

MONUMENT ACADEMY
“A Charter School, a public school of choice”
BOARD OF DIRECTORS REGULAR MEETING
Lab Room 312
December 9, 2019 – 1150 Village Ridge Point
Board Meeting at 6:00 pm

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

Mark McWilliams called the meeting to order at 6:05 p.m.

Board Members Present:

Mark McWilliams
Megghan St. Aubyn
Mike Molsen
Chris Dole
Melanie Strop
Dwayne Cooke

Others Present:

Christianna Herrera, COO
Charles Richardson, Dean of Elementary School
Marc Brockelhurst, CPA
Sherry Buzzel, HR
Matt O’Meara, Choice Advisors

Quorum declared.

B. ANNOUNCEMENT OF LOCATION FOR CITIZEN’S COMMENTS SIGN-UP SHEET

Mr. McWilliams announced the location of the comment sheet. One citizen has signed up to comment on non-agenda items.

C. ADDITIONS TO/APPROVAL OF AGENDA

Mrs. Strop motioned to approve the agenda as written. Chris Dole seconded, and the motion carried unanimously.

D. CITIZEN’S COMMENTS PERTAINING TO AGENDA: *Limit 3 minutes per person*

No citizens commented on the agenda items.

E. BUSINESS

1 Treasurer’s Report: Marc Brocklehurst, CPA

Included as Attachment “A” to meeting minutes.

2. Elementary Principal’s Report: Dean Richardson

Included as Attachment “B” to meeting minutes.

3. Middle School Principal’s Report: Dean Seymour (Dean Richardson)

Included as Attachment “B” to meeting minutes.

Mr. Richardson highlighted the counseling department and the number of meetings, assessments, guidance lessons, and groups they guided in November. The top issues for

November were behavior, depression/sadness, academic support, family issues, friendship issues, and anxiety/stress.

Upcoming events offered by the counseling department include a session on “Trends” with the SRO on January 10, 2019, and a session on “College Funding” on February 26, 2019.

4. COO Report: Mrs. Herrera

A. Discussion on fiduciary side of Monument Academy

Mrs. Herrera introduced Matt O’Meara, who she proposes to hire to assist Marc Brocklehurst and Mrs. Herrera with bigger picture forecasting.

Mr. O’Meara is a municipal financial advisor who helps charter schools manage bonds they have agreed upon. He has evaluated the current financing instruments Monument Academy has agreed upon and will preform ‘stress-test’ forecasting on the debt to ensure MA can continue to operate within the agreements. He will work with the auditors, bond holders, and monitor finances to ensure the school is staying on-track financially.

Mr. McWilliams asked Mr. O’Meara what his opinion is on Monument Academy’s financial situation at “first glance.” Mr. O’Meara answered that the organization as it stands today is in “pretty good shape.” He mentioned that MA was down-graded by taking on more leverage, but that is the common struggle with the rating agencies.

Mr. O’Meara stated that the vast majority of charter schools nationwide do not have investment grade bonds. He feels that MA is on point from a financial standpoint with all of the metrics that MA can manage.

Mrs. Strop asked Mr. O’Meara to explain the “call date” for the bonds. Mr. O’Meara explained that this is the date MA can call the bonds away from the investors.

Mr. McWilliams asked about Mr. O’Meara’s experience as a financial advisor to Charter Schools.

Mrs. St. Aubyn asked Mr. O’Meara what the long term goal would be if MA chooses to work with Choice Advisors (Mr. O’Meara). He stated that the goal would be to refinance our balloon debt and get a level debt service that eliminated any financial risk from the balance sheet. The intermediate goal would be for Choice Advisors (Mr. O’Meara’s company) to provide MA with hurdle rates and help forecast what is needed to get an investment grade rating for our bonds. He will help to bridge the gap with investment rating agencies in a way they understand.

Mr. McWilliams stated that the Board will review Mr. O’Meara’s proposal.

Mrs. Herrera stated that this is pertinent because the S&P rating was just published and MA is right under the threshold for investment grade. Only 1-3% of charter schools throughout the US have investment grade bonds. A good rating will be advantageous to MA when we go to refinance. She explained that the conditions come with covenants which is more than just paying the off a loan.

Mrs. Strop asked for clarification on what “moral obligation enhanced” means. Mr. O’Meara explained that this is a guarantee from the state that the governor is morally obligated to request the funds from the legislature. The MA 2014 bonds feature the enhancement; the

2019 bonds do not feature the enhancement. It is a goal to obtain this enhancement in the future.

B. Discussion/Presentation on Secondary School

Mrs. Herrera presented the Board with start time options for the primary and secondary school. The options would be a 7:40 a.m. and 7:50 a.m. start time at the secondary campus. She stated that the 8th period of the day will be optional. This will give a cushion if students need to leave early for extracurricular activities. The schedule will continue full day Monday - Thursday, with 1/2 day Friday. Friday afternoon will be reserved for work on capstone projects. Dean Seymore and Mrs. Herrera have been working with staff to get input on the schedule. The Board discussed the pros and cons of the schedules and made the decision to leave the final call on the schedule to the MA administration.

