

# MONUMENT ACADEMY

“A Charter School, a public school of choice.”  
BOARD OF DIRECTORS REGULAR MEETING  
Lab Room 312  
February 13, 2020 – 1150 Village Ridge Point  
Board Meeting at 6:00 p.m.

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**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.*

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## A. CALL TO ORDER/ROLL CALL/QUORUM/PLEDGE OF ALLEGIANCE

Mark McWilliams called the meeting to order at 6:07 p.m.

Board Members Present:

Melanie Strop

Chris Dole

Mike Molsen

Mark McWilliams

Susan Byrd

Megghan St. Aubyn

Other's Present:

Christianna Herrera, COO

Charles Richardson, Elementary Principal

Julie Seymour, Middle School Principal

Marc Brockelhurst, CPA

Tiffiney Upchurch, District 38 Board Member

Sherry Buzzell, HR

Quorum Declared.

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

One citizen signed up to comment on an agenda item.

## C. ADDITIONS TO/APPROVAL OF AGENDA

Mrs. St. Aubyn motioned to move to executive session after adjournment 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. Mr. Molsen seconded the motion.

The motion passed unanimously.

Mr. Molsen motioned to approve and move forward with the revised agenda. Mrs. St. Aubyn seconded, and the motion passed unanimously.

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

Heather Yuen asked a question about Board Member additions. She remembers a discussion in a previous Board Meeting about adding two additional Board Members when the secondary campus opens. Mr. McWilliams did not recall this discussion but will look into it. He stated that it is not something the Board has discussed recently.

Ms. Yuen asked an additional question about the 2020-21 enrollment. Currently, 21 students have committed for 9th grade. Mr. McWilliams stated that MA has just begun marketing, and open enrollment can go right up to the beginning of school if needed. The expectation is higher than what MA currently has enrolled for 9th grade.

#### **E. BUSINESS**

1. Swearing in of new Board Member, Susan Byrd: Mark McWilliams

Mr. McWilliams gave the oath of office of the Board of Directors to Mrs. Susan Byrd. She agreed and was sworn in accordingly. The term of her service began immediately.

2. Welcome, Tiffiney Upchurch, District 38 Board Member: Mark McWilliams

Mr. McWilliams recognized Ms. Upchurch at the meeting. Mr. McWilliams stated she will be at future meetings as well and will be bringing information to and from the District 38 Board of Directors.

3. Treasurer's Report: Marc Brocklehurst, CPA

Mr. Brocklehurst gave the Treasurer's Report for the period ending January 31, 2020.

Revenue through January 31, 2020 for the 2019/2020 School Year  
Revenue for the month ended and seven months ended January 31, 2020 was \$729,885 and \$4,930,167, respectively. This is 59.89% of budgeted revenue

compared to a monthly budgeted amount of \$686,261 and a run rate of 58.33%. Budget variances are due to the following: The Capital Construction Grant check included money from the previous month.

Expenses through January 31, 2020 for the 2019/2020 School Year

Expenses for the month ended and seven months ended January 31, 2020, were \$653,927 and \$3,971,938, respectively, which equated to 48.25% of budgeted expenses, compared to a monthly budgeted amount of \$669,116 and a run rate of 58.33%. Monthly expenses were lower than budgeted for Core Instructional Program, SPED, and Technology Program. Monthly expenses were higher than budgeted for School Admin, Business Services, and Building Operations. Expenditures for the same periods last year were \$569,667 and \$3,594,574.

Net Income (Loss)

Net income for the month ended and seven months ended January 31, 2020 was \$75,958 and \$958,229, respectively. Budgeted net income for the month ended January 31, 2020 was \$17,144. Net income was \$992,577 for the same period last year.

Reserves

On January 31, 2020, MA maintained a fund balance of \$3,075,729 in the General Fund, as well as \$3,225,729 in its General Fund bank accounts and certificates of deposits. The general fund balance was up \$291,588 or 4.57% from the same period last year.

