groups	Fundations 1	Fundations 2	Fundations 3	Just Words	Wilson
Sandra	3	5		7	1
Pam	2			3	
Ruth	4	4	1		
Total	9	9	1	10	1



School Counselor – Jim Cunningham

Accomplishments

Overview:

- 1,773 students seen this month in 21 days of school (averaging 84 students/day)
- 103 students seen individually/1760 in guidance lessons
- The number one issue for our students remains anxiety and stress (59% of individual cases) – much is attributed to either transition or family issues
- 73% of those in interested in groups say they want information on stress/anxiety
- 21 Parent Consultations
- 14 Teacher Consultations
- 2 staff bi-weekly Counseling tips published: Benefits of crying & How we talk to our students matters
- 2 Lynx News bi-weekly articles published: Zones of Regulations & counseling program update

Middle School Student Survey:

Technology bugs worked out and we were able to start collecting data. Below are details collected so far:

- 182 responses—Approximately 35% of each grade

- Respondents: 56% female/44% male
- 18 requests to meet with counselor
- 24 expressed interested in joining a group
 - What would you like to learn about in a group (could select more than 1 option):
 1. 73% said Stress/anxiety
 2. 54% said confidence/self-esteem
 3. 40% said fears/phobias, Anger & Relationships (friends/family)—3-way tie
- Students were asked what they would change at MA (other than uniforms) if they could. It will take more time to evaluate all the responses (next report), however, the Top 3 responses are below. Most responses included the word stress with these topics.
 1. Less Homework
 2. More Time (transition time between classes/downtime/time after lunch)
 3. Hallway congestion

Classroom Guidance

- Guidance lessons for grades K-8: ***80 lessons taught, reaching 1760 students this month.***
- Each Middle School student received 2 lessons:
 1. Intro to counselor and services
 2. Stress Management
- Elementary received 2 lessons on Zones of Regulations that focused on recognizing emotions in self and others
- Grades K and 5 will receive their second lesson this week
- Although Charlie and Lis set up, I'll mention we had 67 parents attend social media training
- Teachers are provided synopsis of the lessons and electronic copies of handouts—expectation is that teachers share these with parents.

Goals/Upcoming:

- ***More than 80 names have been submitted*** by teachers, parents and students to participate in Elementary and MS groups.
 - Currently meeting with each student to determine need and appropriate grouping
 - Expect parental permission letters to go out in next week, groups beginning in 2 weeks
- Working with PTO to establish 2 parent education evenings—Anticipate 1st event on Nov 14
- Weekly D/F report numbers continue to rise—approximately 60 MS students on list this past week.

Director of Exceptional Student Services – Brandi West

During the month of September, the Exceptional Student Services department completed the hiring process of our ESS paraprofessional positions. We currently have an opening for a part-time administrative assistant. Our assistive technology team implemented 8 new iPads for our paraprofessionals who are supporting students 1:1 in the general education setting. The ESS teachers and related service providers have selected specific apps which have been installed to allow our paraprofessionals easier access to interactive and educational opportunities that are engaging for our students, especially those with significant needs.

On September 23rd, Nurse Janice presented a training to our staff to review toileting procedures and universal precautions.

On October 14th, Assistant Principal Charlie Richardson will be offering an initial CPI training for our new staff members. A refresher course will be scheduled at a later date.

The ESS team is presently servicing a total caseload of 67 students. In addition, there are three students who are currently being evaluated by the ESS team to determine if they qualify for special education support. Members of the ESS team attend the weekly RTI meetings to help provide interventions for students who are identified by the general education staff as needing extra support.

Director of Assessment – Marty Venticinque

The elementary teachers administered the DIBELS and MClass tests. I'd like to thank Dorothea Mapp for jumping right in with her radiant smile, and working with our great elementary teachers to get it done!

