

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

Jane B. Lundeen Library
August 10, 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 6:00p.m. by Scott Saunders.

Members present:

Matt Dunston
Julie Galusky
Mark McWilliams
Mike Molsen
Scott Saunders

Others present:

Don Griffin, Executive Director
Nancy Tive, Director of Finance
Tiffany Alexander, MS Teacher Rep.
Kelli Beerer, ES Teacher Rep
Steve Kindermann, Recording Secretary

Excused:

Patrick Hall
Elizabeth Davis, CAO/Principal

Quorum declared.

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

C. ADDITIONS TO/APPROVAL OF AGENDA

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

D. ITEMS REQUIRING BOARD DISCUSSION/ACTION:

1. Election of Board Officers for 2017-2018

Mr. Saunders reported that the Nominating Committee, chaired by himself along with members Julie Galusky and Patrick Hall recommends the following individuals for the selected offices and for a one-year term (2017-2018):

Scott Saunders - President
Julie Galusky - Vice President
Mike Moslen - Secretary
Patrick Hall - Treasurer

Mr. Dunston made a motion to approve the slate of officers as presented. Mr. Molsen seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously.

2. Discuss/Approve Committee Assignments for 2017-2018

Mr. Saunders presented the Nominating Committee's recommendation of following individuals for the selected committee assignments (school year 2017-2018):

Matt Dunston - Buildings/Facilities
Scott Saunders - SAC
Julie Galusky - RDC/Grants

Patrick Hall - Finance Committee
Mark McWilliams - Curriculum
Mike Molsen - Governance

Mr. Dunston made a motion to approve the committee assignments as presented. Mr. Molsen seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously.

3. Discuss/Approve Revision of Academic Excellence Metric

Administration asked the Board to consider replacing the 3-current metrics for the Academic Excellence Goal.

Remove Metric #1: John Irwin Award

Monument Academy's participation in state mandated testing falls well below the required level of 95%. By not meeting this level of participation, MA would not qualify for the John Irwin Award. Furthermore, since MA Policy 1525 allows parents to determine if their student will participate, it is recommended that the John Irwin Award be removed as a metric.

Replace Metric #2 and #3: TCAP Scores

TCAP tests are no longer used by the State of Colorado and the low participation by MA students in the current mandatory testing would suggest that a national normed test taken by all MA students would be more appropriate. It is recommended that the TCAP scores be replaced as a metric.

Proposed Performance Measure #1 - NWEA Academic Progress

Monument Academy will use NWEA test results to track student performance and achievement.

Use NWEA tests are administered to all students in grades 2-8 in both the fall and spring demonstrate proficiency in reading, math and language usage.

Data Scores are reported on a grade level summary basis for each subject area and provide an insightful internal perspective on how students are progressing academically.

Frequency Annual

Target Target indicators for this performance include:

Blue Exceeds Target: Spring score increase over Fall score greater than 6.1 points
Green At Target: Spring score increase over Fall score between 3.5 - 6.0 points
Yellow Below Target: Spring score increase from Fall score between -4.9 - 3.4 points
Red Below Target: Spring score decrease from Fall score great than 5.0 points

Proposed Performance Measure #2 - NWEA Academic Comparison

Monument Academy will use NWEA test results to track student performance and achievement.

Use NWEA tests are administered to all students in grades 2-8 in both the fall and spring demonstrate proficiency in reading, math and language usage.

Data Spring scores are reported on a grade level summary basis for each subject area compared to District 38 scores and provide an insightful external perspective on how students are progressing academically.

Frequency Annual

Target	Target indicators for this performance include:
Blue	Exceeds Target: MA Spring score over D38 Spring score greater than 2.1 points
Green	At Target: MA Spring score over D38 Spring score between -1.9 - 2.0 points
Yellow	Below Target: MA Spring score below D38 Spring score between -2.0 - -4.0 points
Red	Below Target: MA Spring score below D38 Spring score greater than -4.1 points

Mr. Molsen made a motion to approve Administration's recommendation of removal and replacement of the academic performance metrics as presented. Mr. Dunston seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. The newly approved metrics will be posted on the school's website.

