

**MONUMENT ACADEMY**  
Board of Directors Regular Meeting Highlights – March 8, 2018

**BUSINESS**

**Treasurer’s Report – Patrick Hall**

**Revenue through February 28, 2018 for the 2017/2018 School Year**

Revenue for the month ended and eight months ended February 28, 2018 were \$586,046 and \$4,891,958, respectively. This was 67.60% of budgeted revenue, compared to a run rate of 67.67%. Budgeted revenue for the month was \$594,233. All State and Federal Grant funding was amortized over twelve months in the budget, but only Capital Construction Grant Revenue was received in February 2018.

**Expenses through February 28, 2018 for the 2017/2018 School Year**

For the month ended and eight months ended February 28, 2018, MA expended \$586,577 and \$4,168,800, respectively, which equated to 57.61% of budgeted expenses, compared to a monthly budgeted amount of \$584,940 and a run rate of 66.67%. Actual expenditures were higher than budgeted expenditures in the Foreign Language line due to the final pay for the middle school Spanish teacher. Teachers are paid beginning in September, but their work days begin in early August, therefore, when a teacher leaves mid-year, there is some “catch-up” pay required. Actual expenditures were higher than budgeted expenditures in the Exceptional Student Services because we paid both the outgoing OT employee and the incoming OT employee in February.

Expenditures for the same period last year were \$574,211 for the month and \$4,280,263 for the eight months ended February 28, 2017.

**Net Income (Loss)**

Net loss for the month of February 2018 was (\$531) compared to budgeted net income of \$9,292 and compared to a net loss of (\$5,351) for the same month last year. Net income for the eight months ended February 28, 2018 was \$723,158 compared to \$652,713 for the same period last year.

**Reserves**

On February 28, 2018, MA maintained a fund balance of \$2,440,488 in the General Fund, as well as \$2,476,005 in its General Fund bank accounts and certificates of deposits. The general fund balance was up \$123,842 or 5.35% from the same period last year.

**Debt Service per FTE for 2017/2018**

	<u>Principle/Interest</u>	<u>Student FTEs</u>	<u>Debt Service per FTE</u>
Monument Academy	\$ 926,338	912.00	\$1,015.72
District 38	\$6,598,746	5,478.88	\$1,204.40

**Principal’s Report – Elizabeth Davis**

**ELEMENTARY SCHOOL and FACILITIES**

- Numerous parent meetings
- New student assessments
- Researching/implementing new safety app
- Researching/testing new visitor tracking system
- New alarms on major entry/exit doors
- Developing new classroom supply lists for 2018-19
- Reviewing all current curriculum in elementary
- Looking at potential new math/writing programs
- Providing logistical/safety support for GP Day
- Planning maintenance over Spring Break

## **MIDDLE SCHOOL**

- Worked with counselors to develop an 8<sup>th</sup> grade graduation contract for struggling students. Contacted parents and met with students.
- Supported Jump Rope for Heart efforts through student and parent communication
- Coordinated 8<sup>th</sup> grade CPR training schedules
- Spelling Bee- 6<sup>th</sup> grade participants and 6<sup>th</sup> grade attendance at spelling bee
- Chaired note-taking committee meeting
- Delivered Cornell note-taking training to teachers grades 4-8
- Chaired Social Studies curriculum framework committee meeting (professional day)
- Attended Parent advisory committee meetings concerning uniform policy
- Coordinated volunteers through the House System for Pioneer Day, International Day, and Grandparents Day
- Revised House System Leadership opportunities for next academic year
- Met with Director of Assessment to plan next year testing windows
- Met with Director of Assessment, registrar, and 8<sup>th</sup> grade Math teacher to organize placement tests for potential students
- Transitioned new Spanish teacher
- Coordinated grandparents day schedule with planning committee and Fine Arts team
- Planned 5<sup>th</sup> grade Sneak Peek event with middle school teachers
- Delivered Middle School Sneak Peek talk to parents
- Met with 5<sup>th</sup> grade students to introduce my role as Dean and the House System

## **PRINCIPAL'S REPORT**

It is my preference to highlight a different area of Monument Academy in my monthly board report. This month, I would like to recognize the variety of partnerships we engage in with outside organizations. These are powerful and highlight the excellence of our program as well as the ties we have to our surrounding communities.

We have been hosting a UCCS Master's student in School Psychology at our school for this year. She has worked closely with Jim Cunningham and developed classroom exercises and fostered relationships with our Middle School students. She is a valued member of our school community as she is currently in the building 3 days per week. We are looking forward to her contributions in the future.