The 2019-20 Fiscal Year Budget and Actual and Balance Sheet ending January 31, 2019 included as "Attachment A" to meeting minutes.

Mr. Brocklehurst informed the Board that by the next Board meeting, he would have a draft of the budget proposal. The Board will have time to review and adjust between delivery, with intent to approve a final budget at the April Board meeting. Mr. Brocklehurst stated that MA should deliver the approved budget to District 38 by April 15, 2020.

Mrs. Strop asked if this will include potential revisions in insurance expenses. Mr. Brocklehurst stated we would have a more reliable number by the time the budget is published.

Mr. Brocklehurst stated that MA would continue to work with hired consultants to ensure we are achieving the metrics to satisfy bond covenants.

4. Elementary Principal's Report: Principal Richardson (Mrs. Seymour)

Mrs. Seymour gave the Elementary report for Mr. Richardson.

The Elementary Principal's Report is included as "Attachment B" to meeting minutes.

#### 5. Middle School Principal's Report: Principal Seymour

Mrs. Seymour gave the Middle School report.

Mrs. Seymour stated that the Preschool is working toward gaining NAEYC accreditation. Preschool numbers are looking great for 2020-2021.

Mrs. Seymour stated that Human Resources met with Administration on staffing and budget for 2020-2021, created the draft options of the 2020-2021 Academic Calendar, and met with insurance brokers.

Mrs. Seymour updated the Board that there is an upcoming Parent Education Night on the topic of college funding. She stated that the counselors met with 16 students on average per day in January 2020.

Mrs. Seymour acknowledged the Matchwits team who is currently in 3rd place.

Mrs. Seymour worked with Mr. Venticinque and Mrs. Skinner on the NWEA MAPS Skills, training teachers, and supporting them in the classroom to identify skills gaps and help differentiate in the classroom.

The technology website was updated to highlight projects from each grade level and give critical and higher-order thinking skills that are associated with the projects.

The educational coach, Carol Skinner, has been working with the 4th Grade Teachers on NWEA MAP Skills, as well as creating English Language Arts Framework Checklists to help with an ongoing analysis of the Language Arts curriculum.

The Middle School Principal's Report is included as "Attachment B" to meeting minutes.

## 6. 90-Day COO Report: Mrs. Herrera

February 5, 2020, marked 90-days on the job for Mrs. Herrera. She reflected on what she has learned and observed about Monument Academy in her first days as COO.

Mrs. Herrera stated she has met with small groups of parents, teachers, and community members and will continue to do so as these meetings have been valuable as Monument Academy moves forward.

Mrs. Herrera referenced the Annual Report to District 38. She gave explanation to part of the report which stated that discipline has increased since she became COO. She believes the increase is because student culture has shifted this year and that students feel safer and are reporting more actions. The Administration feels they need to honor that trust by being fair with consequences. She added that disciplinary infractions are many times received by the same students multiple times.

Mrs. Herrera stated that enrollment continues to be open even though the district window has closed. She is strategizing to see where we can increase the number of students based on the waitlist. She is planning to add an additional preschool class. She is also planning on five classes per grade level. This will leave eight spaces that are currently used to be maintained until the second phase of the Secondary Campus opens.

Mrs. Herrera stated that to maintain a robust budget, MA needs to add 200 students school-wide, including 9th grade for 2020-2021. (Two classrooms for 9th grade, six classes for K-5)

Mr. McWilliams asked if MA will open additional middle school seats, and Mrs. Herrera stated this is an option. She said she would make decisions based on the wait list numbers and open additional classes when student numbers needed for profitability are attained.

Mr. Dole asked about the current 25 students per teacher cap. Mrs. Herrera said MA would be looking at the possibility of reducing class size to 20 students per class, but that could affect teacher salary. She stated the Board could vote to change the allowable ratio, but would need to work with Administration to determine what makes sense. Her experience over the years tells her the tipping point for success is a ratio of 28:1. For younger grades, it makes sense to have smaller class sizes. She stated that although older students can succeed with larger class sizes, MA Secondary school is not built with classrooms to accommodate large classes.

