

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

Jane B. Lundeen Library
April 13, 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 6:05p.m. by Sonya Camarco.

Members present:

Sonya Camarco
Matt Dunston
Julie Galusky (arrived at 6:46p)
Patrick Hall

Others present:

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

Excused:

Andy Gifford
Scott Saunders
Eric Hutto, Elementary Teacher Rep.

Mrs. Camarco announced that there was no a quorum. Since Mrs. Galusky was in transit to the meeting, it was decided to cover the business portion of the agenda until Mrs. Galusky's arrival.

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

C. ADDITIONS TO/APPROVAL OF AGENDA

Since there was no quorum, this item was to be considered later in the meeting.

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

None

E. BUSINESS

1. Treasurer's Report – Patrick Hall

Revenue through March 31, 2017 for the 2016/2017 School Year

Revenue for the month ended and year-to-date ended March 31, 2017 were \$576,334 and \$5,509,311, respectively. This equates to 77.29% of budgeted revenue compared to a run rate of 75%. Budgeted revenue for the month was \$570,620. Actual revenue for the month of March was higher than the budgeted amount due to the following:

- The March 2017 Capital Construction Revenue reflected an adjustment by CDE for the actual October 1, 2016 count of 907.8 from 847. (The \$18,609 increase will be spread over the rest of the fiscal year.)
- Academic Fees for this fiscal year were still being collected during March 2017.

- On the other hand, PPR was slightly 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.

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

During the month of March 31, 2017, MA expended \$556,350, compared to last year's expenditures of \$517,684. This was a difference of \$698 from budgeted expenditures of \$555,652.

Year-to-date expenditures for the nine months ended March 31, 2017 were \$4,836,615, compared to \$4,377,848 for the same period last year.

Net Income (Loss)

Net income for the month of March 2017 was \$19,984 compared to net income of \$36,933 for the month of March 2016. Net income for the nine months ended March 31, 2017 was \$672,696 compared to \$619,815 for the same period last year.

Reserves

On March 31, 2017, MA maintained a fund balance of \$2,336,629 in the General Fund, as well as \$2,363,061 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$121,952, or 5.51%, from the same period last year.

2. Principal's Report – Lis Richard

We are now in the last quarter of school and fully preparing for the events that will wrap up the school year. Teachers are doing what they can to finish teaching their instructional materials, fine arts departments are preparing for their final performances, spring assessments are underway, and field day plans are in place.

As all of these events take place, I am sharply reminded that my tenure is coming to an end. Most of my time is currently spent preparing for the transition of new leadership. I have spent time putting some notebooks in order that will be helpful to those who lead the different schools. I am also trying to slowly back out of the decision-making processes of personnel, future planning, and other areas. It is difficult to let go but is necessary for our school's future.

Elizabeth Davis is now spending time on campus each week. It is my hope and desire is to transfer any knowledge and information I may have that will be helpful in her transition. The high school application and work that has been done toward to opening of the high school will be shared with her as well as the many different programs we have at MA.

The death of our employee, Jamie Merritt, took a front seat over the spring break. It was difficult for some of our family. The preschool team did a terrific job handling this tragic situation, as did our mental health team. The mental health department of our school has really grown and developed into a pillar of strength for our students, staff and parents.

Our school UIP has been submitted to the District Accountability Committee and our School Accountability Committee. We successfully had our accreditation status changed from the errors last year. The report presented to the board detailed the two priority performance challenges, their root causes and the improvement strategies. The entire report is available on the CDE website.

3. Executive Director's – Don Griffin

Dean Announcement – On March 15th, Dr. Lisa Meek was appointed Dean - Student Services, Mrs. Julie Seymour was appointed Dean - Middle School and Mr. Charles Richardson was appointed Dean – Elementary School.

Principal Appointment – On March 23rd, we announce the appointment of Elizabeth Davis as MA's Principal/Chief Academic Officer. While her official start date is July 1, 2017, Mrs. Davis began a transition period with Principal Richard April 4th.

Grandparents Day – The first annual Grandparents is to be held April 28th. We are expecting 300+ grandparents to attend. I would like to extend a special thanks to Amy Torrence and Angela Leighty for coordinating the entire event.