Our 8<sup>th</sup> grade Social Studies teacher is working with Pikes Peak BOCES on his professional licensure. His mentor has worked closely with Monument Academy to develop his skills in the classroom. She has completed six classroom observations and post-conferences with Mr. Rocciola throughout the year and has coordinated with Carol Skinner, MA's instructional coach and myself to ensure that he continues to grow professionally and that our MA DNA is preserved through the process.

We are hosting three student teachers in the elementary school. We are delighted to continue to partner with UNC to assist these young educators in beginning their careers. These partnerships bring valuable mentors to our campus for the purpose of observation and providing feedback. Having additional mentors in the building is an added value to participating in these educational partnerships.

Our relationships with the wider community cannot be overstated. Our school earned nearly \$15,000 on behalf of the American Heart Association during our 2 weeks of Jump Rope for Heart. Nurse Janice has certified every one of our 8<sup>th</sup> graders in Heartsaver CPR. The PTO worked with us to purchase the appropriate mannequins for CPR training and practice. Additionally, Nurse Janice has secured a grant for a 2<sup>nd</sup> AED device to be placed close to the gym. Monument Academy continues to be an integral and active part of the wider community as we contribute to valuable causes and teach our students the importance of preparedness, gratitude, and compassion which support our Character First programs.

### **Executive Director's Report –Don Griffin**

**Grandparents Day** - Monument Academy will be hosting our 2<sup>nd</sup> Annual Grandparents Day on March 16<sup>th</sup>, 2018. Grandparents Day 2017 was attended by 625 excited grandparents – a stunning number for a first-time event! We even made the cover of The Gazette!

**Board Election** – Candidate filing deadline is April 27<sup>th</sup>. The Candidates' Forum will be held May 16<sup>th</sup> 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 17-18 via Survey Monkey. We will know the winners by the end of May 18<sup>th</sup>.

**Board Self-Assessment** – As is our practice, the Board Self-Assessment will be conducted during the month of April with the results presented at the May Board meeting.

### **ITEMS REQUIRING BOARD DISCUSSION/ACTION:**

- 1. Discuss/Approve Review of Board Policies 1513 & 1520**  
**Policy 1513 Staff File Access**  
**Policy 1520 Public Comment to the Board**

There were no recommended changes to Policies 1513 and 1520. However, best practices call for a review of these policies. Legal and Governance have reviewed these policies.

**1513 Staff File Access** – the procedure for a Board member to review a personnel file for a documented reason.

**1520 Public Comment to the Board** – sets the guidelines regarding public comment to the Board.

Mr. Hall made a motion to approve the recommendation to show Policy 1513 and Policy 1520 as reviewed. Mr. Molsen seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. Policies 1513 and 1520 as reviewed are posted on the Monument Academy website.

- 2. Discuss/Approve Revisions of Advertising Policy 1519**

**1519 Advertising Policy** – sets guidelines to accept advertising in any school publication or sponsorship. Revisions were recommended for clarity.

Mr. McWilliams made a motion to approve the recommended changes to Policy 1519 as presented. Mr. Hall seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. Policy 1519 as approved is posted on the Monument Academy website.

### **3. Discuss/Approve Revisions of Internet Use Policy 1517**

**1517 Internet Policy** – sets the guidelines for internet use while connected to the Monument Academy Wi-Fi. Revisions are recommended for clarity.

Mr. Hall made a motion to approve the recommended changes to Policy 1517 as presented. Mr. Molsen seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. Policy 1517 as approved is posted on the Monument Academy website.

### **4. Discuss/Approve Homebound Instruction Policy 1528**

This is a new policy setting the guidelines for homebound instruction. We currently have administrative guidelines and use the District 38 policy. It was recommended that a MA specific policy was warranted. Homebound Instruction is a program designed to provide temporary, short-term services to students deemed unable to attend school due to illness. Homebound instruction is not intended to replace the student's normal curriculum or school placement.

Mr. Molsen made a motion to approve the Homebound Instruction Policy 1528 as presented. Mr. McWilliams seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. Policy 1528 as approved is posted on the Monument Academy website.

### **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 6:22 p.m., Mr. Hall made a motion, seconded by Mr. McWilliams: 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).

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

The Board invited Dr. Griffin, Dr. Davis and Mrs. Tive to join them in the school's library for Executive Session.

The Board entered executive session at 6:24 p.m.

At 7:04 p.m., Executive Session was adjourned and Open Session was reconvened in the Library.

### **ITEMS REQUIRING BOARD DISCUSSION/ACTION:**

**Discuss/Approve Possible action regarding Negotiation matters.**

There was no action required after the Executive Session.

**Next Meeting – April 12, 2018 at 6:00p.m.**