Mrs. Herrera spoke to the NWEA Assessment data and CDE Grant. The distribution of the grant is being held until an explanation is given on MA's plan for continued student growth.

Mrs. Strop asked about the changing of classrooms, and wondered if MA could add a special education classroom dedicated to textile and movement. Mrs. Herrera said this was a possibility.

Mrs. Herrera stated there are many possibilities for growth and change at this time. She gave the example of keeping two-6th grade classes at the Elementary campus to follow more of a one-on-one model with another group of 6th grade students following the current middle school model. She stated this would be a possible future conversation.

Mrs. Herrera gave a correction and explanation about the percentiles on the NWEA Assessment Data.

7. Report on presentation to D38 Board on Monday, February 10, 2020: Mrs. Herrera

Mr. McWilliams reported on MA's presentation to the D38 Board of Directors. He stated that the report included members of the building team, and it was reported to the D38 Board that the MA Secondary campus would be completed on time. The architect described the glass railing that will be used in the school to give a vision for the building. He stated the presentation was validating, and felt D38 Board members went out of their way to acknowledge that MA is a valuable part of District 38.

Mrs. Herrera added that at that the landscaping for the new building, art and sculpture was discussed at the construction meeting on Wednesday. The team would like to involve the community to bring ideas to the project. She reminded the Board that MA is hosting a community collaboration event with the District focusing on the question, "What's Next in D38?." It will be held on February 18, 2020, at 6:30–8:00 p.m.

Mrs. Herrera brought to light that the District 38 teachers salaries are on the low-end of the spectrum. She believes that as a district of distinction, this is a fail and would like to explore how to solve this issue.

Mr. Molsen asked if this could be a future agenda item. Mrs. Herrera asked the Board to task the Administration with researching funding of teachers' salaries. She stated that the Board should approve the 2020-2021 Budget in April.

Mrs. Strop made a motion to task Mrs. Herrera & Mr. Brocklehurst to look into teacher and staff compensation with the option to increase pay and give bonuses. Mrs. Byrd seconded, and the motion passed unanimously. Mrs. Herrera suggested the Finance committee schedule a meeting and the Board should hold a special meeting in March to discuss the possibilities of raising teacher pay. She also indicated that MA student retention is between 96%-100% in every grade, which is evidence that teachers at MA are doing a great job.

8. MA Elementary School, 2020-21: Mrs. Herrera, Dean Richardson

a. Overall plan for class size, increasing enrollment, space usage

Mr. McWilliams stated this was covered in the 90-Day plan.

b. Discuss proposed increase in time allotted for lunch

Mr. Richardson noted that in the future, increasing time for lunch is something that is a possibility. There is a fire code that gives a maximum number allowed in the MPR space. He stated that 20 minutes for lunch is comparable to other schools in the area.

Mrs. St. Aubyn stated that the constraints MA is under is understood, but asked with the middle school moving to the Secondary Campus if this could free up time in the MPR to add time to lunch. She asked a follow-up question about contact time and if lunch counts toward the required hours.

Mrs. Herrera stated that contact time is a concern. The discussion continued on the topic. No motion or decision was made on the issue.

9. SAAC Update: Chris Dole

Mr. Dole reminded the Board that the School Advisory Accountability Committee is the local level committee, and they report to the DAAC at the district level. The committee is charged with making recommendations to the Board.

At the District level, the January meeting was attended by Janyse Skalla and Laura Barrett. The District was focused on safety as well as vaping and the concealment and lacing aspects of vaping (marijuana and cocaine).

On the macro level of MA, the SAAC put out a survey before Winter Break. The net average time to take the survey was 90-seconds. There was a 17% participation rate. Mr. Dole wants to encourage parents to complete future surveys. The committee was unable to get through all of the survey results in January but will give recommendations to the Board in March. They will also create focus groups from the results to dig into areas of concern, both positive and negative.



