

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

Jane B. Lundeen Library  
January 18, 2017 – 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 6:01p.m. by Sonya Camarco.

Members present:

Sonya Camarco  
Matt Dunston  
Julie Galusky  
Scott Saunders

Others present:

Don Griffin, Executive Director  
Nancy Tive, Director of Finance  
Eric Hutto, Elementary Teacher Rep.  
Brad Miller, MA Legal Counsel  
Steve Kindermann, Recording Secretary

Excused:

Andy Gifford  
Patrick Hall  
Lis Richard, Principal  
Tiffany Alexander, MS Teacher Rep.

Quorum declared.

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

**C. ADDITIONS TO/APPROVAL OF AGENDA**

Mr. Saunders made a motion to approve the agenda. Mrs. Galusky seconded and the motion passed unanimously.

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

Cynthia Fong Smith – Provided the Board with an update of her report from the November 2016 meeting concerning the expansion of the Character First Program. Mrs. Fong Smith reported that Lessons 1 & 2 have been completed and were well received. Lesson 3 & 4 will be taught in the upcoming semester.

**E. BUSINESS**

**1. Grandparents Day Presentation – Amy Torrence/Angela Leighty**

Amy Torrence and Angela Leighty made a brief presentation concerning the upcoming Grandparents Day scheduled for April 28, 2017. Their goal is 1, 0000 invitations with about 400 attendees.

**2. Treasurer's Report – Nancy Tive**

**Revenue through December 31, 2016 for the 2016/2017 School Year**

Revenue for the month ended and year-to-date ended December 31, 2016 were \$604,899 and \$3,791,308, respectively. This equates to 53.19% of budgeted revenue compared to a run rate of 50%. Budgeted revenue for the month was \$577,050. The variance between the budgeted revenue and the actual revenue was due mainly to the following:

- The once-a-year funds for the READ Act of \$21,176 were received in December 2016. In the budget this revenue was amortized over 12 months.
- 60% of the yearly funding for G/T was received in December 2016 and was \$7,699. In the budget this revenue was amortized over 12 months.
- Academic Fee Income was higher than the budgeted amount. We are actively attempting to collect unpaid fees for 16/17 to reach the budgeted goal of \$138,000.
- On the other hand, BASE revenue was lower than the budgeted BASE revenue amount.

### **Expenses through December 31, 2016 for the 2016/2017 School Year**

During the month of December 31, 2016, MA expended \$619,673, compared to budgeted expenditures of \$591,756, and compared to last year's expenditures of \$527,992. Expenditure highlights include the following:

- December was the second month with the salary true-up which was approved at the October 2016 board meeting.
- December expenditures included \$22,922 of bonuses, stipends and master teacher payments. With PERA and Medicare, this cost was \$27,758. In the budget these expenditures were amortized over 12 months.
- Library expenditures included Reading Counts Hosting Fee of \$3,440.
- The line item for Legal services, Audit Services, Fingerprinting is at 87.98% of budget because we are paying for the high school application legal fees. The total will be \$25,000. This was not budgeted. The intent is to recover the \$25,000 fee when we enter into financing for a high school.
- The line item for Technology is at 99.00% of budget, due mainly to the unbudgeted payments for Technology Upgrades that were financed by a capital lease from FNB. The upgrade payments totaled \$38,107 for the month of December, and totaled \$82,711 for the year-to-date amount at December 31, 2016.
- In December 2016, we began payments on the lease for the Computer Replacement Project. The rental amount included both the November and December payments, and was \$5,665.
- There is a new Expenditure line item (Principal and Interest – FNB) which represents the capital lease repayments to FNB. This was not budgeted.
- The wire from D38 included \$5,555 for ESS, which reduced expenses by that amount.

Year-to-date expenditures for the six months ended December, 2016 were \$3,110,423, compared to \$2,803,233 for the same period last year.

### **Net Income (Loss)**

Net loss for the month of December 2016 was (\$14,774), compared to net income of \$32,868 for the month of December 2015. Net income for the six months ended December 31, 2016 was \$680,885 compared to \$527,857 for the same period last year.

### **Reserves**

On December 31, 2016, MA maintained a fund balance of \$2,344,818 in the General Fund, as well as \$2,344,818 in its General Fund bank accounts and certificates of deposits. Cash is down \$14,774 from November 2016 cash balances. The general fund balance is up \$222,099 or 10.46%, from the same period last year.

Mrs. Camarco recommended that a thank you be sent to the PTO for their funding of the new computers placed in the library.

### **3. Executive Director's – Don Griffin**

**Coalition Membership Renewed** – Monument Academy's membership in the El Paso County Coalition of Charter Schools were renewed.