Mrs. Herrera presented the Board with a draft of the high school curriculum progression which MA has stated to the District as part of our charter that we will offer as course offerings. It also included elective and course descriptions. She explained the “pathways”/sequences available and the requirements MAHS will have. She stated that 7th and 8th graders taking high school level courses will be able to count those toward high school required credits. The Board agreed that the draft was acceptable to be published to the community.

Mrs. St. Aubyn asked if MAHS will offer AP classes. Mrs. Herrera stated that MAHS will offer AP and College Pathways courses.

5. Grant Proposal Update: Mrs. Herrera

Mrs. Herrera informed the Board that MA received a grant from Colorado Department of Education allocated for start-up schools. Generally expansion schools and new charter schools are not awarded this grant. MA will receive \$990,000 over a 3-year span for new high school programs with an engineering, fine arts, and science focus, as well as technology, and capstone/leadership programs. She congratulated Julie Seymour, Charlie Richardson, and Julie Shook who worked on and applied for the grant over the summer.

6. SAAC Committee Update: Chris Dole

Mr. Dole gave an update on the SAAC Committee. He stated that the President of SAAC attended the District DAAC meeting. The focus was on special education. There are 693 special education students enrolled in the district with 52 of those students at MA. Mr. Dole stated that an upcoming focus of the SAAC Committee will be to get current families more involved with Monument Academy.

Mr. Dole stated that the Mid-Year Survey has gone out and data will be reviewed at the SAAC meeting on January 27, 2020 at 1:00 p.m. Once they have gathered the data, they will then develop focus groups on areas that need improvement. One of the focus groups will be on family involvement.

Another point Mr. Dole brought up was the fact that the PTO (through SAAC committee) would like to track volunteer hours to understand what our real family involvement is. Mr. Dole would like to ask Board to formally vote to go forward on tracking volunteer hours as a tool to determine our family involvement.

Mrs. Strop motioned to vote to allow PTO to track hours.

Mr. Richardson noted that we can track hours through our Lobby Guard system. He stated he did not believe this is something the Board needs to vote on. He would like to discuss with the PTO more about how they would like to track the hours.

Mr. Dole stated that the SAAC committee recommends putting a communication flow chart in the MA Handbook. Mr. McWilliams stated that the handbook is currently being updated and this would be an easy addition.

Mr. Dole presented the Uniform Improvement Plan (UIP), testing data, and how we read the data. Mr. Vinticinque has a MAP testing “pilot” program which identifies exactly where deficits or excelling is within the subject. There are many resources that will allow each teacher to identify how each teacher can improve as well as help each student improve their learning abilities. Mr. Dole asked that the Board plans to put Mr. Vinticinque on the agenda for the January meeting. Mr. McWilliams requested this be put on the agenda for January 2020.

7. D.O.G.S Program Update: Chris Dole & Mark McWilliams

Mr. Dole informed the Board that D.O.G.S continues to be a great program. Mr. McWilliams gave an update on his experience as a “DOG” for a day.

Mr. Dole stated that Eric Hutto and Brad Cheatwood are evaluating how to incorporate more to the middle school level and carry the program over to the secondary school campus. A series of emails will go out this week for the Spring push for DOGS. They will also hold an informational meeting “Donuts with Dads” on Jan 21* at 7:00 a.m. and 7:30 a.m. Sign up will be for the remainder of the school year.

*Correction: before minutes were approved the date for “Donuts with Dads” changed to January 14, 2020

8. Curriculum Committee Update: Mrs. Herrera

Mrs. Herrera stated that there is no additional information at this time.

9. Grading Policy Proposal: Mr. McWilliams

Mr. McWilliams asked if there is a policy in place for how often grades are updated?

Mrs. Herrera answered that there is a procedure in the employee handbook that grades are to be updated by Monday of each week. The training given suggests that grades are intended to be used as a tool to communicate with parents.

Mr. McWilliams asked if Mrs. Herrera thinks we need a policy on the issue. The Board discussed whether implementing a policy on this issue is appropriate.

Mrs. Herrera recommends that administration can implement and work with teachers based on process of grading rather than a strict policy. She suggests that the policy would need to be more of an overarching statement on how MA values grades, rather than a specific policy on the process of entering grades.

10. Board Member Resignation: Dwayne Cooke

Mr. McWilliams read a letter of resignation from Mr. Cooke. Mr. Cooke's letter stated that he has chosen a different direction for this children's education. Mr. McWilliams thanked Mr. Cooke for his service.

Mr. McWilliams read Section 3.3 of the Board Bylaws. Mr. McWilliams recommends Board members come forward with recommendations to fill the term for the remaining 1-1/2 year term. Mrs. Strop asked if we can include the MA community in the process and have parents send in nominations before the end of the semester. Mr. McWilliams stated the Board will vote on this later in the meeting.