NWEA testing for 2nd grade, new students, and students that were tested after teacher requests are completed. We ran into some trouble with technology as expected, but we were able to limp through without the entirety of the 2nd through 8th grade being tested. Specific problems related to computers were simply a lack of machines, or machines that spontaneously shut down and reboot in the middle of testing sessions. This happened more often than anyone would like to admit, and it is not clear why it is happening other than the machines are "old". We did initially attempt to use the iPads for testing, but we ran into problems with our network filters, and were unable to use them for most of the testing window. The good news is that on the last day of makeup testing, we were able to successfully test a 5th grader on an iPad with no problems. I spoke with the student a bit afterwards, and asked the student to compare testing on the iPads vs testing on the computers (this student had tested on both). The student was definitive in relaying they had no preference, and that they behaved essentially the same. Obviously we were pleased with how this went as much as we will need them for future online tests!

Next up is CoGat in early November. Although Carol Skinner is responsible for administering this test, I will be helping to support the test via roster creation, scheduling, and in conjunction with Traci and Tricia some technological support. As CoGat will test the entirety of 3rd, 5th and 7th grades, and is an online test, it will provide us with a stiffer challenge for our plan of supplementing our limited computing resources with iPads. We are hopeful that the wireless network can handle the load, and we can complete this test efficiently. If all goes well, we'll be left feeling better about administering the NWEA test for all of 2nd through 8th grade this springs

Our school was randomly "chosen" to participate in the NAEP test for 4th grade on February 1st. I have already met the first deadline for NAEP administrative requirements. Ultimately NAEP representatives shoulder much of the responsibility for administering the tests as they provide the iPads and proctors, we just support them where legally obligated.

I recently attended the "kick-off" meeting for School Assessment Coordinators at the D-38 building, and have a handle on certain deadlines that need to be met. The window for PARCC testing falls where we expected it would, so our original schedule for spring testing will remain intact. We are still planning to run the school on a 2 hour delay schedule for several days during PARCC testing. After discussions with many, it appears this would help to alleviate many of the prior disruptions to class routines, while allowing instruction to continue advancing. Again, I'll have more detailed information about this over the next couple months.

Athletic Director – Marty Venticinque

The CCAL early fall season is winding down this week with playoffs for Boys Soccer, Girls Volleyball, and Football concluding by the end of the week. As a whole, MA athletes have been very competitive in league competition this fall, and I continue to believe that the development of this league was very timely as it has led to stable schedules, appropriate levels of competition, and a fun, competitive environment for our athletes. Here's an overview of how our teams fared:

The Boys Football team enjoyed practicing on our new turf field, thank you! The team made the playoffs this season finishing the regular season with a 3-2 league record. The playoff game

was held at Manitou Springs last week, and the boys were very competitive through the first half of the game with a halftime score of 16 to 8. The second half was rough as we were missing key players due to injury, and the team had too many turnovers, but the boys played hard until the final whistle. This was obviously a bit of a letdown for the boys, but they did win some games this year, and finished as a top 4 team in a league of 10, so they should be proud of their season. Another disappointment occurred when the scrimmage game against LPMS this week was canceled due to the number of injured players on the LPMS team. It was a little sad to see the disappointment on the boys' faces, but at the same time rewarding to hear several of them complain that they didn't want the season to be over.

The Girls Volleyball team was living on the edge all season with very close games in too many cases! Although games like this were a bit stressful at times for the coaches, it underscores one of the primary reasons I am pleased with the development of the CCAL league, the competition is appropriate! The girls started the season strong, had a bit of a slump losing some close games, then won a string of games to put themselves in position to make the playoffs. Unfortunately, a loss to RMCA in the final game dropped us into a 4 way tie for the last 2 playoff spots, and the mid-season slump saw us lose to a couple of those teams which caused tie-breakers to go against us, and left us out of post season play. Still, the girls finished with respectable records, the A-Team was 7-4, and the B-Team finished 5-6.