**Papercut Software** – Over the winter break, we have installed “Papercut” software on all copiers in the building. This new software will allow staff to print to any of the copiers in the building, swipe their key fob, and all of their saved print jobs will print to that copier. It means confidential materials will not print out and be sitting on the copier to be set aside or picked up accidentally by someone else. Also, the software will track individual and grade usage for better accounting and planning purposes

**D38 Annual Report** – Monument Academy’s Annual Report to the District Board of Education will be presented at their January 19, 2017 meeting.

#### **4. Next Meeting – Thursday February 9, 2017**

### **F. ITEMS REQUIRING BOARD DISCUSSION/APPROVAL**

#### **1. Discuss/Approve K-8 2017-2018 School Calendar**

Dr. Griffin presented the proposed K-8 2017-2018 school calendar which had been reviewed and recommended to the Board for approval by Administration and the MA Scheduling Committee. The calendar mostly mirrors D38's calendar as far as start and end dates, parent teacher conference dates, and holiday breaks, with the exception of the winter holiday beginning and end dates and a four-day weekend in October 6-9. The quarters and semesters have been evened out.

The proposed calendar was made as close to D38 as possible so that families that have students at MA and other D38 schools will have very similar schedules. The first week prior to school will be used for all teachers, new and returning, to provide professional development training. These days are included in all teacher’s workdays as we do not take time off throughout the year for professional development like D38, we use our Friday afternoons and the first week of school for this type of training.

The following is a brief synopsis of the number of student days:

Elementary School Total Contact Days:

168 (Monday-Thursday 6.75 contact hours) (Friday 4.08 contact hours)

Middle School Total Contact Days:

169 (Monday-Thursday 7.53 contact hours) (Friday 4.73 contact hours)

Teacher total work days: 181

Elementary School Students attend from:

8:00 am to 3:05 pm Monday-Thursday and from 8:00 am to 12:05 pm on Friday.

Middle School Students attend from:

7:40 am to 3:20 pm Monday-Thursday and from 7:40 am to 12:20 pm on Friday.

With the proposed 2017-2018 calendar we will have the following days over the state mandated hours/days:

Elementary School will have approximately 8 days over the state mandated hours/days.

Middle School will have approximately 9 days over the state mandated hours/days.

Mr. Saunders made a motion to accept the K-8 2017-2018 school calendar as presented. Mr. Dunston seconded the motion. Mrs. Camarco called for a vote and the motion passed unanimously.

The K-8 2017-2018 school calendar is attached to the minutes as Appendix A and will be posted on the school’s website.

## **2. Discuss/Approve Public Posting Designations for Meeting Notice/Agenda as required by CRS 24-6-402 2 (c)**

According to CRS 24-6-402 2 (c), each year the Board shall designate “the public place or places for posting such notice annually at the local public body's first regular meeting of each calendar year.”

Mrs. Galusky made a motion to continue to designate the current posting location in the school's front lobby to provide public notice as required by statute for the calendar year 2017. Mr. Dunston seconded the motion. Mrs. Camarco called for a vote and the motion passed unanimously.

### **G. Consent Agenda**

**1. Approve minutes from November 10, 2016 meeting.**

**2. Committee and other reports (Building/Facilities, Curriculum, Governance, Principal's Report, RDC, SAAC, Finance, Teacher Reps.).**

### **H. EXECUTIVE SESSION**

**1. Executive session: Positions Relative to Negotiations C.R.S.24-6-402(4)(e) and Conferences with an attorney to receive legal advice C.R.S.24-6-402(4)(b)**

At 6:30p.m., Mrs. Galusky made a motion, seconded by Mr. Dunston: to meet in Executive session to discuss positions relative to negotiations C.R.S.24-6-402(4)(e) and conference with an attorney to receive legal advice C.R.S.24-6-402(4)(b) concerning the possible addition of a high school in regards to authorizers, timetables and the application.

Roll call vote was unanimous; the motion carried 4-0.

The Board invited Mr. Brad Miller, Law Office of Brad A. Miller, Dr. Griffin, and Mrs. Tive to join them in the school's library for Executive Session.

The Board entered executive session at 6:33p.m. No recording device was available for the Executive Session.

At 7:14p.m., Executive Session was adjourned and Open Session was reconvened in the Library.


### **G. ADJOURNMENT**

The meeting adjourned at 7:15p.m.