Bond Trustee Meeting – Nancy Tive and I meet with Darrell Lomelino, Nicole Dews & George Kubin of Colorado State Bank and Trust. These individuals serve as our bond trustees. Since they are new to their positions, we provided a tour of the school and brought them up-to-date concerning MA's future plans.

Board Election Update – The invitation to submit the intention to run for the MA Board of Directors was placed in the Lynx News the first week of April. The filing deadline is April 28th. 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. The Board election will take place May 18-19 via Survey Monkey. We will know the winners by the end of May 19th.

Highway 105 Meeting – On April 6th, a meeting was held with El Paso County Public Works Director, Jim Reid, El Paso County Engineer, Jennifer Irvine, LDS Stake President, Kevin Woodward, LDS Facilities Manager, Sue Taracena and myself. We had a good meeting and they listened to our input. Mr. Reid and Mrs. Irvine said they were going to go back and research and redraw the plans with our suggestions. And then get back to us. I want to extend a special thanks to Matt Dunston who has been working behind the scenes to facilitate MA input.

4. Next Meeting – Thursday, May 18, 2017

Mrs. Camarco called for a recess until Mrs. Galusky could arrive. The meeting adjourned at 6:30pm. Mrs. Galusky arrived at 6:46pm. Mrs. Camarco reconvened the meeting and declared a quorum.

F. ITEMS REQUIRING BOARD DISCUSSION/APPROVAL

1. Discuss/Approve 2017-2018 Budget

BUDGET NARRATIVE

Mr. Hall presented the following information:

- This budget will be adjusted for actual PPR and enrollment after Oct. 1, 2017.

REVENUE

- Funded pupil count is set at 919.36, which is equal to the student count of the 2016/2017 school year for K-5, and 117 students each for grades 6-8.
- Per pupil revenue is \$7,225.25 which is the PPR currently on the CDE website for 2017/2018. It has been communicated to us that this is a very preliminary number, and could decrease.
- There are is no BASE revenue in the 17/18 budget.
- Total General Fund revenue from all sources equals \$7,318,441, a 2.67% increase from the 2016/2017 revenue per the revised budget.

EXPENDITURES

- 12 months of “true-up” salaries, approved in October 2016, are included in this budget.
- The reorganization approved in March 2017 is reflected in the budgeted salaries.

- PERA is increased for the mandatory .5%.
 - Health insurance is increased 5% over the 2016/2017 health insurance per discussion with agent.
 - \$10,000 for high school expenditures are included in the budgeted expenditures.
 - There are no BASE expenditures in the 17/18 budget.
 - Total General Fund expenditures are budgeted at \$7,238,154, a 1.54% increase from the 2016/2017 expenditures per the revised budget.
- The budgeted net income for 2017/2018 is \$80,286.

Mr. Dunston made a motion to approve the 2017/2018 budget and the Appropriating Resolution as presented. Mr. Hall seconded the motion. Mrs. Camarco called for a vote and the motion passed unanimously. The approved budget is attached to these minutes and posted on the school's website.

2. Discuss/Approve Revised Preschool 2016-2017 Appropriation

Mr. Hall presented the following:

Preschool is reported in a separate fund this year (Fund 26), therefore Preschool has a separate appropriation for its expenditures. As is the case with all the funds, actual expenditures cannot exceed the appropriated amount. At this time, the cost of Preschool substitutes for 16/17 has exceeded the budgeted amount.

Mr. Hall made a motion to approve the adjustment to the 2016-2017 Preschool appropriations by \$3,600 to \$199,000. Mrs. Galusky seconded the motion. Mrs. Camarco called for a vote and the motion passed unanimously. The approved resolution is attached to these minutes.

C. ADDITIONS TO/APPROVAL OF AGENDA

Now that there was a quorum, Mrs. Camarco asked if Item C. could be considered. Mr. Hall made a motion to approve the agenda. Mrs. Galusky seconded and the motion passed unanimously.

G. Consent Agenda

- 1. Approve minutes from March 9, 2017 meeting.**
- 2. Committee and other reports (Building/Facilities, Curriculum, RDC, SAAC, Finance, Teacher Reps.).**

H. ADJOURNMENT

The meeting adjourned at 6:50p.m.

