

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

Jane B. Lundeen Library
February 9, 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 6:02p.m. by Scott Saunders.

Members present:

Sonya Camarco arrived 6:45p
Matt Dunston
Julie Galusky
Andy Gifford
Patrick Hall
Scott Saunders

Others present:

Don Griffin, Executive Director
Eric Hutto, Elementary Teacher Rep.
Tiffany Alexander, MS Teacher Rep.

Excused:

Lis Richard, Principal
Nancy Tive, Director of Finance
Steve Kindermann, Recording Secretary

Quorum declared.

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

C. ADDITIONS TO/APPROVAL OF AGENDA

Mr. Dunston made a motion to approve the agenda. Mr. Hall 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 January 31, 2017 for the 2016/2017 School Year

Revenue for the month ended and year-to-date ended January 31, 2017 were \$572,807 and \$4,364,115, respectively. This equates to 61.22% of budgeted revenue compared to a run rate of 58.33%. Budgeted revenue for the month was \$584,024. The variance between budgeted revenue and actual revenue for the month of January was due mainly to the following:

- BASE revenue was lower than budgeted revenue and is projected to be lower than the \$49,000 budgeted amount.
- Miscellaneous, Read Act, ELPA, GT and Title II Revenue are amortized over 12 months, but none were received during January 2017.

- PPR was lower than budgeted PPR because the wire from D38 is currently calculated with 905 student ftes. The actual fte is 907.8. This will be adjusted with the reconciliation with D38, which occurs after year-end.
- On the other hand, 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.

Expenses through January 31, 2017 for the 2016/2017 School Year

During the month of January 31, 2017, MA expended \$595,630, compared to budgeted expenditures of \$589,523 and compared to last year's expenditures of \$546,344. Expenditure highlights include the following:

- January was the third month with the salary true-up which was approved at the October 2016 board meeting.
- The line item for Legal services, Audit Services, Fingerprinting is at 136.85% of budget because we paid \$7,000 for the high school application legal fees during January. There will be two more payments of \$7,000 to total \$25,000. This was not budgeted. The intent is to recover the \$25,000 cost from future high school financing.
- The line item for Technology was at 115.34% of budget. We paid \$16,335 during January for costs related to the Server Project. Also, there were \$7,500 unbudgeted Technology Upgrades during January that were financed by a capital lease from FNB. The upgrade payments totaled \$90,211 for the year-to-date amount at January 31, 2017.
- 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 seven months ended January 2017 were \$3,706,052, compared to \$3,349,580 for the same period last year.

Net Income (Loss)

Net loss for the month of January 2017 was (\$22,823), compared to net income of \$27,443 for the month of January 2016. Net income for the seven months ended January 31, 2017 was \$658,063 compared to \$555,297 for the same period last year.

Reserves

On January 31, 2017, MA maintained a fund balance of \$2,321,996 in the General Fund, as well as \$2,331,021 in its General Fund bank accounts and certificates of deposits. Cash is down \$28,570 from November 2016 cash balances. The general fund balance is up \$171,837 or 8%, from the same period last year.

2. Principal's Report – Don Griffin

Dr. Griffin read from Mrs. Richard's report:

There have only been about 15 school days since the last board report; however there has been tremendous activity to report. Open enrollment has brought a flurry of new faces through the building. Amy Zarkovacki and I have hosted a few new parent events including the MA Information Night, Kindergarten Round Up and the 5th Grade Sneak Peek. We did not advertise in the local paper for these events as we have in the past due to the fact that we do not have

space other than for kindergarten (which we did advertise). The MA Information Night was a packed house! It was one of our best-attended evenings in several years. The range of grades represented was school-wide. For the 5th grade Sneak Peek, there were over 15 new students who wanted to attend even though they are on a waiting list and most likely will not be able to attend MA next year.

I had the privilege this month to travel to California to provide some training and consultation to some private schools. It was a refreshing reminder of what a special place Monument Academy really is for students. Those parents pay thousands of dollars to send their students to private schools and our students receive better instruction daily. I was grateful.

