

**MONUMENT ACADEMY**  
“A Charter School, a public school of choice”  
**BOARD OF DIRECTORS REGULAR MEETING**  
Lab Room 312  
November 14, 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 6:10 p.m.

**Board Members Present:**

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

**Others Present:**

Christianna Herrera, COO  
Julie Seymour, Dean of Middle School  
Charles Richardson, Dean of Elementary School  
Marc Brockelhurst, CPA  
Sherry Buzzel, HR  
Cristin Patterson, Teachers Rep, Middle School  
Joy Maddox, Teachers Rep, Elementary School

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**

Mr. McWilliams would like to move the non-citizen comments before executive session.

Mr. McWilliams proposed to add a regular Board meeting in December (which is not typical of the MA Board) on December 9, 2019 at 6:00 p.m.

Megghan St. Aubyn motioned to approve the agenda with the noted corrections. Dwayne Cooke 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. Revised Budget Proposal: Marc Brocklehurst, CPA

Included as Attachment “B” to meeting minutes.

Mrs. St. Aubyn asked for clarification on the Capital Construction Revenue decrease. Marc explained this adjusts year over year with the FTE allowed amount.

Mrs. Strop asked if the Risk Management expense included the budget for the SRO position. Marc explained the Risk Management expenses is for insurance. Mrs. Strop asked where the line item is for the SRO. Mr. Brocklehurst stated that he will check into this and clarify to the Board.

3. Elementary Principal's Report: Dean Richardson (given by Julie Seymour)  
Included as Attachment "C" to meeting minutes.
4. Middle School Principal's Report: Dean Seymour  
Included as Attachment "C" to meeting minutes.

Mr. McWilliams added that the Veteran's Day performance was exceptional. Mrs. Strop added that the play "Robin Hood" was also very well done.

5. Snow Day Report: Dean Richardson (given by Sherry Buzzell)

Mrs. Buzzell stated that the 2019-20 calendar includes 1033.80 hours, this is over the 968 state required hours (9.75 extra days) and we have 5.75 extra days remaining for elementary. The middle school calendar includes 1167.04 hours, this is over the 1056 state required hours (14.75 extra days) and 10.75 extra days remain for middle school. Mrs. Buzzell stated that last year there was a concern about Kindergarten, but this is no longer a concern because AM/PM Kindergarten are here Monday through Friday this year.

Mrs. Strop added that she is hearing parents are concerned about *when* days will be made up. She noted a concern for 1st semester days being made up in 2nd semester.

6. COO Initial Report: Mrs. Herrera  
Included as Attachment "D" to meeting minutes.

Mrs. Herrera stated that she has had two weeks on the job and appreciates the warm welcome and has enjoyed getting to know the kids and staff. Her first priority is to listen and learn and get to know our culture before getting to work. Mrs. Herrera is delighted and surprised as the solid programs at MA. She believes we need to protect and nourish our fine arts programs. She toured Liberty Commons Charter School in Fort Collins, CO as research for the new Secondary School. She has planned future meetings on assessments, GT, SPED, Health Services - to determine where are we now and what does it look like when we expand with the Secondary School.

Mr. Molsen stated that the Board is happy to have Mrs. Herrera on-board.

7. SAAC Committee Update: Chris Dole  
Included as Attachment "E" to meeting minutes.

Mr. Dole reviewed the purpose of the SAAC committee with the Board and gave the report from the last SAAC meeting.

Mr. Dole would like Marty Venticicque to present the Board with the NWEA/CMAS comparison presentation that he gave to the SAAC at a future Board Meeting.

Mr. Dole stated he would like to formally charge the Board with the task of digging into the 4th grade data to understand why the current 4th grade class is not progressing along the same lines as the rest of the school.

8. Curriculum Committee Update: Dwayne Cooke

Mr. Cooke stated that 12 members were present at the Curriculum Committee meeting, 11 MA staff members plus Mr. Cooke. Mr. Cooke publicly thanked the committee for their commitment to the school and recognized the extra time and effort by members of this committee. Mr. Cooke added that much time on the committee has been spent discussing and investigating the current materials and how we will bridge curriculum between primary and secondary school.

9. Secondary School Construction Update: Melanie Strop/Mike Molsen

Mrs. Strop stated that asphalt has been installed at the construction site. JHL is bringing in an additional masonry crew due to lost time from snow days. They have tapped and tented to allow the masons to work. She stated that the budget is on target and we have not touched the contingency fund of \$400,000. One big savings was on asphalt and saved apx. \$95,000 by installing only a single layer instead of a double layer.

Mrs. Strop stated that JHL promised they will not be driving on the asphalt and it will help with drainage concerns.

Mr. Molsen stated that everything so far with the construction has been positive.

Mr. McWilliams added that a drone photo taken Wednesday morning was sent out to the school community today with the November Board Update.

10. Next Meeting – Monday, December 9th. 6:00 p.m. Location TBD

**F. ITEMS REQUIRING BOARD DISCUSSION/ACTION:**

1. Discussion and Vote on 2019/2020 Revised Budget

Marc Brockelhurst clarified that the SRO is included in the Building Operations Expense.

Mr. Cooke asked if this is the best place to expenses the SRO. Mr. Brockelhurst explained that it rolls to the Building Operations in summary, but has its own line item in the detail.

Mr. Molsen motioned to approve the revised 2019/20 budget. Mrs. Strop seconded and the motion carried unanimously with a roll call vote.

**G. CONSENT AGENDA:**

1. Re-Approve minutes from September 12, 2019 meeting

Mrs. St. Aubyn motioned to re-approve the minutes from the September 12, 2019 meeting. Mr. Molsen seconded and the motion carried unanimously.

2. Approve minutes from October 10, 2019 meeting

Mrs. Strop motioned to approve the October 10, 2019 meeting minutes. Mr. Cooke seconded, and the motion carried unanimously.

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

Patricia Silva complimented the Board for regaining trust of the MA community. She gave an example of interest rates relating to the Bond for the Secondary School. Mrs. Silva asked that MA start publishing as much information about curriculum as possible for the upcoming 9th grade program.

Mr. McWilliams added that the interest rate on the Bond for the Secondary School is 5.05%. Mrs. Herrera commented that they paid a significant amount more interest on her last school project. Mr. McWilliams commented that in his experience in commercial real estate, 5.05% is a good interest rate.

Teacher Representative, Cristin Patterson, commented that there is an event on December 5th, "Lets Taco 'Bout High School" for 8th Graders.

**I. MOTION TO ADJOURN TO EXECUTIVE SESSION**

Mr. Molsen motioned to adjourn to *Executive Session pursuant to C.R.S. 24-6-402(4)(b, e & f) to receive legal advice on specific legal matters, to discuss negotiating positions and to advise negotiators, and to discuss personnel matters related to facility financing, charter contract matters, and performance of school administrators.*

*Mrs. Strop seconded and the motion carried unanimously with a roll call vote.*

*(No vote will take place after the executive session.)*

**J. ADJOURNMENT**

The meeting was adjourned at 9:55 p.m.

## **Treasurer's Report**

### **October 31, 2019**

#### **Revenue through October 31, 2019 for the 2019/2020 School Year**

Revenue for the month and four months ended October 31, 2019 were \$655,693 and \$2,830,024, respectively. This is 35.72% of budgeted revenue compared to a monthly budgeted amount of \$634,801 and a run rate of 33%. Budget variances are due to the following: The School's share of District 38's MLO revenue [\$41,110] was received with the October wire from D38. (The MLO revenue is partially offset by the Administrative Fees charged by District 38 [\$22,659], which was subtracted out of the October wire from D38). The Capital Construction Grant check, for October, was delayed this month due to the snowy weather. It was received November 1<sup>st</sup> and will show up on the November financial statements.

