

APPROVED
MONUMENT ACADEMY
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Jane B. Lundeen Library
SEPTEMBER 14, 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 Julie Galusky.

Members present:

Julie Galusky
Patrick Hall
Mark McWilliams
Mike Molsen

Others present:

Don Griffin, Executive Director
Elizabeth Davis, CAO/Principal
Kelli Beerer, ES Teacher Rep
Steve Kindermann, Recording Secretary

Excused:

Scott Saunders, Member
Matt Dunston, Member

Nancy Tive, Director of Finance
Tiffany Alexander, MS Teacher Rep.

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. McWilliams seconded and the motion passed unanimously.

D. CITIZEN'S COMMENTS

None

E. BUSINESS

1. Treasurer's Report – Patrick Hall

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

Revenue for the month ended and two months ended August 31, 2017 were \$728,726 and \$1,311,412, respectively. This was 17.92% of budgeted revenue, compared to a run rate of 16.67%. Budgeted revenue for the month was \$708,855. The variance between actual revenue and budgeted revenue was due mainly to two factors:

- A PPR July “catch up” amount of approximately \$21,000 was received in the August wire.
- There was a \$51,439 increase of monthly revenue over the prior year's monthly revenue.

Revenue for the two months ended August 31, 2017 includes Miscellaneous Revenue of approximately \$4,200 from Grandparents' Day and approximately \$6,000 from the sale of older iPads. This revenue was used for partial payment of the technology refresh program.

Expenses through August 31, 2016 for the 2017/2018 School Year

For the month ended and two months ended August 31, 2017, MA expended \$364,093 and \$725,432, respectively, which equated to 10.02% of budgeted expenses, compared to a monthly budgeted amount of \$358,633 and a run rate of 16.67%.

Net Income (Loss)

Net income for the month of August 2017 was \$364,633 compared to budgeted net income of \$350,221 and compared to \$345,700 for the same month last year. Net income for the two months ended August 31, 2017 was \$585,980, compared to \$568,726 for the same period last year. The large net incomes for August 2017 and August 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 August 31, 2017, MA maintained a fund balance of \$2,303,310 in the General Fund, as well as \$2,293,521 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$70,651 or 3.16% from the same period last year.

2. Principal's Report – Elizabeth Davis

The beginning of the school year is always busy with numerous activities and responsibilities. A significant amount of my time has been spent on refining and developing the MAHS application alongside Dr. Griffin and Tim Farmer. This application has been officially submitted to the Lewis-Palmer School District. I am currently preparing for the public hearings which will occur in October and November.

A new professional development program has been implemented which allows teachers to determine the strand which will best meet their needs. This Fall, teachers had a choice of Writing Across the Curriculum, Teaching with Love and Logic, or Understanding by Design. Teachers will spend a focused time over the semester working on developing skills in the topic of their choice which will allow for learning and the opportunity to implement new processes in their classrooms. This is in keeping with my commitment to offer high quality professional development to all staff with the understanding that providing a variety of choices allows teachers to make professional development choices which best fit their needs.

Finally, I have committed a significant amount of time to ensure that our students with special needs are served appropriately in our setting. I have attended the majority of IEP meetings and re-aligned the approach to 504 documents which will ensure that all members of the ESS team can pull the appropriate staff into meetings. The approach is focused upon the staff members which serve each student and the services they provide in a team approach so that we ensure all students are served appropriately and in accordance with their plans.

Elementary Activities:

The primary focus has been to welcome our newest and youngest learners into the big school for the first time. The Dean of Elementary has led a variety of activities in his role which contribute to the safety and security of all students, staff, and volunteers in the building. These include:

- Visiting with students
- Conducting PD and Pre-Service training
- Substitute training
- Conducting Fire Drill
- NUMEROUS parent meetings
- Monitoring lunch room activities
- Scheduling assemblies
- Assisting Dean Seymour with discipline/locker issues
- Emergency Response Team meeting/planning

- Back to School nights
- New SRP/Lockdown procedures
- Facility Management
- Met with new SRO
- Assist with carpool
- Classroom/specials scheduling

Middle School Activities:

The Middle School unveiled a bit of a makeover this year. Dean Julie Seymour and her team have implemented the House System which is off to a great start. This has required focused hours of planning in order that students experienced a good implementation to that system from the very beginning of the year. Additionally, Dean Seymour has worked on the following activities:

- Visiting with students and parents
- Conducting PD and Pre-Service Training
- Monitoring lunch room activities
- Establishing middle school expectations with teachers and students
- Emergency Response Team meeting/planning
- Coordinating activities for the solar eclipse
- Back to School Nights
- Fine tuning student schedules
- Attending IEP and 504 meetings as necessary
- Participation in Crisis Intervention Team

3. Executive Director's Report –Don Griffin

High School Application – On August 29th, Monument Academy submitted our expansion application for a high school comprised of grades 9-12. As requested by District personnel, the application was submitted using the CSI Expansion Template. Public Hearings for the application has been set for October 10 and November 16. The D38 Board of Education is expected to vote on the application at their November 16th meeting.

Operational Stability Goal Metric – After the completion of the school year, the Operational Stability metric is reviewed. Based upon our annual retention report, the turnover rate for the entire school was 20.6%, and the turnover rate for teachers was 15.6%. A pdf of the metrics will be posted on the school's website.

School Coalition of Excellence – The member schools of the Coalition met on August 30th to hear about the upcoming legislative year. Mr. Saunders attended the meeting. I will be providing the Board with updates at the Legislative branch goes into session.

4. Next Meeting – October 12, 2017 at 6:00p.m.

F. ITEMS REQUIRING BOARD DISCUSSION/ACTION:

1. Discuss/Approve June 30, 2017 Audit

Paul Niedermuller, CliftonLarsonAllen, reviewed with the Board the 2016-2017 audit report.

Mr. Niedermuller presented that the audit found that Monument Academy's financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Monument Academy Charter School as of June 30, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Mr. Niedermuller also specifically addressed the SEC civil suit filed against Mrs. Sonya Camarco, a former MA Board member. Mr. Niedermuller noted that in auditor's governance letter to the Board under the section "Response to Suspected fraud" that MA's assertions that Mrs. Camarco did not sign a single check nor give any staff person direction to transfer any funds nor provide investment advice concerning school funds, and did not receive reimbursement for any expenses of any kind were corroborated.

The Board discussed with Mr. Niedermuller the need, if any, to conduct additional work concerning the SEC allegations regarding the time Mrs. Camarco on the Board. Mr. Niedermuller noted that if the Board wished to conduct a complete examination of all the cash disbursements and activity in the period in question to determine if absolutely none of the disbursements were inappropriate: the review would need to include a review of every check written during Mrs. Camarco's three-year tenure on the Board, a review of every transfer during Mrs. Camarco's three-year tenure on the Board, and an interview of every employee on the finance staff during Mrs. Camarco's three-year tenure on the Board.

The Board agreed that the additional work performed by the auditor in connection to the allegations and the findings corroborating management assertions satisfied the members that additional work would not be required.

Mr. Hall made a motion to approve the audit for the year ending June 30, 2017 as presented. Mr. McWilliams seconded the motion. Mrs. Galusky called for a vote and the motion passed unanimously. The audit is posted on the Monument Academy website under the Financial Transparency tab.

2. Discuss/Approve Revision of Uniform Policy 1501

It was noted that Policy 1501 was last reviewed November 14, 2013. The Governance Committee has reviewed and recommended the revision of Uniform Policy 1501. The recommended revisions reflect current uniform guidelines and adds the Deans of Elementary School and Middle School to responsible parties concerning enforcement.

Mr. Hall made a motion to approve the recommended revisions to Policy 1501 as presented. Mr. Molsen seconded the motion. Mrs. Galusky called for a vote and the motion passed unanimously. The revised policy is posted on the Monument Academy website under the School Board/Board Policies tab.

G. Consent Agenda

- 1. Approve minutes from August 10, 2017 meeting.**
- 2. Committee and other reports (Building/Facilities, Curriculum, RDC, SAAC, Finance, Teacher Reps.).**

J. ADJOURNMENT

The meeting adjourned at 6:28p.m.