SAAC postponed the February 10, 2020 meeting and rescheduled for February 24, 2020. Mr. Dole stated that the significant task coming up is a review of the Unified Improvement Plan under the SAAC Bylaws, which SAAC is required to complete and report back to the MA Board. SAAC will be reviewing national standards and compare MA at a national level. Another focus will be a family school partnership to create a sense of community to produce results, etc. by encouraging MA parents to be involved at the school.

#### 10. Construction Update: Melanie Strop

Mrs. Strop was not able to attend the meeting this week. Mrs. Herrera stated JHL had extended construction work hours due to weather. Steel has been installed on the project. On February 26, 2020, she will be able to walk framed classrooms. She stated that the last piece of road construction and permits would be given before opening in August 2020.

Mr. McWilliams recommended that MA has a late start for the 2020-2021 Academic Calendar due to the slow process of working with the county on the road construction and obtaining the necessary permits.

#### 11. Schedule upcoming election for two vacating Board Member positions

Mr. McWilliams asked Mrs. Herrera for her recommendation on how the future Board election should run. Mr. Molsen and Mr. McWilliams will be leaving their seats at the end of their 3-year terms in June 2020.

Mrs. Herrera suggests that the COO does not run the election. She indicates a community event to answer questions and that the Board uses the same questions used for the recent Board opening and posts the answers publicly. Voting should be a week-long process with a locked box (her old school did a 6 a.m.-6 p.m. manned box). Each family should get two votes. In the end, a group counts the ballots, and the counting is video-recorded.

Mr. McWilliams asked Mrs. Strop to review the bylaws. Mr. McWilliams would like to see what options exist to formalize the process for the future. Mr. Molsen suggested that we do not need an extended voting period.

Mrs. Strop asked when advertising should begin for the open positions. Mr. McWilliams would like to get the process in place before opening the positions to candidates.



## 12. Schedule Future Board Meeting Content:

- a. Update, status, and explanation from Counseling Department
- b. Performance from Music Department
- c. Recognition of outstanding work by teachers and students

Mr. McWilliams was inspired by the D38 Board meeting and would like to feature some of MA's fantastic students and teachers at future MA Board meetings.

Mr. McWilliams would also like to ask the counseling department to brief the Board on trends, etc. The counselor asked if he can report to the Board at the May 14, 2020 meeting to allow for end of year stats.

Mrs. St. Aubyn asked who is responsible for adding these items to the agenda. Mr. McWilliams asked the Administration and staff to add this to the agenda monthly based on who they would like to recognize.

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

### 1. Approve Draft 2020-2021 Academic Calendar

Mrs. Sherry Buzzell, HR Director, presented three calendar options to the Board. A discussion took place on each option. Mrs. St. Aubyn motioned to approve the start date of August 31, 2020 with the amendment to circle MA Board Meetings on the Calendar and to add October 16, 2020, as a vacation day. Mrs. Strop seconded, and the motion passed unanimously.

### 2. Approve MA Uniform & Dress Code Policy for 2020-21

Mrs. Seymour discussed the survey that was put out to families after the last meeting. The results were heavily favored for "option 4." Hundreds of parents called out the shoe policy as well. Discussion took place between Board members and staff.

Mrs. St. Aubyn motioned to charge the Administration with revising the uniform policies based on discussion and recommendations given and bring updated policies back to the Board for approval at the March meeting. Mrs. Strop seconded, and the motion passed unanimously.

## **G. CONSENT AGENDA:**

1. Approve minutes from January 9, 2020 meeting

Mrs. Strop motioned to approve the minutes from the January 9, 2020 meeting. Mr. Dole seconded, and the motion passed unanimously.

2. Approve future meeting dates:

*Mrs. Strop motioned to approve future meeting dates as posted on the agenda:*

March 12, 2020

April 9, 2020

May 14, 2020

June 11, 2020

Mr. Molsen seconded, and the motion passed unanimously. Mr. Dole stated that if a meeting is scheduled for July, it will need to coordinate with staff absence.