#### **Expenses through October 31, 2019 for the 2019/2020 School Year**

For the month ended and four months ended October 31, 2019, MA expended \$635,446 and \$2,081,812, respectively, which equated to 26.28% of budgeted expenses, compared to a monthly budgeted amount of \$683,158 and a run rate of 33%. Monthly expenses were lower than budgeted due to unfilled senior positions. Expenditures for the same periods last year were \$615,434 and \$1,919,598.

#### **Net Income (Loss)**

Net income for the month ended and four months ended October 31, 2019 were \$20,247 and \$748,212, respectively. Budgeted net income for the month ended October 31, 2019 was (\$48,357). Net income was \$730,803 for the same period last year.

#### **Reserves**

On October 31, 2019, MA maintained a fund balance of \$2,865,312 in the General Fund, as well as \$3,015,312 in its General Fund bank accounts and certificates of deposits. The general fund balance was up \$342,943 or 13.60% from the same period last year.

Respectfully submitted,

Melanie Strop

# ATTACHMENT "A"

Monument Academy  
2019-20 Fiscal Year Budget and Actual  
Year-to-Date Ended October 31, 2019

GENERAL FUND	FY 2018 - 2019 For Period Ending Oct 31, 2018					FY 2019 - 2020 For Period Ending Oct 31, 2019					
	Revised 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)		912.82				904.98					
PPR	\$	7,639				\$	8,034				
<b>GENERAL FUND</b>											
Beginning Fund Balance - General Fund		1,717,330	1,717,330	1,791,562	1,791,562	1,791,562	1,791,562	-	2,117,096		
<b>General Fund Revenue</b>											
MLO Revenue		-	-	-	0.00%	-	-	41,110	164,442	0.00%	
Per Pupil Revenue		6,972,795	581,066	587,094	2,348,374	33.68%	7,270,609	605,884	608,579	2,434,318	33.48%
Full Day Kindergarten Tuition		92,000	9,200	9,963	57,158	62.13%	104,000	-	-	190	0.18%
Investment Interest		7,200	600	4,201	7,737	107.46%	24,350	2,029	4,316	10,450	42.92%
Donations - General		4,700	470	-	5,894	125.40%	6,000	500	-	3,112	51.87%
Academic Fees (Includes Tech Fees 18/19)		174,000	2,870	4,043	165,090	94.88%	179,000	-	1,687	150,720	84.20%
State Grants - GT / Cap Construction / READ / ELPA		289,987	24,166	22,201	66,603	22.97%	316,142	25,174	-	66,537	21.05%
Federal Grants - Title II & IV - Impact Aid		17,817	1,068	-	-	0.00%	19,569	1,214	-	-	0.00%
Building Use Income		-	-	-	-	0.00%	-	-	-	45	0.00%
Erate Reimbursement		2,200	-	-	(455)	-20.68%	2,200	-	-	3	0.14%
Miscellaneous Revenue		-	-	-	-	0.00%	-	-	-	208	100.00%
Total Revenue - All Sources		7,560,699	619,440	627,502	2,650,401	35.05%	7,921,870	634,801	655,693	2,830,024	35.72%
Total Revenue and Beg Fund Balance		9,278,029	2,336,770	2,419,064	4,441,963		9,713,432	2,426,363	655,693	4,947,120	
<b>General Fund Expenditures</b>											
D38 Purchased Services - SPED		-	-	-	-	0.00%	141,671	-	22,659	90,635	63.98%
Core Instructional Program		2,443,680	196,153	196,010	532,705	21.80%	2,491,753	229,219	192,734	567,093	22.76%
RTI		119,424	10,119	10,510	25,835	21.63%	135,479	5,426	11,708	30,080	22.20%
Federal Grants - Title II / ARRA		12,817	957	-	714	5.57%	19,569	1,106	-	-	0.00%
Gifted & Talented Program		16,678	702	589	1,312	7.87%	22,391	1,888	5,064	10,184	45.48%
Art Program		138,263	11,472	10,642	28,755	20.80%	112,985	9,532	8,562	22,489	19.90%
Drama		48,055	4,046	3,747	8,992	18.71%	49,402	4,159	3,967	11,446	0.00%
English Language Learners Program		50,547	4,221	4,284	9,675	19.14%	52,247	4,312	4,580	10,106	19.34%
Foreign Language Program		128,138	10,762	11,213	23,464	18.31%	143,845	12,070	7,957	16,908	11.75%
Physical Education Program		122,844	10,354	8,651	23,378	19.03%	115,606	9,750	8,554	21,472	18.57%
Fine Arts Program		238,825	20,060	19,359	46,687	19.55%	259,841	21,895	19,991	43,800	16.86%
Technology Education Program		268,910	23,000	19,861	64,838	24.11%	346,386	28,882	22,324	82,721	23.88%
Special Education Services		706,099	50,134	66,336	134,598	19.06%	655,083	54,590	46,400	111,060	16.95%
Cocurricular Activities - Coaching		31,562	4,862	15,199	15,199	48.16%	37,956	3,163	14,582	14,582	38.42%
Social Work Services		12,400	1,033	1,156	2,316	18.68%	14,321	1,193	1,193	2,394	0.00%
Counselor		34,329	2,894	(3,950)	9,231	26.89%	33,900	2,858	3,886	10,753	31.72%
Health Services		66,462	5,664	6,932	22,965	34.55%	73,897	6,225	7,579	12,966	17.55%
Psychologist		12,200	1,017	-	-	0.00%	-	-	-	-	0.00%
Curriculum		36,931	2,973	2,316	9,263	25.08%	30,432	2,432	2,397	9,631	31.65%
Testing & Assessment		56,557	5,080	2,862	30,928	54.68%	57,614	13,968	9,231	34,883	60.55%
Library Services		84,274	6,607	5,739	13,870	16.46%	81,496	6,958	6,737	14,334	17.59%
Athletic Director		34,807	3,039	3,437	12,601	36.20%	41,890	3,397	3,526	13,092	31.25%
Board of Education		200	17	-	84	42.00%	200	17	13	3,059	1529.31%
General Administration		144,870	12,031	12,125	48,500	33.48%	150,905	12,575	650	1,013	0.67%
Legal Services, Audit Services, Secondary School Expenses		26,600	7,800	11,126	25,869	97.25%	30,225	12,190	17,042	22,171	73.35%
School Administration		585,619	48,631	45,562	182,317	31.13%	621,573	51,926	48,092	176,613	28.41%
Business Services		273,279	22,669	22,336	97,561	35.70%	277,034	23,086	25,442	117,815	42.53%
Building Operations & Services		619,562	44,148	42,706	145,482	23.48%	693,606	57,801	34,218	238,039	34.32%
Building Rentals - Trustee		950,193	79,183	78,519	314,754	33.13%	949,323	79,110	78,404	314,545	33.13%
Grounds Services		29,672	1,744	-	8,413	28.35%	30,336	2,528	-	2,150	7.09%
Communications & Marketing		12,524	1,044	827	3,624	28.94%	-	-	4,956	9,697	0.00%
Technology		174,334	14,528	8,029	45,991	26.38%	189,334	15,778	10,009	45,020	23.78%
Risk Management		66,318	5,526	9,311	29,677	44.75%	61,480	5,123	12,991	21,063	34.26%
		7,546,969	612,467	615,434	1,919,598	25.44%	7,921,780	683,158	635,446	2,081,812	26.28%
<b>Revenue less Expenditures</b>		<b>13,730</b>	<b>6,972</b>	<b>12,068</b>	<b>730,803</b>		<b>91</b>	<b>(48,357)</b>	<b>20,247</b>	<b>748,212</b>	
<b>Ending Fund Balance - General Fund</b>							1,791,653				
<b>Ending Fund Balance - General Fund</b>		<b>1,731,060</b>	<b>1,724,302</b>		<b>2,522,365</b>		<b>1,791,653</b>			<b>2,865,312</b>	