11. Construction update and furniture meeting: Melanie Strop

Mrs. Strop stated that JHL has taken nine weather days and has six remaining. Construction is still on time and on budget. Last Wednesday, the six middle school kids tested furniture. Nothing has been selected but much was learned about the evolution of classroom furniture. Mrs. Strop stated that a week ago the gym was close to completion. Mr. McWilliams stated that gas and water are being trenched in and the infrastructure storm sewer will be done soon. Mr. McWilliams noted that Mr. & Mrs. Dunston donated additional land for two storm water management requirements.

F. ITEMS REQUIRING BOARD DISCUSSION/ACTION:

1. Vote to accept Board Member resignation

No vote was officially required. The Board unanimously accepted Dwayne Cooke's resignation.

2. Discussion and vote on filling vacant Board Member seat

Mrs. Strop motioned to request recommendations from the MA community (parents and staff) for the vacated position on the school board by Dec.18, 2019 at 12:00 p.m. A vote will take place at the regular Board meeting on Jan 9, 2020. Mr. Dole seconded, and the motion carried unanimously.

G. CONSENT AGENDA:

1. Mr. Dole motioned to approve minutes from November 14, 2019 meeting. Mrs. St. Aubyn seconded and the motion passed unanimously.

2. Mrs. Strop motioned to approve minutes from December 5, 2019 meeting. Mr. Dole seconded and the motion passed unanimously.

3. *Mrs. St. Aubyn motioned to hold the next meeting Jan 9, 6:00 p.m., Room 312. Mrs. Strop seconded and the motion carried unanimously.*

H. ADJOURNMENT

Mrs. St. Aubyn motioned to adjourn the meeting. Mrs. Strop seconded and the motion carried unanimously. The meeting was adjourned at 7:44 p.m.

CITIZEN'S COMMENTS PERTAINING TO NON-AGENDA ITEMS: *Limit 3 minutes per person*

Treasurer's Report

November 30, 2019

Revenue through November 30, 2019 for the 2019/2020 School Year

Revenue for the month ended and five months ended November 30, 2019 was \$714,943 and \$3,544,967, respectively. This is 43.06% of budgeted revenue compared to a monthly budgeted amount of \$686,261 and a run rate of 42%. Budget variances are due to the following: The Capital Construction Grant check, for November included two months of revenue.

Expenses through November 30, 2019 for the 2019/2020 School Year

Expenses for the month ended and five months ended November 30, 2019, were \$620,078 and \$2,701,890, respectively, which equated to 32.82% of budgeted expenses, compared to a monthly budgeted amount of \$666,121 and a run rate of 42%. Monthly expenses were lower than budgeted for Core Instructional Program, SPED, School Admin & Building Operations. Expenditures for the same periods last year were \$594,109 and \$2,513,105.

Net Income (Loss)

Net income for the month ended and five months ended November 30, 2019 was \$94,865 and \$843,077, respectively. Budgeted net income for the month ended November 30, 2019 was \$20,139. Net income was \$785,932 for the same period last year.

Reserves

On November 30, 2019, MA maintained a fund balance of \$2,960,176 in the General Fund, as well as \$3,110,176 in its General Fund bank accounts and certificates of deposits. The general fund balance was up \$382,682 or 14.85% from the same period last year.