**APPENDIX A: Approved K-8 2017-2018 school calendar (see next page)**

# APPENDIX A: Approved K-8 2017-2018 school calendar

School Calendar 17-18, Draft 2.1.9.2017

AUGUST 2017							 <b>Monument Academy</b> 2017-2018 School Calendar Address: 1150 Village Ridge Point, Monument, CO 80132							JANUARY												
S	M	T	W	T	F	S											S	M	T	W	T	F	S			
			1	2	3	4	5											1	2	3	4	5	6			
6	7	8	9	10	11	12											7	8	9	10	11	12	13			
13	14	15	16	17	18	19											14	15	16	17	18	19	20			
20	21	22	23	24	25	26											21	22	23	24	25	26	27			
27	28	29	30	31													28	29	30	31						
SEPTEMBER 2017							<b>AUGUST</b> Back to School Events (dates and times to be determined) New Student Assessment (date and time to be determined) <b>2-14 NO SCHOOL-Teacher Workdays</b> 15 Middle School Orientation 1/2 day 6th grade only report at 7:40 am, dismissed at 12:20 pm 7th and 8th grade report at 8:30 am, dismissed at 12:20 pm 16 First Day of School -All Students Preschool through 8th 18 Full Day Friday-Kindergarten through 8th  <b>SEPTEMBER</b> 4 NO SCHOOL-Labor Day  <b>OCTOBER</b> 6 NO SCHOOL-Fall Break 9 NO SCHOOL-Fall Break/Columbus Day 19-20 NO SCHOOL-Parent Teacher Conferences  <b>NOVEMBER</b> 20-24 NO SCHOOL-Thanksgiving Break  <b>DECEMBER</b> 20 LAST DAY OF SCHOOL before Winter Break Early Dismissal, 1/2 day for ALL students NO PM Kindergarten ES Dismissed at 12:05 pm MS dismissed at 12:20 pm  21-31 NO SCHOOL-Winter Break  <b>JANUARY</b> Monument Academy Information Nights (dates and times to be determined) 1-5 NO SCHOOL-Winter Break 8 NO SCHOOL-Teacher Workday 9 Classes Resume 15 NO SCHOOL-Martin Luther King Day 26 Kindergarten Roundup-NO AM, PM or FULL DAY Kindergarten classes  <b>FEBRUARY</b> Science Fair (dates and times to be determined) 19 NO SCHOOL-Presidents Day  <b>MARCH</b> 26-30 NO SCHOOL-Spring Break  <b>APRIL</b> 12-13 No Preschool Classes-Preschool Conferences 13 K-8 School in Session-Parent/Teacher Conferences in afternoon upon request  <b>MAY</b> 11 Preschool Last Day 11 Kindergarten Graduation 15 8th Grade Graduation 18 LAST DAY OF SCHOOL 1st-7th ES dismissed at 12:05 pm MS dismissed at 12:20 pm 18 Teacher Check Out Afternoon  <div style="border: 1px solid black; padding: 5px; text-align: center;">                     169 Middle School student contact days                      168 Elementary School student contact days                      181 Teacher Workdays                 </div> At the discretion of the administration, full day Fridays may be called if necessary due to snow days or other unforeseen circumstances affecting total student contact/instructional hours.																			
S	M	T	W	T	F	S											S	M	T	W	T	F	S			
						1		2													1	2	3			
3	4	5	6	7	8	9										4	5	6	7	8	9	10				
10	11	12	13	14	15	16										11	12	13	14	15	16	17				
17	18	19	20	21	22	23										18	19	20	21	22	23	24				
24	25	26	27	28	29	30										25	26	27	28							
OCTOBER 2017																										
S	M	T	W	T	F	S																				
1	2	3	4	5	6	7																				
8	9	10	11	12	13	14									4	5	6	7	8	9	10					
15	16	17	18	19	20	21									11	12	13	14	15	16	17					
22	23	24	25	26	27	28								18	19	20	21	22	23	24						
29	30	31												25	26	27	28	29	30	31						
NOVEMBER 2017																										
S	M	T	W	T	F	S																				
			1	2	3	4																				
5	6	7	8	9	10	11								4	5	6	7	8	9	10						
12	13	14	15	16	17	18								11	12	13	14	15	16	17						
19	20	21	22	23	24	25								18	19	20	21	22	23	24						
														25	26	27	28	29	30	31						
DECEMBER 2017																										
S	M	T	W	T	F	S																				
						1	2																			
3	4	5	6	7	8	9							4	5	6	7	8	9	10							
10	11	12	13	14	15	16							11	12	13	14	15	16	17							
17	18	19	20	21	22	23							18	19	20	21	22	23	24							
24	25	26	27	28	29	30							25	26	27	28	29	30	31							
31																										
SCHOOL HOURS																										
<b>ES-K (full day)-5th grade:</b> 8:00 am-3:05 pm Mon-Thurs 8:00 am-12:05 pm Friday  <b>MS-6th-8th grade:</b> 7:40 am-3:20 pm Mon-Thurs 7:40 am-12:20 pm Friday  Preschool hours vary, see preschool information on the website for details																										
11 Preschool Last Day 11 Kindergarten Graduation 15 8th Grade Graduation 18 LAST DAY OF SCHOOL 1st-7th ES dismissed at 12:05 pm MS dismissed at 12:20 pm 18 Teacher Check Out Afternoon																										
169 Middle School student contact days 168 Elementary School student contact days 181 Teacher Workdays																										
At the discretion of the administration, full day Fridays may be called if necessary due to snow days or other unforeseen circumstances affecting total student contact/instructional hours.																										
= No School      = Teacher Workdays = Important Dates      = Middle School Orientation Day																										