The Colorado Department of Education responded to our request from last year to upgrade our status for our School Performance from *Improvement* to *Performance*. This is very significant. Our *Improvement* status was not due to student performance but our own clerical errors. We are very pleased they have reversed this. Even though only 30% of our students tested, we were still able to hold onto the highest ranking. The district was also relieved, as it did not affect their *Accreditation with Distinction* ranking. Our new SPF sheets are attached.

One of the most expansive projects ongoing and behind the scenes is the Framework Committee. This is a group of teachers under the direction of Julie Seymour and myself who are working to redesign and redefine the framework of our curriculum deciding how we will directly align. Below is a short summary of their work so far as provided by Julie Seymour:

As a framework committee, we developed this process to scrutinize our current Core Knowledge and State Standards:

- 1. Keep 7 tenets in the forefront as standards are evaluated*
- 2. Research standards options.... Core Knowledge, Colorado State, National, Common Core, and other states? What are the strengths and weaknesses?*
- 3. Based on the 7 tenets, is there a standard set that meets all? If there is something lacking, identify it. What can be included if needed?*
- 4. Does the standard set chosen meet assessment frameworks for State/National? Is this important?*
- 5. Is there curriculum available that can be used for these standards? Will curriculum need to be developed? Will professional development be necessary?*

A draft of Science Standards for Monument Academy has been developed. Core Knowledge provides the content sequence, with the addition of Colorado State topics where Core Knowledge lacks them. Core knowledge was found lacking in Science Process and Engineering standards, and these were included from NGSS. Finally, the entire framework was written in narrative language using California State standard wording where applicable to improve clarity.

There is not a complete science curriculum package that will be useful for our framework. Amplify units are sold individually, which make them useful for some topics at some grade levels. Science kits that fit into our Scope and Sequence, along with training in backward unit design (called UBD) will ensure that students are developing critical thinking skills as they learn science. Professional development in the use of UBD (Understanding by Design) to plan units will be necessary.

The Social Studies review is under way with the decision that we will stay with the Core Knowledge Sequence of content, but adding in Colorado Department of Education's Economic Standards.

The standards we are currently reviewing for purposes of usability and implementation regarding mastery and student success are California's 1998 Standards and Washington DC's current standards.

The committee is currently in process of reviewing and analyzing the aforementioned standards and copying them into a Google doc that matches the Core Knowledge Sequence. Our goal is to finish this process for review by March 1.

This is a time consuming job for the committee as they go piece by piece through each grade level. They have tackled the two most controversial and difficult subjects first. We anticipate the math and language arts curricula will move much faster.

3. Executive Director's – Don Griffin

Hwy 105 Coordination– Monument Academy will coordinate with Palmer Ridge High School and District personnel to meet with Commissioner Glenn to address the current traffic problems at both locations to present possible solutions.

May Board Date Change – The Board meeting date in May will be moved from May 11th to May 18th due to concerts every night the week of May 11th and graduation the following week (Tuesday May 16th).

Board Election – The Board election will take place May 18-19 via Survey Monkey. We will know the winners by the end of May 19th. The **Candidates' Forum** will be held May 17th starting at 5:30p.m. in the Library. Each candidate will be able to make a 3-5 minute presentation as to why they want to serve and to answer questions from the audience. More details as to filing dates, etc. will be forthcoming.

4. Next Meeting – Thursday, March 9, 2017

F. ITEMS REQUIRING BOARD DISCUSSION/APPROVAL

1. Discuss/Approve Revision of Class Size Policy 1523

Mr. Saunders reported that the Governance Committee has reviewed Policy 1523 and has recommended the following: the 5th grade bubble class be made permanent and the middle school per grade maximum be raised to 118 and be made permanent.

Mr. Dunston made a motion to accept the revisions of Policy 1523 as presented. Mrs. Galusky seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously.

The revised Policy 1523 is attached as Appendix A and will be posted on the school's website.