MONUMENT ACADEMY  
BALANCE SHEET  
OCT 31, 2019

GENERAL FUND (FUND 11)

ASSETS

Petty Cash	\$	500
General Fund Checking -Integrity Bank		535,668
General Fund Money Market		1,325,174
Certificate of Deposit - FNB		636,839
Certificate of Deposit - Integrity Bank		517,130
Due To/From Trust & Agency		-

Total Assets \$ 3,015,312

TOTAL ASSETS \$ 3,015,312

LIABILITIES

A/P	150,000
Employer paid fringes	-

Total Liabilities 150,000

FUND BALANCE 2,865,312

TOTAL LIABILITIES  
AND FUND BALANCE \$ 3,015,312

## **2019/2020 REVISED BUDGET NARRATIVE (General Fund)**

### **REVENUE**

The changes in Revenue from the Original Budget to the Revised Budget are as follows:

- Funded pupil count was reduced from 904.98 to 890.92. This decrease was mainly due to actual 1<sup>st</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade enrollment decreasing from 18/19 to 19/20. The original budgeted enrollment was based on rolling forward the 18/19 actual enrollment.
- Per pupil revenue was increased from \$8,033.90 to \$8,069.64, which is the final PPR currently on the CDE website for 2019/2020.
- Capital Construction Revenue was decreased to \$249,675 in the revised budget from \$266,408 in the original budget. The original budget's amount was based on 18/19 revenue, whereas the revised budget's amount is the amount on CDE's website for 19/20 distributions.
- MLO Revenue has been added to the revised budget.
- Kindergarten Tuition was removed from the revised budget.
- Total General Fund revenue from all sources equals \$8,232,453, a 3.92% increase from the 2019/2020 revenue per the original budget.

### **EXPENDITURES**

Total General Fund expenditures are budgeted at \$8,232,453, a 3.92% increase from the Original Budgeted Expenditures.

Some Expenditure highlights are as follows:

- An expense of \$272,000 was added to cover the administrative fees charged by D38.
- Gifted and Talented Program expense increased with the addition of a teacher.
- Foreign Language Program expense decreased due to not replacing the French teacher.
- Technology ED Program expense decreased due to not replacing the Director of Tech and reducing the iPad refresh expense.
- The budget for the SPED Program was higher in the original budget than in the revised budget because the original budget had an accounting reclassification of a portion of School Administration salaries to SPED salaries.
- General Administration expense decreased due to the open COO position during the first months of 19/20.
- Communication and Marketing expense increased with the addition of the Marketing Specialist and funds for promotion/marketing of MA's primary and secondary schools.



- Technology expense decreased due to a reduction in the computer replacement totals.

This budget results in a balanced budget, with Revenue equal to Expenditures.

## ATTACHMENT "B"

	2019-2020 Original Budget 4/11/19	2019-2020 Proposed Revised Budget 11/12/19
<b>GENERAL FUND</b>		
<b>Students (FPC)</b>	<b>904.98</b>	<b>890.92</b>
<b>PPR</b>	<b>8033.9</b>	<b>8069.64</b>
Beginning Gen Fund Reserve Balance	1,791,562	2,122,094
General Fund Revenue		
PPR	7,270,519	7,189,404
MLO Monies	0	493,325
Full Day Kindergarten Tuition	104,000	0
Fundraising	6,000	6,000
Fees	179,000	179,000
State Grants - GT / Cap Constr / READ / ELPA / FDK FFE	316,142	318,606
Federal Grants - Title II / IV / ARRA	19,569	19,569
All other sources	26,550	26,550
Total Revenue - All Sources	7,921,780	8,232,453
Total Revenue and Beg Fund Balance	9,713,342	10,354,547
General Fund Expenditures		
D38 Purchased Services	141,671	413,576
Core Instructional Program	2,491,753	2,508,425
RTI	135,478	147,125
Federal & State Grants	19,569	39,860
Gifted & Talented Program	22,391	57,712
Art Program	112,985	110,304
ELL Program	52,247	54,982
Drama	49,402	50,610
Foreign Language Program	143,845	97,918
Physical Education Program	115,606	117,106
Fine Arts Program	259,842	261,914
Technology ED Program	346,387	256,545
ESS Program	655,085	625,548
Cocurricular Activities - Coaching	37,956	37,956
Social Work Services	14,320	14,321
Health Services	73,898	67,758
Counselor	33,900	33,900
Curriculum	30,432	32,941
Assessment & Testing	57,614	57,614
Library Services	81,495	88,426
Athletic Director	41,889	41,707
Board of Education	200	10,500
General Administration	150,905	104,807
Legal Services, Audit Services, Fingerprinting	30,225	36,225
School Administration	621,575	638,469
Business	277,033	299,652
Building Operations	693,605	754,528
Building Rentals	949,323	949,323
Grounds Services	30,336	30,976
Communication and Marketing	-	71,912
Technology	189,334	158,334
Risk Management	61,480	61,480
Total Expenditures	7,921,780	8,232,453
Revenue less Expenditures	0	0
Fund Balance	1,791,563	2,122,095

## Monument Academy Board Meeting Inputs

### Principal's Report: November 14, 2019

#### Elementary School:

- Participated in one 504 meeting
- Participated in one IEP meeting
- Completed four student disciplinary actions
- Participated in Kindergarten reading groups with Deputy Haag
- 3<sup>rd</sup> and 4<sup>th</sup> grade Field Days
- Went on Kindergarten field trip to Pumpkin Patch
- SAAC meeting
- Participated in 2<sup>nd</sup> grade reading group
- Participated in Medieval Day
- Attended 1<sup>st</sup> grade field trip to Wildlife Experience
- Attended seminar on ESS Law
- Conducted successful Lockdown drill
- Took 22 pies in the face from the 1<sup>st</sup> Grade "Fun Run" winners

#### Middle School:

- Two Professional Development Fridays: 8 Keys of Excellence Collaboration, All Staff Vision Work Part 3,
- Monthly SAAC committee meeting
- Monthly Curriculum Committee meeting
- Five Parent Meetings
- One 504 meeting
- Two Lead Teacher meetings and three Middle School Communication meetings
- Parent-Teacher Conferences: 101 middle school families attended a total of 375 conferences
- Fall Concerts for Band, Orchestra, and Choir
- Middle School Talent Show
- House vs. House intramural competition between House Charisma and House Determination
- House Intuition hosted Halloween Bash: 225 middle school students attended
- Completed three disciplinary actions

#### Preschool:

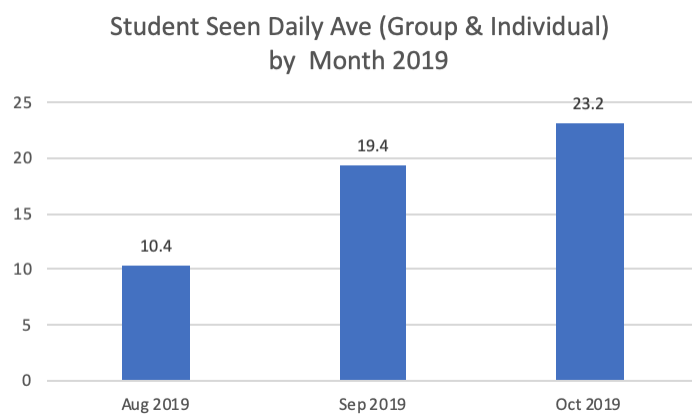
- The preschool enjoyed a social outing with students and families at the Colorado Pumpkin Patch on October 25<sup>th</sup>. It was a great success, and parents really enjoyed getting to meet other families.
- Most of our preschoolers had their vision and hearing screened.
- Fall parties are scheduled for November 22.
- We will be having an all-preschool holiday concert on December 10, 8:30-9:00 AM, in the Gym.