Respectfully submitted,

Melanie Strop

Monument Academy
2019-20 Fiscal Year Budget and Actual

GENERAL FUND	FY 2018 - 2019 For Period Ending Nov 30, 2019					FY 2019 - 2020 For Period Ending Nov 30, 2019				
	Original Budget	Monthly Budget	Monthly Actual	Year-To-Date Actual	% of Budget	Revised Budget	Monthly Budget	Monthly Actual	Year-To-Date Actual	% of Budget
Students (FPC)	905.98					890.92				
PPR	\$ 7,730					\$ 8,070				
GENERAL FUND										
Beginning Fund Balance - General Fund	1,791,562	1,717,330	1,791,562	1,791,562		2,117,096	2,117,096	-	2,117,096	
General Fund Revenue										
MLO Revenue						493,325	41,110	41,110	205,552	41.67%
Per Pupil Revenue	7,003,461	583,622	581,886	2,930,260	41.84%	7,189,404	599,117	608,579	3,042,897	42.32%
Full Day Kindergarten Tuition	106,000	10,600	7,779	64,937	61.26%	-	-	-	190	#DIV/0!
Investment Interest	24,350	2,029	843	8,580	35.24%	24,350	2,029	1,400	11,850	48.67%
Donations - General	6,500	650	270	6,164	94.83%	6,000	500	-	3,112	51.87%
Academic Fees (Includes Tech Fees 18/19)	179,000	2,870	2,363	167,454	93.55%	179,000	14,917	1,842	152,562	85.23%
State Grants - GT / Cap Construction / READ / ELPA	314,615	26,218	55,493	122,097	38.81%	318,606	26,773	61,905	128,442	40.31%
Federal Grants - Title II & IV - Impact Aid	19,569	1,214	-	-	0.00%	19,569	1,631	-	-	0.00%
Building Use Income	1,366	114	-	-	0.00%	-	-	-	45	0.00%
Erate Reimbursement	2,200	-	-	(455)	-20.68%	2,200	183	-	3	0.14%
Miscellaneous Revenue	-	-	-	-	0.00%	-	-	105	313	0.00%
Total Revenue - All Sources	7,657,061	627,317	648,634	3,299,037	43.08%	8,232,454	686,261	714,943	3,544,967	43.06%
Total Revenue and Beg Fund Balance	9,448,623	2,344,647	2,440,196	5,090,599		10,349,550	2,803,357	714,943	5,662,063	
General Fund Expenditures										
D38 Purchased Services - SPED	150,000	-	-	-	0.00%	413,576	22,659	22,659	113,294	27.39%
Core Instructional Program	2,422,574	193,733	195,990	728,694	30.08%	2,508,426	209,036	194,079	761,172	30.34%
RTI	131,630	11,136	11,124	36,960	28.08%	147,125	8,244	11,818	41,897	28.48%
Federal Grants - Title II / ARRA	19,569	1,106	-	714	3.65%	39,860	1,106	-	-	0.00%
Gifted & Talented Program	16,668	701	589	1,902	11.41%	57,712	4,773	5,065	15,249	26.42%
Art Program	138,124	11,460	10,460	39,215	28.39%	110,304	9,309	8,949	31,438	28.50%
Drama	47,979	4,040	3,747	12,739	26.55%	50,610	4,259	3,967	15,412	30.45%
English Language Learners Program	50,473	4,164	4,128	13,804	27.35%	54,982	4,540	4,847	14,953	27.20%
Foreign Language Program	139,579	11,715	12,251	35,715	25.59%	97,918	8,210	8,317	25,225	25.76%
Physical Education Program	112,283	9,474	8,651	32,029	28.53%	117,106	9,859	11,103	32,574	27.82%
Fine Arts Program	252,476	21,281	19,986	66,673	26.41%	261,914	22,068	21,376	65,176	24.88%
Technology Education Program	286,632	23,994	19,860	84,698	29.55%	256,545	21,395	17,277	99,998	38.98%
Special Education Services	662,806	46,596	49,389	183,984	27.76%	625,548	52,129	41,939	152,999	24.46%
Cocurricular Activities - Coaching	37,891	3,158	-	15,199	40.11%	37,956	3,163	2,397	16,979	44.73%
Social Work Services	13,874	1,156	1,156	3,472	25.03%	14,321	1,193	1,193	3,587	25.05%
Counselor	33,900	2,858	1,603	10,834	31.96%	33,900	2,858	3,495	14,247	42.03%
Health Services	71,845	6,112	5,793	28,757	40.03%	67,758	5,713	4,965	17,931	26.46%
Psychologist	-	-	-	-	0.00%	-	-	-	-	0.00%
Curriculum	29,528	2,357	2,316	11,580	39.22%	32,941	2,641	2,397	12,027	36.51%
Testing & Assessment	56,512	5,076	2,862	33,790	59.79%	57,614	4,801	2,951	37,834	65.67%
Library Services	79,611	6,218	5,868	19,739	24.79%	88,426	7,469	8,534	22,868	25.86%
Athletic Director	40,592	3,438	3,437	16,038	39.51%	41,707	3,385	3,526	16,618	39.84%
Board of Education	200	17	38	122	61.00%	10,500	875	-	3,059	29.13%
General Administration	146,240	12,145	12,125	60,625	41.46%	104,807	8,317	11,717	12,730	12.15%
Legal Services, Audit Services, Fingerprinting	41,350	8,217	13,512	39,380	95.24%	36,225	3,019	1,892	24,063	66.43%
School Administration	585,777	48,644	48,000	230,317	39.32%	638,469	53,334	41,700	218,313	34.19%
Business Services	269,029	22,315	22,173	119,733	44.51%	299,652	24,971	29,560	147,374	49.18%
Building Operations & Services	593,285	48,078	43,410	188,891	31.84%	754,528	62,877	45,254	283,292	37.55%
Building Rentals - Trustee	949,718	79,143	83,020	397,774	41.88%	949,323	79,110	87,904	402,449	42.39%
Grounds Services	29,672	1,744	1,031	9,444	31.83%	30,976	2,581	5,905	8,055	26.00%
Communications & Marketing	9,131	761	690	3,713	40.66%	71,912	3,909	8,049	17,746	24.68%
Technology	174,334	14,528	10,301	56,293	32.29%	158,334	13,195	6,680	51,701	32.65%
Risk Management	61,968	5,164	601	30,278	48.86%	61,480	5,123	565	21,628	35.18%
	7,655,247	610,528	594,109	2,513,105	32.83%	8,232,454	666,121	620,078	2,701,890	32.82%
Revenue less Expenditures	1,814	16,788	54,525	785,932		0	20,139	94,865	843,077	
Ending Fund Balance - General Fund	1,793,376	1,734,118		2,577,494		2,117,096	2,137,235		2,960,176	
Ending Fund Balance - General Fund	1,793,376	1,734,118		2,577,494		2,117,096	2,137,235		2,960,176	
PRE SCHOOL FUND										
Beginning Preschool Fund Balance										
Preschool Tuition & Fees	189,000	18,900	13,056	116,524	61.65%	213,134	21,313	22,133	155,258	72.85%
Total Fund Revenue + Beg Fund Balance	189,000	18,900	13,056	116,524	61.65%	213,134	21,313	22,133	155,258	72.85%
Preschool Instruction	189,000	17,550	14,945	49,330	26.10%	213,134	17,761	17,177	52,938	24.84%
Revenue Less Expenditures	-	1,350	(1,889)	67,194		-	3,552	4,956	102,320	
Fund Balance	-	1,350	(1,889)	67,194		-	3,552	4,956	102,320	