The Boys Soccer team started up this season after a couple year hiatus, and also enjoyed using the new turf field, as well as the soccer net! We have a great group of little guys participating; most of them quite young (and TINY), and they struggled in league play against much larger, older teams. Still, the boys did manage to win an exhibition, and 1 league game this season, and they were competitive in several other venues. Coach Brock is always positive with the kids, and they enjoy playing for him. Regardless of the number of losses, I saw the boys smiling, laughing, working hard and having fun at both practices and games this season, and I know coach Brock is excited for many of them to return a year older, and more experienced next fall!

The Cross Country team has been enjoying a very strong season, particularly our girls who have dominated the CCAL league meets, including a team victory in the CCAL Championship Meet. The boys have done well also, generally finishing around 3rd place in most meets. Coach Eller and I have only semi-joked about the need for another trophy case specifically for our Cross Country and Track hardware! Although the CCAL season is now officially over, the Cross Country team is hosting another meet on October 14th, and planning to participate in the state meet on October 22nd before their season actually ends

The Cheer team has been dutifully attending the football games this season, and as is always true they're out there smiling, and entertaining the crowd at the games. The girls were always there with the banner at the beginning of the games, and the spirit tunnel at the end of the games, and the football team ALWAYS ran happily through it as a thank you for all of the support this season. They'll get geared up for basketball season, which starts very soon!

The athletics department has made some significant purchases to support the growing programs, including the soccer/football goalposts, coaches' uniforms, and a buzzer box system for our soon to launch matchwits team. We have started using concessions at the games with the intent of generating a revenue source for our athletics program, and are considering ways to expand it. People seem to enjoy having access to some munchies and drinks at the games. I'd like to thank the members of NJHS for helping man the concessions, as well as helping with different aspects of the games! I do need to look into other ways to generate revenue for our growing program.

Boys Basketball tryouts are set to begin the week of October 10th. As of this writing we have over 40 boys signed up for tryouts! We will support an A & B team with coach Brock as the head coach, and coach Bonser as an assistant. We are also going to facilitate a competitive developmental team for those boys that are not selected for the A or B squads, and our intent

will be to enter this team in a competitive league at the YMCA. Ultimately this team will depend on interest from the kids that are not selected for the A or B team, but we are prepared to move forward with a coach if the interest exists.

I will use this season's basketball tryout to pilot a new way of communicating to the kids who were selected, or not selected for the A or B teams. As our programs are growing, and more kids are not being chosen to participate, instances of emotional distress are occurring. My intent is to communicate with the parents over the weekend so that the kids may be in the presence of family, as opposed to in the hallway with their peers, when the final team rosters are announced. I hope to avoid kids being immediately distraught while in school to avoid embarrassment, or inability to focus in the classroom. This should also allow the parents to buffer the news as opposed to being "blindsided", and forced to do damage control with emotional middle schoolers who sometimes just seem to need a little time to grieve.

The schedule for the Boys Basketball season is online, and we have managed to work around the Thanksgiving break as well as Performing Arts to avoid as much conflict as possible. Now about that snow...

3. Executive Director's Report –Don Griffin

Dr. Griffin reported:

School Coalition of Excellence – The member schools of the Coalition met on September 28th to hear about the upcoming legislative year. I will be providing the Board with updates at the Legislative branch goes into session.

D38 Annual Report – My presentation of Monument Academy's Annual Report to the District Board of Education has been postponed until their January 19, 2017 meeting.

Board Meeting Date Change Request – It is our normal practice to move the January meeting date of the Board to the third Thursday (1/19) to allow Finance to close December upon returning from our Winter Break. However, since Lis and I will need to be at the January 19th meeting of the D38 Board of Education meeting to present our annual report, I am requesting that the Board move their January meeting date to Wednesday January 18th.

4. October Count - Don Griffin

The October Count window closed on October 12th. Monument Academy will report to CDE a Full Time Equivalent count of 907.86 for the 2016-2017 school year. This is an increase of 60.38 FTEs over last year. The 907.86 FTE count represents 1,021 students.

These preliminary numbers indicate:

Kindergarten saw a 6.38 FTE increase over last year.
Grades 1-5 saw an 8.00 FTE increase over last year.
Grades 6-8 saw a 46.00 FTE increase over last year.