- Mr. Piotrowski's English classes came to read to our preschoolers, and ALL the students really enjoyed it.

### **Counseling:**

For context, the past 2 years of October statistics are included. October 2019 statistics are based on 15.5 school days. October school days were 19 and 18 in 2018 and 2017, respectively.

Historically, October presents the highest daily percentage of students. This year was no exception, averaging 23.2 students/day (individual in group).



The downside is that we averaged almost five students a day that were **not** seen. Due to the snow days, we also missed 13 guidance lessons, which meant not seeing 675 students.

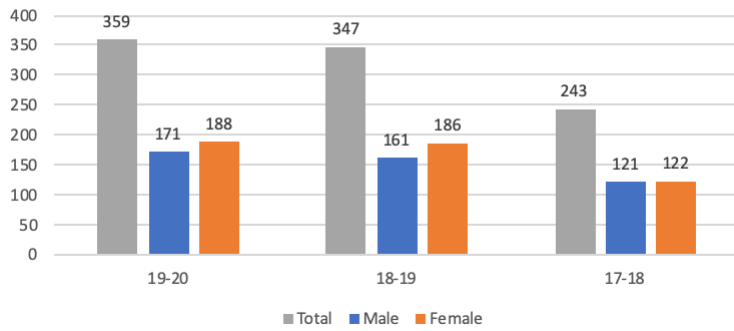
Other notables for Oct 2019:

- One suicide assessment (elementary, high risk)
- Upcoming: Parent Education Night: Mental Health, Body Image and Eating Disorders (Nov. 20, 6-8 PM)
- Four staff education tips sent

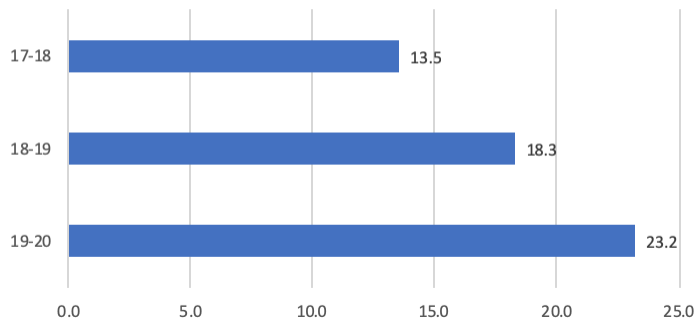
## **October statistics: 2017-2019**

### Students seen in Oct: 2017-2019

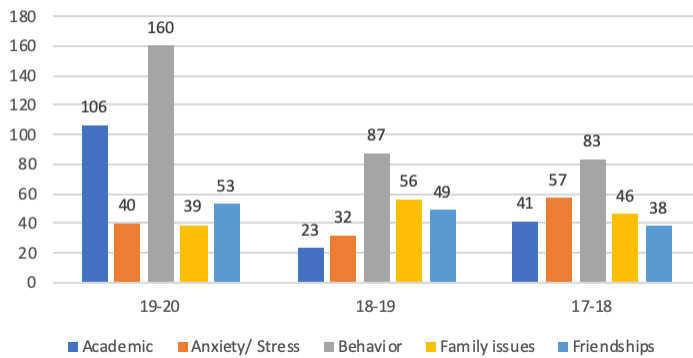
\*Includes individual and groups



### Student Seen Daily Ave (Group & Individual) Oct 2017-2019

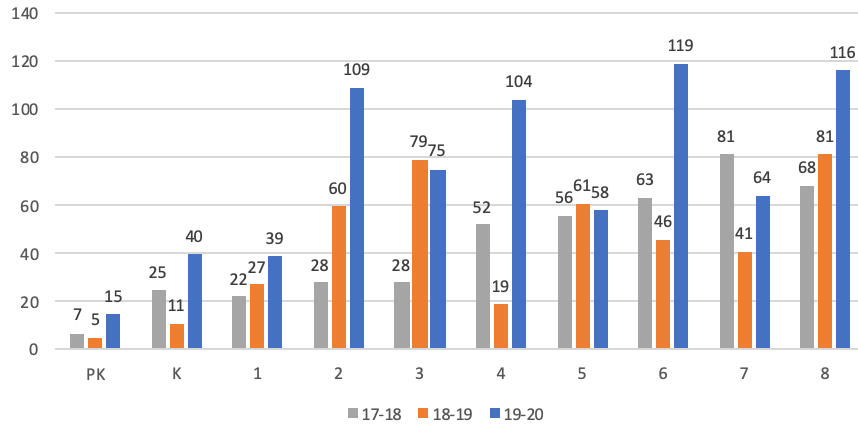


### Top students issues in Oct: 2017-2019

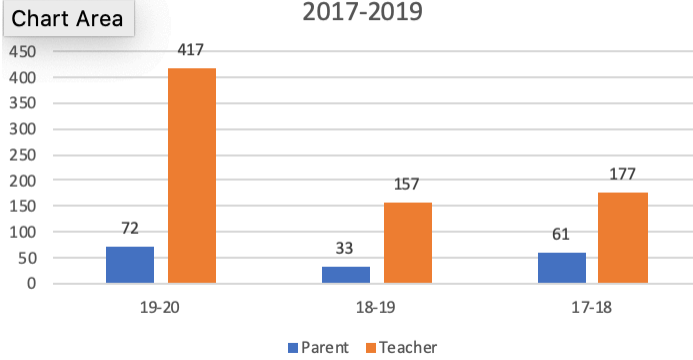


### Students by grade in Oct: 2017-2019

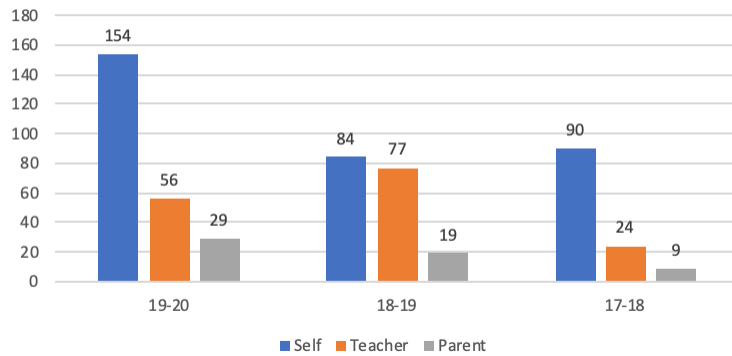
\*Note: 48% students seen in Sept 19 come from 3 grades (2, 4, & 6)



### Parent/Teacher communication/consults in Oct 2017-2019



### Source of student referrals in Oct : 2017-2019



## Assessments:

- This is a relatively quiet time of the year for assessments, but we have been analyzing data and collaborating on ways to effectively use the information we have.
- The SAAC committee was given an overview of our assessment structure, presented with some of our data, and familiarized with how the data is used by CDE.
- We are supporting a small number of teachers who are beginning to use *MapSkills* in their math classrooms.
- CogAT assessments were officially completed and results were made available in the Testing Center on the IC Parent Portal. A recent edition of “The Lynx News” contained instructions for accessing this information.
- NWEA data was compiled for CDE, requested by Gina Schlieman as part of the CCSP grant application.
- All assessment data for the fall of 2019-2020 was compiled into a master database.