**MONUMENT ACADEMY
BALANCE SHEET
NOVEMBER 30, 2019**

GENERAL FUND (FUND 11)

ASSETS		LIABILITIES	
Petty Cash	\$ 500	Accounts Payable	150,000
General Fund Checking -Integrity Bank	434,819		
General Fund Money Market	1,326,510		
Certificate of Deposit - FNB	636,839		
Certificate of Deposit - Integrity Bank	517,130		
Accounts Receivable	194,378		
Total Assets	<u>\$ 3,110,176</u>	Total Liabilities	<u>150,000</u>
		FUND BALANCE	<u>2,960,176</u>
TOTAL ASSETS	<u><u>\$ 3,110,176</u></u>	TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$ 3,110,176</u></u>

Monument Academy Board Meeting Inputs

Principal's Report: December 9, 2019

Elementary School:

- Read to Kindergarten
- Successful fire drill
- Attended School Safety and Security Conference in Las Vegas
- Participated in 3rd grade Thanksgiving program
- Attended SAAC meeting
- 2 student disciplinary issues
- 1 parent meeting
- Attended Special Education Law seminar

Middle School:

- 1 Professional Development Fridays: All Staff Vision Work Part 4
- Extended Academic Support Time for Middle School students
- Middle School Fall play
- Middle School Strings, Band, and Orchestra performances at Veteran's Day Assembly
- House Endurance volunteers with elementary Medieval Day
- Late Fall Pep Assembly
- NJHS completes successful Harvest of Love Food Drive. MA donated 5,833 lbs. of food.
- Monthly SAAC committee meeting
- Monthly Curriculum Committee meeting
- 2 Parent Meetings
- 2 504 meetings
- 2 Lead Teacher meetings and 3 Middle School Communication meetings

Preschool:

- Will hold first-ever Preschool Holiday Program. The children will be performing traditional Holiday songs and an original- *12 days of Preschool*
Very thankful for the MS fine arts for sharing the morning with us so we can have this program.
- Pajama and Hot Cocoa Day coming
- Tuition contracts for Level 1 preschool families will be sent out this month so they have priority for Level 2 preschool next year.

Human Resources:

- Completed CDE HR report and submitted to D38.
- Admin Assistant processed monthly payroll and liabilities.

Counseling:

Notables stats for Nov 2019:

- 3 suicide/threat assessments—down from 12 last November
- 30 Classroom guidance lessons conducted
- 80 students in guidance groups
- 431 staff meetings/consultations
- 112 parent meetings/consultations
- 4 weekly counseling tips emailed

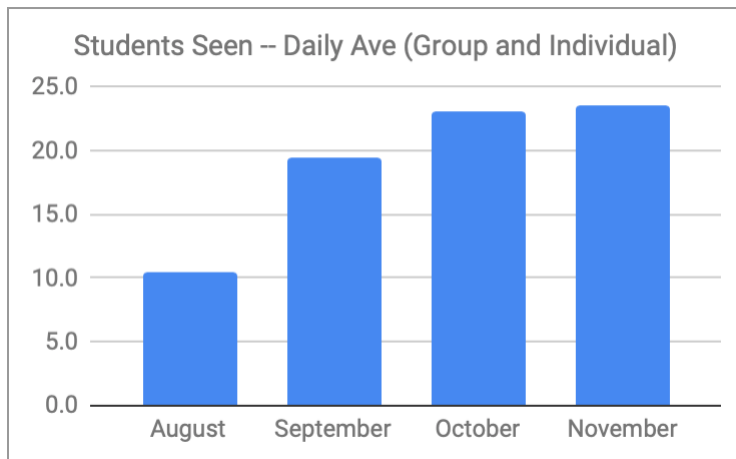
Top Issues for November:

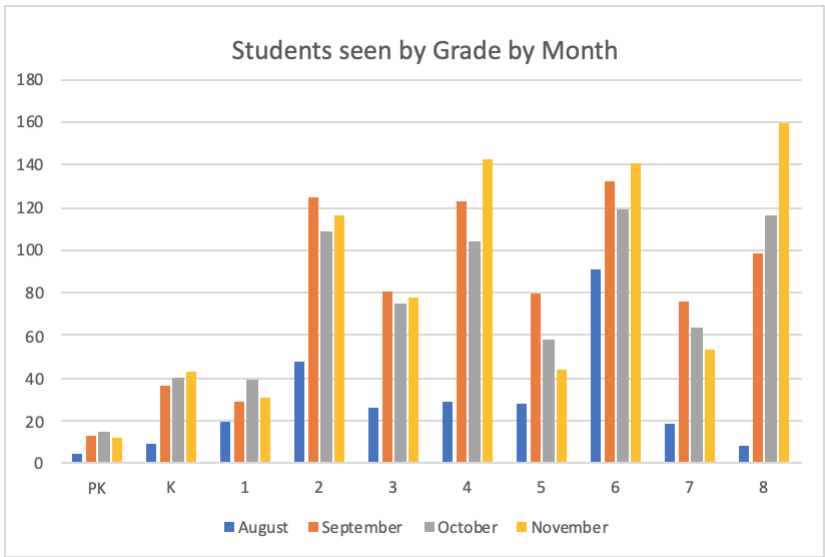
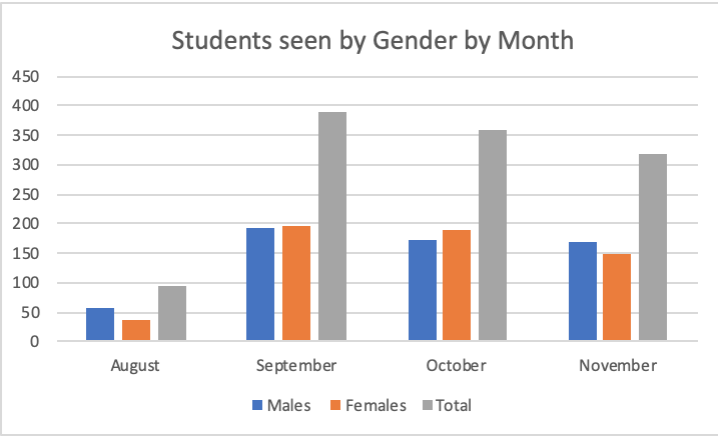
1. Behavior
2. Depression/sadness
3. Academic support
4. Family issues
5. Friendship issues
6. Anxiety/stress

Upcoming Parent Education Nights:

- Jan 29: Teen Trends with Deputy Josie Hague
- Feb 26: College Funding with Mark DeBoard

The following charts reflect data covering Aug-Nov 2019





Assessments:

This is a quiet time of the year for assessments, but we have been working with a small number of teachers that are using *MapSkills* in their math classrooms. Diagnostic results are revealing, and we are working through best practices for using the platform and the information it provides to set goals, evaluate curriculum, drive instruction, fill gaps and push advanced learners. I appreciate the efforts of the teachers that have taken the initiative and are helping us identify how best to use this powerful tool in more areas moving forward.

Athletics:

Late Fall Programs:

CCAL Boys Basketball:

- The CCAL Boys Basketball team finished the regular season with eleven wins and one loss which earned them the second seed in the CCAL playoffs. The team hosted Manitou Springs on Wednesday after beating them in the regular season finale the night before. The regular season finale had twice been postponed by weather which explains the back to back games. The playoff game began with our boys maintaining a lead through the first half which culminated in Eli making a beyond half court three-point basket as time expired extending the lead to eleven points at the half. The team erupted as the ball went off the backboard and through the net and it looked like our team might cruise to a relatively easy victory.
- Some of our boys had gotten into a bit of foul trouble, and Manitou Springs took advantage of that by coming out aggressively in the 3rd period and proving they were a worthy opponent by not only erasing the deficit but taking the lead by four points going into the fourth period. Our boys also showed resolve as they tightened up and slowly regained the lead before eventually winning the game by a final score of 49 – 45 and earning the right to advance to the CCAL Championship on Friday.
- I gathered the boys and the Cheer team after the game and was happy to inform them that just minutes earlier I had received a text letting me know that CSCS had upset Vanguard so that our boys had not only advanced to the CCAL Championship, but that they would have the opportunity to play the game right here at MA! The kids erupted in screams and started jumping around; it was fun to see them so excited. We've had teams win CCAL Championships before, but we've never had the chance to host a championship game here at MA. The CCAL Boys Basketball team has in the past made the playoffs, but this is the first time they have advanced to the CAL Championship. As I compose this communication, we are looking forward to an exciting game against CSCS this Friday and we're hopeful you will have heard about us earning a victory when you receive this!

Jr. Lynx Boys Basketball:

The boys have not yet won a game this season, but their most recent loss was by six points which is the closest they've been this season. It's good to see them improving and we're hopeful they can get a win before their season wraps up!

CCAL *Matchwits*:

The CCAL *Matchwits* team earned first place last season and are off to a strong start this season as well! In the first competition of the year last month the team scored the highest and entered the most recent competition at Ellicott as the number one seed. *Matchwits* results are cumulative throughout the year so we're not done for a bit, but it's nice to see our Brainletes starting out so well.

CCAL Chess:

The CCAL Chess team had their first competition at Atlas Prep on Saturday. Not sure how it went yet but I'm sure they had fun!

Winter Programs:

Girls Basketball:

Tryouts for the CCAL and Jr. Lynx teams will occur next week. We are going to add some competitive events to our Jr. Lynx Girls schedule this year as look ahead to possible changes to the program.