## **H. ADJOURNMENT**

Mr. Molsen motioned to adjourn the meeting. Mrs. Strop seconded, and the motion passed unanimously. The meeting was adjourned at 8:38 p.m.

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

# ATTACHMENT "A"

**Monument Academy  
2019-20 Fiscal Year Budget and Actual**

GENERAL FUND	FY 2018 - 2019					FY 2019 - 2020				
	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				
<b>GENERAL FUND</b>										
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	
<b>General Fund Revenue</b>										
MLO Revenue	-	-	-	-		493,325	41,110	41,110	287,773	58.33%
Per Pupil Revenue	7,003,461	583,622	591,999	4,124,370	58.89%	7,189,404	599,117	608,579	4,260,056	59.25%
Full Day Kindergarten Tuition	106,000	10,600	7,685	80,916	76.34%	-	-	-	190	#DIV/0!
Investment Interest	24,350	2,029	5,376	14,977	61.51%	24,350	2,029	4,399	19,355	79.49%
Donations - General	6,500	650	66	6,230	95.85%	6,000	500	250	3,362	56.03%
Academic Fees (Includes Tech Fees 18/19)	179,000	2,870	1,975	171,465	95.79%	179,000	14,917	3,731	158,783	88.71%
State Grants - GT / Cap Construction / READ / ELPA	314,615	26,218	22,201	176,346	56.05%	318,606	26,773	55,648	184,090	57.78%
Federal Grants - Title II & IV - Impact Aid	19,569	1,214	13,302	13,302	67.97%	19,569	1,631	15,168	15,168	77.51%
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%	-	-	1,000	1,342	0.00%
Total Revenue - All Sources	7,657,061	627,317	642,604	4,587,151	59.91%	8,232,454	686,261	729,885	4,930,167	59.89%
<b>Total Revenue and Beg Fund Balance</b>	<b>9,448,623</b>	<b>2,344,647</b>	<b>2,434,166</b>	<b>6,378,713</b>		<b>10,349,550</b>	<b>2,803,357</b>	<b>729,885</b>	<b>7,047,263</b>	
<b>General Fund Expenditures</b>										
D38 Purchased Services - SPED	150,000	-	-	-	0.00%	413,576	22,659	22,659	158,611	38.35%
Core Instructional Program	2,422,574	193,579	181,500	1,083,962	44.74%	2,508,426	209,035	190,972	1,158,762	46.19%
RTI	131,630	11,136	10,111	57,073	43.36%	147,125	12,344	11,708	65,474	44.50%
Federal Grants - Title II / ARRA	19,569	1,106	5,776	6,490	33.16%	39,860	1,106	-	-	0.00%
Gifted & Talented Program	11,518	272	160	935	8.12%	57,712	4,809	4,986	25,241	43.74%
Art Program	138,124	11,460	18,907	68,707	49.74%	110,304	9,192	8,246	47,902	43.43%
Drama	47,979	4,040	3,747	20,234	42.17%	50,610	4,218	3,967	23,321	46.08%
English Language Learners Program	40,777	3,356	4,128	12,322	30.22%	54,982	4,582	4,482	23,917	43.50%
Foreign Language Program	139,579	11,715	11,213	58,195	41.69%	97,918	8,210	7,885	40,970	41.84%
Physical Education Program	112,283	9,474	8,652	49,332	43.94%	117,106	9,859	8,554	50,404	43.04%
Fine Arts Program	252,476	21,281	19,150	105,448	41.77%	261,914	22,068	19,575	111,032	42.39%
Technology Education Program	286,632	23,994	20,160	125,871	43.91%	256,544	21,379	15,999	132,605	51.69%