The FTE count will be adjusted in this year's budget in November when the Board is scheduled to revise the budget.

5. Next Meeting – November 10, 2016 at 6:00p.m.

F. ITEMS REQUIRING BOARD DISCUSSION/APPROVAL

1. Discuss/Approve SAAC Charge for 2016-2017

The first SAAC meeting was held on Wednesday September 21 at 1:00 p.m. in Ms. Richard's office at Monument Academy.

We reviewed the purpose and scope of SAAC pursuant to the Monument Academy SAAC Bylaws and we approved the May 4, 2016 Minutes.

SAAC selected new officers for the 2016-2017 school year who are: Tanja Curtis, Chair, Al Brown, Vice Chair, Nanette Walker Smith, Secretary.

We discussed getting data on the website regarding the number of people that visit the SAAC section on the MonumentAcademy.net website. We also discussed the meeting dates for the coming year and who should represent MA on the D38 DAAC which will meet six times this coming year.

We noted the changes that needed to be made to the SAAC distribution email to reflect new SAAC new members this year and those were not going to be on SAAC. Finally, SAAC asked the MA School Board to provide input on when the Mid-Year Teacher Survey and End-of-Year Parent survey should be administered and when the Board would like to have a summary presentation from SAAC. Accordingly, as the SAAC MA Board Liaison, Scott would like to request that the Board consider providing guidance to SAAC on the issue of administering and providing a summary report from survey results to the Board and specifically consider the following:

A) That SAAC would administer the Mid-Year Teacher Survey in October with a summary presentation to the MA Board at the MA Board January meeting.

B) That SAAC would administer The End of Year Survey in February with a summary presentation to the MA Board at MA Board May meeting.

Mr. Saunders made a motion to direct the SAAC to administer the Mid-Year Teacher Survey and End of Year Survey as presented. Mr. Dunston seconded the motion. Mrs. Camarco called for a vote and the motion passed unanimously.

2. Discuss/Approve Salary True Up Recommendations

Salary True Up Project

Teachers

At the request of Sonya Camarco and Patrick Hall, Sherry Buzzell, Nancy Tive and Dr. Griffin completed a salary true up calculation for teachers. Using the new hire categories adopted by the Board, each individual teacher was placed in the appropriate category and based on their number of years teaching at MA, a calculation was done to determine their “true up salary”. This salary number was then compared to their current salary.

Of the 56 teachers reviewed, 39 teachers have been recommended for adjustments. This represents an increase for 70% of our teachers. Those not recommended for an adjustment are our newest teachers.

Administration

A salary true up calculation was also prepared for administration. Since administrative personnel work under a contract of 210-240 days (teachers work under a 181 day contract), a salary comparison needed to be completed using a daily rate. This daily rate is calculated on the total salary divided by the number of days in their contract. Using the daily rates of our top paid teachers, calculations were made by applying those rates to the administration contract days.

Of the 15 administrators reviewed, 10 administrators have been recommended for adjustments. This represents an increase for 67% of our administrators. Those not recommended for an adjustment are our newest administrators and does not include recommended adjustments for the Executive Director or Principal.

Budget Implications

If approved by the Board at the October meeting, the salary adjustments will be processed and be reflected in the November paychecks.

These adjustments projected to be \$207,734, if approved, will be included in the revised budget that will be considered by the Board at their November meeting. It should be noted that these adjustments might result in spending down reserves.

Mr. Hall made a motion to approve the salary adjustments of \$207,734 for staff as presented and those adjustments to be included in the November 2016 paychecks. Mr. Dunston seconded the motion. Mrs. Camarco called for a vote and the motion passed unanimously.

F. CONSENT AGENDA:

1. Approve minutes from September 8, 2016 meetings.
2. Committee and other reports (Building/Facilities, Curriculum, RDC, SAAC, Finance, PTO, Teacher Reps.).

G. ADJOURNMENT

The meeting adjourned at 6:27 p.m.