## Athletics:

### Early Fall Updates:

- CCAL Girls Volleyball - The A-team won the CCAL Championship with a convincing victory over James Irwin. Although there was a bit of adversity at times, the girls won their match in three straight sets. This was the first CCAL Championship for our CCAL Girls Volleyball team which has always been competitive, and often reached the playoffs, but until this season had not been able to finish on top. Congratulations to our coaches and players on a great season!

### Late Fall Programs:

- The CCAL Boys Basketball team is off to a strong start winning big in many games. A recent victory against a tough squad from CSCS that had knocked us out of the playoffs last year was a hard-fought game that suggested our boys will be strong contenders as the playoff picture unfolds in just a few weeks.
- Our *Matchwits* and Chess teams have had limited practices with the weather, but they are preparing for competitive events that begin soon and we expect they will perform well.
- Our Jr. Lynx Boys Basketball team has just gotten underway and we’re looking forward to watching the boys grow through the season.

### Other Notable Happenings:

- We are moving basketball practices/games around as best we can to accommodate Mother Nature’s mood swings and Performing Arts’ use of the gym.
- We ordered new uniforms for our CCAL Girls Basketball team.
- We have new coaches in place for our CCAL Girls Soccer team.
- After multiple reschedules, we finally got the Cross-Country End of Season Banquet completed!
- We received new “years” to add to our banners in the gym after a successful early fall season. As soon as we have a cherry picker in the building, we’ll get those added to the banners!

## **ESS:**

Students staffed off IEPs: **0 students**

Initial evaluations completed: **5 evaluations**

Initial evaluations requested/started: **10 evaluations**

Watchlist: **3 students**

Students qualifying for special education: **3 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

Service Data:

**Students with IEPs:** 51 students

**Speech services:** 25 students on IEPs, 0 students on Rtl

Speech direct time: 2480 minutes/month

Speech indirect time: 325 minutes/month

Screeners: 4 completed

**Occupational Therapy services:** 22 students on IEPs, 1 student in MTSS

.00T direct time: 1245 minutes/month  
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: N/A at this time



Scheduled 1:1: N/A at this time

MH direct time: 1260 minutes per month

MH indirect time: 300 minutes per month

**ESS Academic service time:**

**Case load #1: 6-8**

- 18 students: 45.25 hours/week (serviced through Reading Labs, Math Resource, and resource periods)

**Case load #2: 4-5**

- 13 students: 41.75 hours/week (serviced through Wilson reading groups, pull-out instruction, and push-in instruction)

**Case load #3: K-3**

- 9 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

**Human Resources:**

- Completed hiring process for COO.
- Compiled information for CDE HR report due to D38 in November.
- Admin Assistant processed monthly payroll and liabilities.
- Met with Senior Accountant to review personnel budget for 19-20.

**Technology:**

- Kindergarten - Intro to *Moose Math*
- Kindergarten - Intro to *Word Wagon*
- Kindergarten - Digital Citizenship - Online Safety
- Kindergarten - Pumpkin Storybook Characters
- First Grade - *My Healthy Body* - Digital Story and Activities
- First Grade - Solids, Liquids, and Gases Scavenger Hunt - Digital Poster
- First Grade - Solids, Liquids, Gasses Sorting Seesaw Activity
- First Grade - *What do you do with an Idea?* A Read Along Activity in Seesaw
- Second Grade - Cardinal Directions and Continents - Geography Activities
- Second Grade - *Be Quiet!* A Read Along Activity in Seesaw

- Third Grade - Zoo Reflections Digital Posters with Dean Richardson
- Third Grade - *The Teacher Ate My Homework* Poetry Activity in Seesaw
- Fourth Grade - Volcano *QuiverVision* Activity
- Fourth Grade - Reading Poetry - Shel Silverstein Collection - Seesaw Activity
- Fifth Grade - Explorers Project - Paper Set Up
- Fifth Grade - Character Traits *Booksnap*
- Fifth Grade - Digital Citizenship #2 - MLA and Avoiding Plagiarism
- K-5 Integration Planning Meetings for November Activities and Digital Citizenship Lessons
- 6th, 7th, 8th Grade -Tech Integrity Digital Citizenship
- 8th Grade Digital Citizenship #1 - Avoiding Plagiarism - Digital Poster Project
- 6 - 7 Integration Planning Meetings for November Activities and Digital Citizenship Lessons
- Veteran's Day Elementary School Slideshow
- All School Conference Scheduling Form - Management and Monitoring
- Hosted Harvest of Love Raffle Station
- Teacher Webinar - Reflex Math

### **Gifted & Talented:**

- Tested referrals on CogAT for GT potential
- Sent monthly newsletter to GT parents - topic: *The Gifted Brain and How it Works, Social Media*
- Sent LPSD GT survey to parents
- Attended LPSD GT Facilitator meeting (Oct. 2nd)
- Attended GELT (Gifted Education Leadership Team) for LPSD (Oct. 8)
- Identified 1 new student
- Entered grades for student in my math class
- Collected, organized and shared CogAT results with appropriate staff members
- Created updated Talent Pool spreadsheet with all data
- Created pull out groups for grades 2nd and 3rd
- Held conferences with GT parents
- Worked with small groups in 2nd, 3rd, 5th and all middle school
- Completed observations on 5 potential students in k-1
- Checked and documented all middle school GT students' grades to ensure students are working up to potential
- Created November GT Newsletter geared towards topics discussed at conferences
- Created novel study for 5th grade

### **Instruction and Evaluation:**

- Met with elementary and middle school PARAs on November 6<sup>th</sup> to discuss carline, sub requests, and the holiday party on December 11<sup>th</sup>.
- Completed 16 formal observations of elementary and middle school teachers

- Completed 16 pre-conferences and 12 post conferences to discuss formal observations.
- Prepared information and set-up for All Staff Vision Work on October 25<sup>th</sup>.
- Helped with CogAt testing on October 1<sup>st</sup>.
- Reflex Math is up and running for grades 2-5.
- Organized an Introduction to Reflex webinar for Fifth Grade teachers plus two new teachers.
- Planned and completed the **Dare to Lead** all school book study on October 23<sup>rd</sup>.
- Contacted the IEW representative to set up an information session for K-5 teachers on December 6<sup>th</sup>.
- Attended the curriculum committee meeting on October 9<sup>th</sup>.
- Attended Carnegie Learning curriculum meeting for possible implementation of High School math.