G. Consent Agenda

1. Approve minutes from January 18, 2017 meeting.

2. Committee and other reports (Building/Facilities, Curriculum, RDC, SAAC, Finance, Teacher Reps.).

H. EXECUTIVE SESSION

1. Executive session: Positions Relative to Negotiations C.R.S.24-6-402(4)(e)

At 6:13p.m., Mr. Dunston made a motion, seconded by Mrs. Galusky: to meet in Executive session to discuss positions relative to negotiations C.R.S.24-6-402(4)(e) concerning the possible addition of a high school in regards to authorizers, timetables and the application.

Roll call vote was unanimous; the motion carried 5-0.

The Board invited Dr. Griffin to join them in the school's library for Executive Session.

The Board entered executive session at 6:15p.m. No recording device was available for the Executive Session.

It is noted that Mrs. Camarco joined the Executive Session at 6:45p.m.

At 6:53p.m., Executive Session was adjourned and Open Session was reconvened in the Library.

I. ITEMS REQUIRING BOARD DISCUSSION/ACTION:

1. Discuss/Approve Application for Monument Academy High School

Dr. Griffin presented several significant factors:

- Individual members of the Board and Administration have met with representatives of District 38, District 49 and Douglas County.
- The Board received input from MA's legal counsel and bond counsel concerning structure and financing this effort.
- Parent comments as well as the number of Letters of Intent to enroll in a MA High School were shared with the Board.
- The Board has had an opportunity to review MA's draft application.

Discussion: The MA Board, in its decision to expand, will seek the best situations and solutions that fit MA's current philosophy, the high school's proposed academic intent and parent wishes.

Mr. Hall made a motion directing Administration to apply simultaneously to District 38, District 49 and Douglas County with a start date no sooner than 2018-2019 school year. Mr. Gifford seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously.

J. ADJOURNMENT

The meeting adjourned at 6:59p.m.

APPENDIX A: Approved Class Size Policy 1523 (see next page)

APPENDIX A: Approved Class Size Policy 1523



Monument Academy

Board of Directors Governance and Policy

Policy Area : Governance	Policy # : 1523
Title : Monument Academy Class Size Policy	Adopted : January 15, 2015 Revised : March 10, 2016 Revised: February 9, 2017

Issue Statement

It is the Board's desire to sustain Monument Academy's student enrollment and manage the related capacity issues to ensure top quality academic and individual development opportunities while providing its academic program in a collegial atmosphere of learning. Sustaining a consistent enrollment from year-to-year will enable Administration to manage capacity issues and maintain academic programs at a high level.

Policy Statement

- A. Based upon factors such as the physical plant, educational trends, optimal learning environments, etc., Monument Academy has divided grades 1-4 into four classes per grade. The maximum number of students per grade level will not exceed 100. The fifth grade may have five classes with the maximum number of students not to exceed 120.
- B. The classroom size goal in grades 1-5 is a maximum of 24 students. By exception, administration may go up to, but not exceed 25 students per classroom.
- C. Based upon factors such as the physical plant, educational trends, optimal learning environments, etc., Monument Academy offers a variety of core and elective classes in grades 6-8. Since these classes may vary in sizes from a few students to many students, i.e. band or chorus, this policy does not restrict the number of students per classroom in grades 6-8. However, the maximum number of students per grade level will not exceed 118.
- D. In the event that student enrollment in one grade falls to a level that allows 3 classes or less and the student enrollment in another grade has a waitlist sufficient to create an additional class, Administration may seek Board approval to add a class to that grade while freezing the number of classes in the decreasing grade. If approved, the number of classes in each grade will remain frozen for subsequent years until Administration seeks Board approval to revert to the original number of classes in each grade.
- E. Upon registration and in accordance with Monument Academy Board Policy 1521, families registering students new to Monument Academy for the following school

year will pay the mandatory fees. If a student fails to attend class on the first day of school or leaves school between the first day of school and October 1, their request for a refund of mandatory fees, which must be made in writing, will be processed and paid no later than December 1.

Related Documents

Monument Academy Board Policy 1521
Monument Academy Strategic Plan 2013

Points of Contact

- A. The following positions shall serve as points of contact for the enforcement of this policy: President of the Board of Directors and the Executive Director.