Special Education Services	630,339	45,994	43,392	279,396	44.32%	625,547	50,713	43,390	236,296	37.77%
Cocurricular Activities - Coaching	37,891	3,158	1,467	21,946	57.92%	37,957	3,163	-	24,555	64.69%
Social Work Services	13,874	1,156	1,156	5,784	41.69%	14,320	1,193	1,193	5,974	41.72%
Counselor	33,900	2,858	1,078	13,276	39.16%	33,900	2,858	1,828	19,128	56.43%
Health Services	71,845	6,112	5,104	38,746	53.93%	67,758	5,713	3,843	26,787	39.53%
Curriculum	29,528	2,357	2,316	16,211	54.90%	32,941	2,641	2,397	16,820	51.06%
Testing & Assessment	56,512	5,076	2,862	39,514	69.92%	57,615	4,801	2,951	43,735	75.91%
Library Services	79,611	6,218	6,800	33,375	41.92%	88,426	7,369	11,597	41,938	47.43%
Athletic Director	39,512	3,438	3,279	22,116	55.97%	41,708	3,476	3,526	23,671	56.75%
Board of Education	200	17	-	122	61.00%	10,500	875	-	3,059	29.13%
General Administration	146,240	12,145	12,125	84,875	58.04%	104,807	8,734	11,717	36,065	34.41%
Legal Services, Audit Services, Fingerprinting	41,350	1,667	5,125	48,686	117.74%	36,225	3,019	1,218	28,743	79.34%
School Administration	506,657	42,076	39,731	278,680	55.00%	638,468	53,334	65,984	327,524	51.30%
Business Services	269,809	22,380	27,522	174,154	64.55%	299,650	24,971	31,095	202,860	67.70%
Building Operations & Services	593,285	48,078	38,126	261,250	44.03%	754,528	62,877	71,693	390,719	51.78%
Building Rentals - Trustee	949,718	79,143	79,389	555,683	58.51%	949,323	79,110	79,371	560,224	59.01%
Grounds Services	29,672	1,744	90	11,040	37.21%	30,976	2,581	2,817	15,104	48.76%
Communications & Marketing	10,945	912	-	5,277	48.21%	71,912	3,909	6,800	31,375	43.63%
Technology	174,334	14,528	11,039	79,432	45.56%	158,334	13,195	7,259	70,716	44.66%
Risk Management	61,968	5,164	5,562	36,442	58.81%	61,480	5,123	6,217	28,411	46.21%
	7,530,329	595,632	569,667	3,594,574	47.73%	8,232,454	669,116	653,927	3,971,938	48.25%
<b>Revenue less Expenditures</b>	<b>126,732</b>	<b>31,684</b>	<b>72,937</b>	<b>992,577</b>		<b>(0)</b>	<b>17,144</b>	<b>75,958</b>	<b>958,229</b>	
<b>Ending Fund Balance - General Fund</b>										
<b>Ending Fund Balance - General Fund</b>	<b>1,918,294</b>	<b>1,749,014</b>		<b>2,784,142</b>		<b>2,117,096</b>	<b>2,134,240</b>		<b>3,075,328</b>	
<b>PRESCCHOOL FUND</b>										
Beginning Preschool Fund Balance										
Preschool Tuition & Fees	189,000	18,900	17,053	148,900	78.78%	213,134	21,313	22,759	197,939	92.87%
Total Fund Revenue + Beg Fund Balance	189,000	18,900	17,053	148,900	78.78%	213,134	21,313	22,759	197,939	92.87%
Preschool Instruction	187,634	17,550	15,493	79,594	42.42%	208,134	17,345	17,273	88,051	42.30%
<b>Revenue Less Expenditures</b>	<b>1,366</b>	<b>1,350</b>	<b>1,560</b>	<b>69,306</b>		<b>5,000</b>	<b>3,969</b>	<b>5,485</b>	<b>109,889</b>	
<b>Fund Balance</b>	<b>1,366</b>	<b>1,350</b>	<b>1,560</b>	<b>69,306</b>		<b>5,000</b>	<b>3,969</b>	<b>5,485</b>	<b>109,889</b>	