**Director of Literacy and Intervention:** 85 Students being serviced through the Literacy Dept.

- **Literacy**
  - 49 current READ plans: went up three plans from October
  - Four students moved over to ESS
  - Five MTSS plans
  - 31 K-5 students receiving Literacy Intervention (no official plan)- 7 students became proficient and one withdrew from MA
  - 27 students on the Literacy “Watch” List: means we are watching their data along with the 90 other students in our program (112 students being actively monitored through Dibels data).
  - All teachers completed READ plans using Dibels DEEP data and Progress Monitoring data to create goals for students to achieve proficiency in reading
  - Every two weeks, teachers “progress monitor” students who scored partially proficient or unsatisfactory.
  - Weekly Friday morning meetings with reading interventionists.
- **Intervention**
  - Providing intervention to 85 students (K-7) with 1  $\frac{3}{4}$  interventionists
    - Five students less than previous months
- **Other**
  - Weekly staff meetings with Elementary Dean.
  - Meetings with ESS Director on referral of students not making adequate progress even with daily intense instruction.

- Conducted two 504 meetings.
- Provided PD instruction to K-2 teachers using Dibels' lessons to differentiate instruction.

## Library:

### **Circulations:**

- Checked Out: 960
- Overdue: 149
- Lost: 258

### **Holds:**

- Ready: 8
- Pending: 22
- Expired: 20

### **Unpaid Fines:**

- Library: 8
- Amount due: \$85.00

### **Materials**

- Titles: 13,345
- Copies: 16,516

### **Patrons**

- Total: 1,448
- Active: 1,430
- Restricted: 1
- Inactive: 17











- Elementary, preschool and 6<sup>th</sup> grade English classes visited as groups. Lots of walk-ins, too!
- Computer Lab plus Storytime visits were booked frequently by teachers.
- 6<sup>th</sup> grade English classes visited the library for librarian book talks and fiction books.
- Library was booked for COGAT makeups, teacher/staff trainings, parent education meeting, committees, Vision and Hearing tests, and other meetings.
- Watch D.O.G.S. program - dads stop by the Library to file a report on the iPads. They also like to help!
- Staff used library to work with students one on one when a quiet space was required. Examples: private conversations, Dibels, and test make ups due to a class absence.
- Author visit on Oct 7<sup>th</sup>. Denver author Marcia Canter <http://www.booklanthropy.com/> spoke to 4<sup>th</sup>, 5<sup>th</sup> and Honors English classes about writing, and read aloud from her published books, plus discussed her passion to eradicate malaria. Her book *Mosquito Madness* deals with the importance of community and friends. She donated signed copies to the library.
- *Artic Fairly Fun Day* book fair kickoff on Oct. 9<sup>th</sup>. Teachers brought their classrooms for an exciting day filled with book talks, previews, melted snowmen kits and more. Video previews shown were like movie trailers and

students read aloud book talks to the class. Students and teachers learned about many great books!






- Arctic Scholastic Book Fair Oct 11<sup>th</sup>-16<sup>th</sup> (set up on Oct 10<sup>th</sup>) Employee Book Fair sneak peek, Oct 11<sup>th</sup>  
Sales: \$14,858 (*before tax*)
  - Nice group of parent volunteers assisted the library team daily! The MA staff also generously supported fair by shopping and bringing classes through.
  - 50% will be returned to us in *Scholastic Dollars*, which saves the school funds for materials we cannot purchase from Scholastic and other library needs. (SD strictly used to purchase newly released books, bookmarks, library supplement items, and the like. It also cannot be used to buy anything outside of the Scholastic Book Fair catalog.)
  - Spent \$475 during the fair (Scholastic Dollars) by purchasing books immediately for library shelves. Students are already reading them as they were labeled and added to circulation within days of the fair.
  - Gave tax free purchases to teachers as a thank you, as well as many books were purchased for their classrooms via wish lists, we posted during the fair. Parents love to treat the teachers with great books as gifts!
- 5<sup>th</sup> grade Battle of the Books practices started. They meet M/W during 5<sup>th</sup> grade lunch recess.
- Spooky Story day was on Oct 31<sup>st</sup>. Read the book *Creepy Carrots* to classes, students made their own Creepy Carrot crafts and used the iPad cart to play a Kahoot comprehension game on the book. Library and the library team was decorated with creepy books, creepy carrots, creepy glasses, creepy eyeballs, etc! We used the snow days to prepare.
- New copies added to collection: 200 copies (estimate) (Student and teacher requests fulfilled! Including award winning fiction titles, Historical Fiction, and Newbery, and vetted Picture Books to teach concepts and life skills.)
- Teachers requested materials on Human body, Mesopotamia/Egypt, Rome, and Explorers to use in classrooms.
- Themed book displays that generated much interest this month: Fall/Halloween, Medieval, Scary stories, Newbery Winners, and preview of books that would be in the fair.
- Circulations between Oct 1 - Oct 31: 1,221 (Library check out was paused during the fair due to access to shelves was very limited.)
- Upcoming November events in Library:
  - a. COO Meet & Greet for MA families - Nov. 4<sup>th</sup>
  - b. Denver Pet Partners visit - Nov. 5<sup>th</sup>
  - c. Vision/Hearing screening - Nov. 7<sup>th</sup>
  - d. Veteran's Day - Nov. 11<sup>th</sup>
  - e. Author visit - Nov. 12<sup>th</sup>
  - f. Lifetime Picture Day - Nov. 13<sup>th</sup>
  - g. Board meeting - Nov 14<sup>th</sup>
  - h. Battle of the Books practices

- i. 5<sup>th</sup> grade explorers report (Computer Lab)
- j. Curriculum meeting with Julie Seymour - first Wed each month
- k. Parent Education night with Jim Cunningham - Nov. 20<sup>th</sup>

Top 10 titles for student population:

1.		<a href="#">Dog Man. Lord of the fleas</a>	Pilkey, Dav
2.		<a href="#">Smile</a>	Telgemeier, Raina
3.		<a href="#">The Baby-sitters club. 3, Mary Anne saves the day</a>	Telgemeier, Raina
4.		<a href="#">Diary of a wimpy kid : the ugly truth</a>	Kinney, Jeff
5.		<a href="#">Sisters</a>	Telgemeier, Raina
6.		<a href="#">The Bad Guys in alien vs Bad Guys</a>	Blabey, Aaron
7.		<a href="#">Diary of a wimpy kid : cabin fever</a>	Kinney, Jeff
8.		<a href="#">Guts</a>	Telgemeier, Raina
9.		<a href="#">Diary of a wimpy kid : Rodrick rules</a>	Kinney, Jeff
10.		<a href="#">Dog Man. Brawl of the wild</a>	

Bottom Title Statistics

		Title	Author	Call #	Circulations
1.		<a href="#">The 50 states</a>	Davis, Kenneth C.	973 DAV	0
2.		<a href="#">Alice in Wonderland</a>	Carroll, Lewis, 1832-1898.	[Fic] CAR	0
3.		<a href="#">All aboard! : a true train story</a>	Kuklin, Susan.	E 385.37 KUK	0
4.		<a href="#">Amelia's fantastic flight</a>	Bursik, Rose.	[E] Bur	0
5.		<a href="#">Atoms and molecules</a>	Cox, Phil Roxbee.	541.2 COX	0

Top Grade Level Statistics

Grade Level	Total Patrons	Average Circs/Patron	Total Circulations
1.	3	118	16.14 1,905
2.	2	122	7.69 938
3.	1	112	4.97 557