Appendix A: Approved Budget –next page

Appendix A: Approved Budget

	2017-2018 Original Budget
GENERAL FUND	
Students (FPC)	919,36
PPR	7,225,25
Beginning Gen Fund Reserve Balance	1,734,515
General Fund Revenue	
PPR	6,642,606
Full Day Kindergarten Tuition	131,000
Summer School Tuition	4,000
Fundraising	7,700
Fees	169,000
State Grants - GT / Cap Constr / READ / ELPA	300,123
Federal Grants - Title II	8,512
Building Use Income	800
All other sources	54,700
Total Revenue - All Sources	<u>7,318,441</u>
Total Revenue and Beg Fund Balance	<u>9,052,956</u>
General Fund Expenditures	
D38 Purchased Services	(50,000)
Core Instructional Program	2,461,176
RTI	76,566
Federal Grants	8,512
Gifted & Talented Program	47,038
Art Program	134,234
ELL Program	49,148
Foreign Language Program	141,207
Physical Education Program	119,586
Fine Arts Program	279,571
Technology ED Program	184,310
ESS Program	587,947
Cocurricular Activities - Coaching	30,643
Health Services	68,483
Counselor	48,560
Psychologist	20,578
Curriculum	33,646
Assessment & Testing	61,578
Library Services	79,130
Athletic Director	33,822
Board of Education	200
General Administration	140,726
Legal Services, Audit Services, Fingerprinting	24,900
School Administration	556,578
Business	261,498
Building Operations	605,767
Building Rentals	950,828
Grounds Services	22,160
Technology	174,914
Risk Management	64,386
BASE	-
Principal and Interest - FNB	20,462
Beginning Fund Balance	<u>7,238,154</u>
Revenue Less Expenditures	80,287
Ending Fund Balance - General Fund	<u>1,814,802</u>

Appendix B: Approved Resolution – next page

Appendix B: Approved Resolution

Monument Academy Charter School
1150 Village Ridge Point
Monument, CO 80132
(719) 481-1950

April 13, 2017

Appropriating Resolution 2016/2017 Expenditure Budgets

Be it resolved by the Monument Academy Charter School Board in El Paso County that the amounts shown in the following schedule be appropriated to each fund as specified in the Revised Adopted Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

	Original 4/14/16	Revised 6/9/16	Revised 11/10/16	Revised 4/13/17
General Fund	\$6,568,161	\$7,179,641	\$8,792,355	\$8,792,355
Preschool Fund	N/A	\$ 188,000	\$ 195,400	\$199,000
Trust & Agency Fund	\$ 230,000	\$ 230,000	\$ 230,000	\$230,000
Total Appropriation		\$6,798,161	\$7,597,641	\$9,217,755

Signed this 13th day of April, 2017

Sonya Camarco
Monument Academy Charter School Board President

Patrick Hall
Monument Academy Charter School Board Treasurer

APRIL 25, 2017 Board minutes – next page

**APPROVED
MONUMENT ACADEMY
BOARD OF DIRECTORS SPECIAL MEETING MINUTES**
Jane B. Lundeen Library
APRIL 25, 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

Meeting called to order at 6:05 p.m. by Sonya Camarco.

Members present:

Sonya Camarco
Matt Dunston (arrived 6:50p)
Andy Gifford
Patrick Hall
Scott Saunders

Others present:

Don Griffin, Executive Director
Elizabeth Davis, Principal Elect
Nancy Tive, Director of Finance
Brad Miller, Legal Counsel

Excused:

Julie Galusky

Quorum declared.

B. ADDITIONS TO/APPROVAL OF AGENDA

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

C. EXECUTIVE SESSION:

At 6:07 p.m., Mr. Gifford made a motion, seconded by Mr. Hall: 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 components of the high school application.

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

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

The Board entered executive session at 6:07p.m. No recording device was available for the Executive Session.

At 7:24p.m., Executive Session was adjourned and Open Session was reconvened in the Library.

D. ADJOURNMENT

The meeting adjourned at 7:25 p.m.