ESS:

- Students staffed off IEPs: **0 students**
- Initial evaluations completed: **13 evaluations**
- Initial evaluations requested/started: **15 evaluations**
- Watchlist: **3 students**
- Students qualifying for special education: **2 students**
- Total ESS staff members: **15 staff**
- 1 Director of Exceptional Student Services
- 1 ESS teacher
 - 1 para receiving CO licensure & 1 acting teacher for middle school
- 1 OT
- 1 COTA
- 1 Teletherapist SLP
- 1 Social Worker
- 7 paras
- 1 contracted school psychologist
- Service Data:
 - **Students with IEPs:** 60 students (out of 895 K-8 = 6.7%)
 - **Speech services:** 25 students on IEPs, 0 students on RtI
 - Speech direct time: 2480 minutes/month
 - Speech indirect time: 325 minutes/month
 - Screeners: 0 completed
 - **Occupational Therapy services:** 22 students on IEPs, 1 student in MTSS
 - OT direct time: 1245 minutes/month
 - OT indirect time: 310 minutes/month
 - Motor Lab: 3 groups/day M-Th. for 30 min. per day, 4 days per week
 - General Education: push-in for support services as needed
 - **Mental Health services:** 20 students on an IEP, 5 students on 504
 - Social/Emotional Groups
 - Scheduled 1:1
 - MH direct time: 1260 minutes per month
 - MH indirect time: 300 minutes per month

- **ESS Academic service time:**
- **Case load #1: 6-8**
- 21 students: 45.25 hours/week (serviced through Reading Labs, Math Resource, and resource periods)
 - **Case load #2: 4-5**
 - 14 students: 41.75 hours/week (serviced through Wilson reading groups, pull-out instruction, and push-in instruction)
 - **Case load #3: K-3**
 - 14 students: 12 hours/week (serviced through pull-out and push-in services, Wilson and resource groups)
 - **Speech case load:**
 - 11 students (provided through tele-therapy)

Technology:

- Monument Academy Proposed Website Rework and Editing
- Student Technology Assistants Website Workshop
- Secondary School Tech discussions with Mike Molsen and Christianna Herrera
- Secondary School Survey after scheduling discussion with MS staff
- Kindergarten - Digital Citizenship - Little Bird Audio Book and Activity
- Kindergarten - App Intro - Kids Card Match
- Kindergarten - Epic Books Refresher
- First Grade - Snowman Mystery Words (Nouns)
- First Grade - Make a Snowflake - Digital Math Activity
- First Grade - Digital Storytime - The Mitten by Jan Brett
- Second Grade - Chrome Music Lab Experiments
- Second Grade - Digital Storytime - Alaska's Three Little Pigs - Reading Visualization Activity
- Second Grade - Thankful Hand - Seesaw Activity
- Third Grade - Thankful Hand - Seesaw Activity
- Third Grade - Chrome Music Lab Experiments
- Third Grade - *Where the Sidewalk Ends* - Nouns and Verbs Activity
- Fourth Grade - St. George and the Dragon - Digital Poetry Creation
- Fourth Grade - Digital Citizenship - *In Defense of the Dragon* - Posting Kind and Helpful Comments
- Fifth Grade - Animal Adaptations Comic Book Format in Book Creator
- Fifth Grade - Book Trailers in iMovie
- Fifth Grade - "The Trollstoy Award for Best iMovie"

- K-5 Integration Planning Meetings for December Activities and Digital Citizenship Lessons
- 6th Grade History - Ancient Greece Break Out Activity
- Global Trek - All About France Visits
- 7th/8th Grade Spanish - Postcard Project
- 8th Grade English - *The Good Earth* Character Interviews in iMovie
- 8th Grade English - Spelling Essay survey
- 6th, 7th, 8th Grade - Planning Meetings for December Activities and Digital Citizenship Lessons

Gifted & Talented:

- Updated all ALPs with progress/grades/scores in Alpine
- Sent November newsletter to all ALP parents
- Sent registration information to parents about GT speaker coming in November
- Met with district staff to acquire resources for alternative testing
- Implemented alternative testing with students
- Completed an Idiom project with 5th graders
- Taught 3rd grade group the Design Thinking Process to use for their project
- Prepared new ID files to be reviewed 12/9
- Explored *Mapskills* data for use with high achieving and GT students for differentiation
- Created new novel study for 5th grade
- Created math game bags for 3rd grade and up using dice and playing cards

Instruction and Evaluation:

- Planned PARA holiday party to take place on December 11th.
- Completed 17 formal observations of elementary and middle school teachers
- Completed 17 pre-conferences and 12 post conferences to discuss formal observations.
- Prepared information and set-up for All Staff Vision Work on November 15th.
- Planned and completed the **Dare to Lead** all school book study on November 13rd.
- Attended the curriculum committee meeting on November 6th.
- Contacted, set-up, and attended LPMS with a teacher to observe two class periods of middle school P.E. Met and discussed findings afterward. Set new goals with the teacher.
- Continued observation and informal walk through observations of new teachers