## Facilities:

- Repaired moulding in hallway middle level.
- Wiped down walls outside MPR and Library in preparation for upcoming school events.
- Repaired drywall around door in room 220a
- Installed new soap dispenser in preschool.
- Swept/Mopped stairwells daily. Scrubbed stairwell steps bi-weekly.
- Installed cork strips in preschool.
- Repaired/secured cement wall blocks around the perimeter of the building.
- Repaired/glued desk in 6th grade science room.
- Completed fire treatment and tagged fabric curtains in classrooms per fire code requirements.
- Mopped/Sanitized all restrooms in the school daily.
- Mopped and/or Vacuumed classrooms on a weekly basis per schedule.
- Collected/disposed of all garbage outside classrooms, in restrooms, in administration offices, teachers' lounge, portables and library daily.
- Assisted lunchroom PARAs in lunchroom as needed during student lunch times.
- Conducted bi-weekly meeting with lunchroom Para staff.
- Repaired loose window sill in lunchroom.
- Inspected playground equipment.
- Repaired Metal cabinet handles in elementary art room.
- Set up for Board meeting in the library.
- Set up/tore down stage for Band Concert
- Set up/tore down stage and curtains after hours for middle school talent show
- Installed new television in gifted and talented classroom.
- Set up tables and chairs for elementary field day
- Set up/tore down for Middle School Choir Concert
- Installed coat rack in room 208
- Drilled holes in easel trays on preschool playground to avoid water build up.
- Cleaned and disinfected both elementary and middle school paint traps in art rooms weekly.
- Performed weekly service on Zamboni.
- Serviced all vacuums in the building.
- Cleaned out facilities shop vac.
- Repaired a wheel on the scooter stand for elementary PE

teacher.

- Replaced trash bags outside receptacles around the perimeter of the building weekly.
- Walked property and picked up trash and debris around perimeter.
- Set up chairs and tables in prep for middle school conferences.
- Sanitized portable carpets.
- Applied furniture pads to the bottoms of 7th grade science stools to reduce the noise that can be heard in Admin offices downstairs.
- Replaced jammed/broken paper towel dispenser in 6th grade Science Room.
- Performed weekly inventory check of facilities supplies and submitted orders online.
- Set up for Board meeting in library
- Set up tables for All-Staff Vision meeting
- Laid out ice melt and prepped property for incoming snow storm
- Removed ice and snow left over from snow storm
- Responded to various calls for vomit and bathroom clean ups.
- Assisted with *Harvest of Love* packing and moving for pick up.
- Set up Curtains and put out tables in 4th grade wing for Medieval Day.
- Delivered boxes and chairs to Grace Best and picked up Medieval Day bins and costumes.
- Received shipping freight from various vendors throughout the month of October.



**Registrar:**

<b>GRADE</b>	<b>Total Enrolled</b>	<b>FTE</b>
	<b>2019-2020</b>	<b>2019-2020</b>
<b>PRE-SCHOOL</b>		
Ps-3	15	
Pre-K	50	
<b>Total Preschool</b>	<b>65</b>	NA
<b>KINDERGARTEN</b>		
K-1/2	24	
K-Full Day	58	
<b>Total Kinder</b>	<b>83</b>	<b>72.92</b>
<b>ELEMENTARY</b>		
1	83	
2	97	
3	95	
4	99	
5	107	
<b>Total Elementary</b>	<b>481</b>	<b>483</b>
<b>MIDDLE SCHOOL</b>		
6	104	
7	113	
8	118	
<b>Total Middle School</b>	<b>335</b>	<b>335</b>
<b>Total FTE</b>		<b>890.92</b>

# Report to the Monument Academy Board of Directors

---

November 12, 2019

Report on “first days”

Christianna Herrera, Chief Operations Officer

Today marks the first completed week of work. The initial efforts have been in not only seeking to introduce myself, but to in turn, get to know the community, educational environment, school culture, philosophy and values. It has also been a study in learning policy and legal structures, financial health, status of the design and school build, and seeking to understand the program vision not just for the high school but the whole school program. These initial steps are critical in establishing a foundation and learning Monument Academy’s goals and objectives in action. By laying this critical foundation, I will be able to ensure I not only remain on the correct frequency with the Board but with my staff, faculty and the community as well.

Lines of effort:

- Introduction of myself to the parent community, staff, and faculty:
  - Community coffee
  - Meet and Greet
  - Whole school staff meeting
  - Individualized staff and faculty introductions
  
- The “listen and learn” phase:
  - Curriculum Committee Meeting

- Attendance at the Robin Hood student production
- Attendance and participation in Veterans Day Celebration
- Observation and classroom participation (by teacher invitation)
- Observation of/ and or meetings with specific programs
  - Library
  - Technology
  - GT
- Meetings with:
  - Marketing
    - Initial scope on marketing plan
    - Interview/Gazette article, work with reporters
  - Registrar/Admissions
    - Process
    - Tours -work started on identifying and creating a common “script” (see attached for working draft)
  - Legal
  - Curriculum Committee
  - Andy Franko, D49 Superintendent and District Charter School Authorizer
  - Conference calls with JHL and CRP
  - Board
    - legal, project, strategic plan, program
  - Finance
    - Comprehensive review of the General Budget as presented for approval
    - Overview of High School and Middle School funding assumptions and five-year plan

- Standards and Poor review and scheduled call (please see attached)
- Middle School Principal/Dean
  - Middle school academic program
  - Work and questions about high school program
  - Vision work
  - Mentoring - legal questions, discipline, program development
- Elementary Principal/Dean
  - Program, hierarchy, building safety
  - This included a situational briefing and observation of carpool, lockdown drill, and safety plans/protocol and as well as ongoing work with evacuation plans and building safety.

Upcoming meetings this week will include Health Services, Facilities, Student Assessments, Counselors, and a requested Technology review of program mission statement and internet and app safety.

Ultimately the overriding focus has been on gathering and understanding the vision and development/design status for the high school program and school expansion. The meetings with administration and teachers have been instrumental in understanding the desired and natural progression for the curricular program and “hoped for” high school program design.

I have discovered there are three to four vision and draft documents for the instructional program of upper school that present differing program objectives. This is not surprising as it is evident there have been three different authors with apparently differing visions. Understanding how the facility design integrates with the board-approved intended academic program, how both facility and academic visions have changed, and weighing this in relation to what we have been chartered for with the District and what program the

bondholders have invested in will define how much we can create and redesign. Before crossing any lines in refocusing academic and programmatic objectives, we as a leadership team need to first take stock on what we are currently legally chartered and approved to build. Once we determine what the original approved ground zero program looks like, I intend to lay out a plan, with input and direction, that will produce the program the community desires and expects while working within funding priorities and stays within the parameter of what must remain within the charter limits. This effort will work to avoid a need to seek district approval to modify the approved charter and to venture above and beyond these limits.