4. Discuss/Approve Revision of Character Emphasis Metric

Administration asked the Board to consider suspending the 3-current metrics for the Character Emphasis Goal. A new metric will be presented to the Board prior to the beginning of the 2nd semester.

Current Metrics:

#1: Total number of "backpack" tickets given to the K-5th grade students for demonstration of positive character qualities.

#2: Total number of "Kool to be Kind (K2K)" tickets given to the 6th-8th grade students for demonstration of positive character qualities.

#3: Total number of DAR tickets given for demonstration of negative character behaviors.

The Chief Academic Officer and Deans are working on replacements metrics and need at least the first semester to beta test the metrics. It is Administration's opinion the current metric posted on the MA website are from last year. If approved, the Character Emphasis metric page will be replaced to indicate that new metrics are under development.

Mr. Dunston made a motion to approve Administration's recommendation as presented of removal and replacement of the character emphasis metrics with a new metric to be presented to the Board prior to the beginning of the 2nd semester. Mr. McWilliams seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. The Character Emphasis metric page will be replaced to indicate that new metrics are under development on the school's website.

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

None

F. BUSINESS

1. Code of Conduct Annual Declaration - Policy 1514

Each member of the Board was provided a copy of the Annual Declaration of Code of Conduct for their signature as called for under Policy 1514. The signed copies were collected, recorded and submitted to the Board Secretary.

2. Treasurer's Report – Nancy Tive

At the June 2017 board meeting, it was mentioned that net income for the fiscal year ended June 30, 2017 would exceed \$100,000. After that meeting, it was decided to spend \$84,136 to

pay off the capital lease with First National Bank. This reduced the net income for the year to \$53,397.

The sizeable net incomes for July 2017 and July 2016 reflect the fact that instructional salaries, PERA and Medicare were accrued at June 30, 2017. The contract period for instructional personnel runs September 1 through August 31.

Revenue through July 31, 2017 for the 2017/2018 School Year

Revenue for the month of July 31, 2017 was \$582,687, 7.96% of budgeted revenue compared to a monthly budgeted amount of \$615,555 and a run rate of 8.33%. The July 2017 wire from D38 was the same amount as the June 2017 wire. Therefore, the PPR for the month was lower than the budgeted amount because the wire was calculated with 16/17 fte and PPR. Due to timing, there was no capital construction revenue received during July 2017. There was a \$30,758 increase in revenue for the month compared to last year's revenue.

Expenses through July 31, 2017 for the 2017/2018 School Year

For the month of July 31, 2017, MA expended \$361,339, which equates to 4.99% of budgeted expenses, compared to a monthly budgeted amount of \$365,066 and a run rate of 8.33%. Expenditures for the same period last year were \$328,902, or 4.61% of budget.

Net Income (Loss)

Net income for the month of July 2017 was \$221,349 compared to budgeted net income of \$250,488, and compared to \$223,028 for the same period last year. The large net incomes for July 2017 and July 2016 reflect the fact that instructional salaries, PERA and Medicare were accrued at June 30, 2017. The contract period for instructional personnel runs September 1 through August 31.

Reserves

On July 31, 2017, MA maintained a fund balance of \$1,938,678 in the General Fund, as well as \$2,197,530 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$51,717, or 2.74% from the same period last year.

3. Principal's Report – Elizabeth Davis

The Elementary and Middle School will continue to enhance the Character First curriculum with the addition of a digital citizenship component which will address issues of internet safety, acceptable use policies. This will be supported by teachers and technology support throughout the building

Elementary and Middle School Spanish materials have been purchased to support the needs of those students.