Director of Literacy and Intervention:

84 Students being serviced through the Literacy Dept.

- **Literacy**
 - 47 current READ plans

- 2 students moved over to ESS
- 5 MTSS plans
- 32 K-5 students receiving Literacy Intervention (no official plan)
- 30 students on the Literacy “Watch” List-means we are watching their data along with the 84 other students in our program. (114 students being actively monitored through Dibels data)
- All K-5 teachers are completing MOY Dibels assessment. K-3 all students are to be assessed. 4-6 students are selected students only that are to be assessed.
 - Identifying students who are possibly SRD and will need Tier 3 intervention
- Weekly Friday morning meetings with reading interventionists
- **Intervention**
 - Providing intervention to 84 students (K-7) with 1 ¾ interventionists
 - 6 students less than the previous months
- **Other**
 - Weekly Admin staff meetings with Dean Richardson
 - Meetings with ESS Director on referral of students not making adequate progress even with daily intense instruction
 - Conducted two 504 meetings
 - Supporting Deans with UIP
 - Weekly meetings with Director of Instruction and Evaluation surrounding Data Driven Instruction
 - Bi-Weekly meeting with SIT Team

Library:

- Library overdue material notices are sent via email to parents/families. A recently added library email will begin to go out daily (unless school is closed the following day) if a book their child checked out is due the *following* day. Gives families a heads up before books become overdue.
- 5th grade *Battle of the Books* students continue to meet and practice. They meet M/W during 5th grade lunch recess. District *Battle* date has been set for April 3rd. Regional *Battle* is April 16th. We would love volunteer help with asking practice questions.
- Special events held in the library on Nov. 5th and Nov. 12th
 - Nov. 5th – Pet Partners from Denver

Three service dogs and their humans visited the library and classes!

Nov. 12th - Denver author, Marielle Monte visited and donated signed copies of *Magic Thinking for Kids* to the library!

- Library was used for teacher/staff trainings, parent education meeting, committees, Lifetouch picture day, and vision and hearing tests.

Facilities:

- Set up Stage for Fall Middle Play Rehearsals...10/01
- Packed up/transported Medieval Day props and bins to Grace Best. 10/04
- Picked up props for Elementary Thanksgiving Play at Grace Best.10/04
- Set up MPR for COO Meet and Greet 10/04
- Set up curtains for Middle School Play 10/05
- Cleaned up after Middle school Cross Country Banquet 10/05
- Came in on Sunday 11/10 to take down stage from Middle School Fall Play, reset stage, curtains, and chairs. Hang military emblems, set podium and flag for Veterans Day Presentation.
- Took down risers, stage equipment and put up chairs after Veterans Day Presentation. 11/11
- Set up risers and assisted Mrs. Benz with 3rd grade Thanksgiving Play set up.
- Responded to various calls for vomit and bathroom issues throughout the month
- Scrubbed and wiped down walls for upcoming events.
- Painted walls outside MPR.
- Assisted Middle School Dean with security presence in hallways in between classes.
- Replaced light bulbs in lower level hallway.
- Performed monthly lockdown drill. 11/7
- Performed monthly fire drill. 11/18
- Performed monthly fire extinguisher check.
- Installed fire extinguisher in Middle School Art Room.
- Assisted Elementary Art Teacher with art project set up.
- Ordered and received facilities supplies weekly.
- Assisted with deliveries.
- Assisted National Honor Society with Harvest of Love Food Drive. Boxed, loaded vehicles and delivered can goods to Tri-Lakes Cares.
- Hung picture in Gifted and Talented room.
- Assisted with cleanup of Backpack Breakfast in MPR. 11/19
- Assisted administration in subbing where needed for lunchroom/recess duties.
- Reorganized lost & found. Put together a new cart and sorted all items into labeled bins for easier access for both parents and students.
- Performed daily/nightly custodial tasks. Daily Tasks Include: Refill soap dispensers, paper towels, and toilet paper throughout the building. Keep all hallways clear of trash. Responded to calls for admin assistance. Nightly Tasks include: Clean/ Disinfect all toilets and stalls in the building. Sweep/mop/vacuum, and remove garbage from the building daily per schedule.
- Performed safety checks on playground.

- Installed new COO and Spotlight signs in parking spots.
- Cleaned and organized facilities office and shelves.
- Restocked the teacher’s lounge with supplies throughout the month.
- Contracted Elevator Service Repair with Otis Company
- Performed Snow & Ice prevention maintenance on all sidewalks, stairs and outside portables.
- Disinfected all classrooms each week.

Registrar:

GRADE	Total Enrolled	FTE
	2019-2020	2019-2020
PRE-SCHOOL		
Ps-3	15	
Pre-K	50	
Total Preschool	65	NA
KINDERGARTEN		
K-1/2	24	
K-Full Day	57	
Total Kinder	81	70.92
ELEMENTARY		
1	83	
2	97	
3	95	
4	99	
5	107	
Total Elementary	481	481
MIDDLE SCHOOL		
	104	
7	111	
8	118	
Total Middle School	333	333
Total FTE		884.92