# Monument Academy

## School Accountability Advisory Committee

### (SAAC)

Minutes October 14, 2019

Administration Conference Room 1:30 pm

Charlie Richardson	Elementary School Dean
Julie Seymour	Middle School Dean
Janyse Skalla	SAAC Chair
Corrie Dunkerton	SAAC Vice Chair
Chris Dole	MA School Board Liaison
Laura Barrette	Elementary School Teacher Representative
Michael Herbert	Middle School Teacher Representative

**Brad Cheatwood**                      **Parent; MA PTO President**

**Melissa Billiard**                      **Public Member**

**Cheryl Darnell**                      **Parent; SAAC Secretary**

**I. Introductions and Attendance**

- a. Janyse called meeting to order at 1:37 pm
  
- b. Attendance: Charlie Richardson, Julie Seymour, Janyse Skalla, Corrie Dunkerton, Laura Barrette, Michael Herbert, Brad Cheatwood, Melissa Billiard, Cheryl Darnell \*\*Chris Dole absent

**II. Review and Approve Meeting Minutes from 9/23/19**

- a. Corrected spelling of Dunkerton and Billiard on 9/23/19 minutes
  
- b. Michael motioned to approve minutes from last meeting- Corrie seconded

**III. Review and Approve Agenda**

- a. Brad moved to approve agenda; Corrie seconded

#### IV. Business

##### a. DAAC Report- Janyse and Laura

###### i. SAAC Training- Janyse attended

1. learned goals: Admin presents information; SAAC provides group discussion, feedback
2. handed out proposed SAAC schedule, topics, presenters

###### ii. DAAC Mtg-Janyse & Laura attended

1. Teacher evaluations in district highly complex & differ from how MA evaluates teachers
2. Discussion on upcoming election, 4A on ballot (Laura asked how they plan to fund the school once built- no answer)
3. Met Superintendent Somers- he gave overview of what he's been doing; meeting with Julie & Charlie in 2 weeks

##### b. School Board Report- Chris (in his absence, Janyse presented)

###### i. 10/2/19 Emergency board meeting- decision to not renew Don Griffin's contract with MA due to non-performance

###### ii. Christianna Herrera selected as MA COO top runner

1. 14 day due diligence- community research/ask questions



iii. 10/10/19- Board meeting

1. C. Herrera presented to Board and public interview
2. Board deciding on presenting Herrera with offer
3. Status on high school
  - a. Public confusion on funds usage for infrastructure & land for MA secondary school- letter sent to MA community clarifying (Janyse handed out copies)

c. Survey- Julie

i. Survey Format

1. Continue survey used in past with tweaks, or change?
2. Focus Groups formed from survey results- randomly selected groups of parents to answer questions about topics
3. Past surveys- Mid-year= parents to school; End of Year= student to teacher
4. Janyse & Brad spoke on Jamie Holstein's recommendation of "net promoter score" (1 question via email, i.e., "Would you recommend MA- yes or no?")
5. Charlie- a. net promoter score in lieu of standard survey and b. focus groups
6. Focus Groups- Julie

- a. Process = randomly invite groups of parents (2 per elem and middle) to ask questions that SAAC chooses to ask
- b. Ideal size = 10 parents; ideal time = 1 hour
- c. Open-ended questions to get further useful info- audiotape sessions for later analysis
- d. Handed out article on Focus Group Discussions
- e. Marty- want to make big decisions for a school from an informed place
- f. Corrie- need shorter survey and create focus groups
- g. Brad- cut 60-70% of past surveys
- h. Charlie- ID 10 questions and send out 1 a week?
- i. Michael- likes net prom score; give people opportunity to have voices heard
- j. Corrie- 10 questions we could gather from past survey data?
  - i. Julie & Janyse- noted theme of “lack of communication”
- k. Charlie- give all parents opportunity to voice
- l. Brad- perhaps cut down slowly- many are used to being able to give feedback; Charlie- Board meetings = good place for parents to share lengthy thoughts

- m. Janyse- Purpose of surveys is to drive focus groups; paper survey with postage?
- n. Marty- how choose what to ask?
- o. Charlie- smaller group decide 15 question survey (2 parents, 2 teachers?)
- p. Corrie- use MA Parents FB page to ask parents what they'd like to be asked
- q. Michael- what's helpful for deans to know?
- r. Marty- frustrated with recipients of email not reading/responding; is part of communication complaint that there's so many avenues?
- s. Julie- last year's SAAC recommended communication flowchart detailing channels used for communication
- t. Corrie- too much info coming in to parents
- u. Marty- centralize info

## ii. Timeline

- a. Janyse- Before next SAAC, Michael & Laura work on questions for survey; Corrie & Cheryl also volunteered
- b. Marty- motioned to create 15 question survey and then focus groups; Brad seconded

## d. NWEA Assessment Data and Information- Marty

**i. DIBELS**

- 1. satisfies legal requirements of READ Act and (K-3) funded in part by Early Literacy Assessment Tool (ELAT) Project grant**
- 2. MA purchases DIBELS for 4<sup>th</sup> & up**
- 3. DIBELS monitors young elem students' progress in basic reading skills**
- 4. DIBELS K-3 - 3X per year; 4<sup>th</sup> & 5<sup>th</sup> - beginning and end of year**
- 5. Karen Michael- Director of Literacy & Intervention- ID students with needs & support**
- 6. Individual students at any grade level can be progress monitored**

**ii. NWEA**

- 1. Administered 2x per year, grades 3-8**
- 2. Can be used as screener**
- 3. Aligned to state standards, but not standardized—adaptive test/immediate results (RIT score) based on difficulty of questions student answers correctly**
- 4. Rigorous test for those giving best effort**
- 5. Tracks student growth over time**
- 6. IDs opportunities for differentiated classroom instruction using NWEA Learning Statements- based on large national**

dataset (2015 norms) - NOT specific to skillsets of individual student- RIT score does NOT tell what specific skills within state curriculum standards the student is mastering/not mastering—therefore gives direction at classroom/grade level, but not specific to what help individual students need

### iii. Using Data to Evaluate School Performance

#### 1. Appropriate expectations of the school using this data

- a. CDE uses this data to evaluate schools in absence of CMAS, tracking achievement & growth
- b. For DIBELS and NWEA, CDE views 50<sup>th</sup> percentile as benchmark for growth and reference for achievement- if above 50%, you're good; if below 50%, you're not (VERY SIMPLISTIC)
  - i. Therefore, it's not an achievement level based on what we think students should know
- c. Historically, MA has very high achievement results
- d. Growth = # students below 50% at beginning of year compared to # students below 50% at end of year— if # decreases, growth is “good.” If # increases, growth is “bad.”
- e. With NWEA, CDE also compares school's avg growth per grade level to 50<sup>th</sup> percentile growth averages
- f. CMAS- MA is at 23-28% participation rate, therefore insufficient data for clear picture of performance
- g. Achievement on DIBELS (K-3) this year at MA compared to district = MA has more students performing in “yellow and blue”

- h. MA & D38 were approached by CDE to participate in study to figure out how to map NWEA results to CMAS expectations (which shows they recognize that the current way isn't very good)- both declined b/c they are asking for a lot of demographic information, which no one wants to give
- i. 2017/18 growth data (CMAS) showed lots of "red"-- prompted CDE to consider downgrading the school's rating (hence, MA's Request for Reconsideration)
- j. If we had a structural growth problem in performance at MA, it would have to show up in achievement data- but it doesn't
- k. 4<sup>th</sup> grade group = growing, but consistently low each year
- l. As a school, by grade level, our achievement is very high, compared nationally
- m. Science- ranked very high (95<sup>th</sup>-100 percentile in nation), yet "growth" shows lots of red
- n. We need to consider HOW we use this data
- o. Not much has changed in student performance since 2014/15
- p. Look for trends consistent to a grade level- then ask, "curriculum issue? Teaching issue?"
- q. Marty starting pilot groups with teachers for MAP Skills intervention to address & strengthen students' weaker skill areas in math
- r. Janyse- curious to know how many minutes students would need of intervention

**V. Next Meeting: 11/18/19**

**Meeting adjourned—3:00 pm**