Elementary School:

- Hired new elementary Spanish teacher
- Hired additional 5th grade teacher
- Hired new kindie music/art teacher
- Hired 2 new members for our Facilities Staff
- Hired 2 new members for our lunch/MPR staff
- Assisted Ms. Seymour with locker assignments and other MS transition items
- Oversaw and assisted Facilities with summer projects (Facility report attached)
- Revised/updated all emergency teams and procedures
- Contacted District to assist with evacuation/reunification procedures
- Arranged for my CPI recertification
- Held numerous parent meetings
- Worked with Mr. Kindermann on scheduling for 2017-2018, including Fine Arts, sports, and athletics
- Handbook after handbook revisions

Middle School:

- Implementing house system to increase student belonging, support, and peer leadership. There are 8 cross-graded houses with 42-44 students each divided between 2 House Advisories. Houses will meet in one room once a week for House meetings and activities. Student Council will run through the House System.
- Monument Academy (whole school) is developing a Core Beliefs statement about Discipline at Monument Academy through consensus activities with teachers. This statement will become part of our handbook.
- Teachers will be offered a choice of 3 courses for professional development Fridays: Love and Logic Techniques for Classroom Management, Understanding by Design (unit planning techniques), and Developing Writing Within our Curriculum. It will be a semester long Professional Development with peer accountability partners. Teachers will choose a different option 2nd Semester.
- Complete handbook revisions.
- All students and staff at MA will be given a pair of eclipse glasses to view the eclipse on Monday, August 21. Teachers will take students outside for a sack lunch for viewing.

Exceptional Student Services: June and July have largely been used for planning purposes. This includes the hiring of several new para-professionals, the appointment of a Director of Exceptional Student Services. Placement of students in classes and teacher assignments have been coordinated with the Dean of Elementary, the Dean of Middle School and the registrar. Plans are in place for a parent information meeting/meet and greet event on August 10.

The position of the Director of Literacy and Intervention has been filled and the transition between the out-going director and in-coming director has begun with those two individuals working together to provide a smooth transition.

Staff Development:

All new staff have received professional development on school policies, effective instruction and norming of a new classroom. All staff will be trained on a variety of topics including safety/security, health procedures, intervention and assessment, prior to the beginning of the year. Additionally, 40 members of the staff have been selected to attend an NWEA training which is focused upon using data for goal setting and understanding student data from the MAP assessment. This is the next logical progression in implementing MAP at Monument Academy.

Additionally, we have eliminated the paper versions of the School Handbook. An electronic staff handbook has been made available to all staff which is accessible through Monument Academy's Office 365 platform. All information which staff may need at their fingertips is now available at school, on iPads, on cell phones, and anywhere there is an internet connection. The document can be edited with a few clicks and can be added to at any time. Additionally, it will be used as a collaboration tool for team meetings and event planning.

4. Executive Director's Report –Don Griffin

High School Application – On June 8, Monument Academy submitted for informal review and comment our application for a high school comprised of grades 9-12. During July, we received comments and suggestions as to content and format. We are presently editing the application and are almost ready for our formal submission. The formal window for submission is in the fall of 2017.

Annual Report – As outlined in Exhibit D-1, Monument Academy is to submit an annual written report as required by the Charter Schools Act and the Charter School Renewal Contract by August 1st. Monument Academy's Annual Report was submitted July 31, 2017. The report will be present at the D38 Board of Education January 18, 2018 meeting.

5. Financial Stability Metrics Review ~ Nancy Tive

The metrics for the 2016-2017 Financial Stability Goal were presented to the Board. The debt service coverage ratio was 1.09 which meets the metric target. The reserve/debt ratio was

12.55% which exceeds the metric target. The reserves/current year debt service was 1.86 which exceeded the metric target. All metrics are posted on the school's website under the Strategic Plan tab.

6. Next Meeting – September 14, 2017 at 6:00p.m.

G. Consent Agenda

1. Approve minutes from June 15, 2017 meeting.

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

J. ADJOURNMENT

The meeting adjourned at 6:22p.m.