**MONUMENT ACADEMY  
BALANCE SHEET  
JANUARY 31, 2020**

**GENERAL FUND (FUND 11)**

ASSETS		LIABILITIES	
Petty Cash	\$ 500	Accounts Payable	150,000
General Fund Checking - Integrity Bank	737,407		-
General Fund Money Market	1,329,315		
Certificate of Deposit - FNB	638,445		
Certificate of Deposit - Integrity Bank	520,063		
Accounts Receivable	-		
Due To/From Trust & Agency	-		
<b>Total Assets</b>	<b>\$ 3,225,729</b>	<b>Total Liabilities</b>	<b>150,000</b>
		<b>FUND BALANCE</b>	<b>3,075,729</b>
<b>TOTAL ASSETS</b>	<b>\$ 3,225,729</b>	<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 3,225,729</b>

# Monument Academy Board Meeting Inputs

## Principal's Report: February 13, 2020

### Elementary School:

- Successful fire drill
- Backpack breakfast
- 2 parent meetings
- 2 IEP meetings
- 1 504 meeting
- Read to students in library
- ELL options meeting
- Lead teacher meeting
- UIP work session
- Kindergarten round-up
- Attended 1<sup>st</sup> grade field trip
- Attended ELAT seminar
- Presented at parent information night
- Issued 4 disciplinary notices

### Middle School:

- Middle School Advanced Choir Performance at CMEA Conference by invitation (An honor to be recognized and featured). 94% of our MA students are involved in Music Performance groups.
- Organized Middle School Teacher input by department for educational furniture for our new building
- 3 middle school disciplinary action reports
- 2 Lead Teacher meetings and 3 Middle School Communication meetings
- Led All-staff informational meeting about MA's Unified Improvement Plan (UIP)
- Presented Middle School Program at Ice Cream Social about next year middle school program
- Presented Middle School Program at Monument Academy Information Night for new interested families
- Presented Middle School Program to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students during Advisory time with MA Lead Middle School lead teachers
- Late Winter Sports Pep Assembly with House Competition for the Spirit Gourd
- Middle School Teachers and upper elementary teachers trained on uses of NWEA Map Skills for differentiation with Marty Venticinque and Carol Skinner
- SAAC committee meeting discussing mid-year survey results
- Girls and Guys Night out with 40+ middle school guys and 60+ middle school girls
- Intramural competition between 2 houses
- District Band Concert to highlight high school options for Band. Strong showing of our Band program.

### Preschool:

#### **Staff Changes:**

- One staff member resigned. She was such a gem and we were sad to see her go, but happy she has another wonderful opportunity ahead of her.

- We will not be hiring another person to fill the T/TH spot. Mia Phillips will be covering the PARA position those days as she is already in the classroom beginning at 11:45 to give breaks and do specials. Also, our current staff PARAs who work MWF will likely cover some days as well.

#### **NAEYC Accreditation\*:**

- We are still pursuing getting accredited. In order for a school to get a date, the director must have been in the same position for at least a year. Since this would not be my first time getting a school accredited, I appealed the one-year requirement. We are still waiting for a decision.

\*as far as the process for the rooms, all of our books completed, the administration book is complete, and all of our files for NAEYC are complete.

#### **Enrollment\*:**

- Our numbers are looking great for next year! As of now, all but two of our preschoolers are returning.
  - \*the T/TH program is completely filled and there are some spots available for the other programs.
- The Preschool Director has been asked by "mom groups" to come and speak about preschool-aged children and she has requested the MA Registrar to accompany her in case there are specific questions about registration at MA.
- All our classrooms are planning Valentine's and St. Patrick's Day parties.

#### **Human Resources:**

- Processed 2019 W-2s and distributed to employees
- Uploaded W-2 files to State and Federal systems
- Compiled Affordable Health Care Data for ACA report
- Met with Administration on staffing and budget for 2020-2021
- Updated and provided draft of 2020-2021 school calendar options to Administration
- Met with Insurance Brokers and Marc Brocklehurst to discuss upcoming renewals
- Admin Assistant processed monthly payroll and liabilities, mailed and distributed W-2s.

#### **Counseling:**

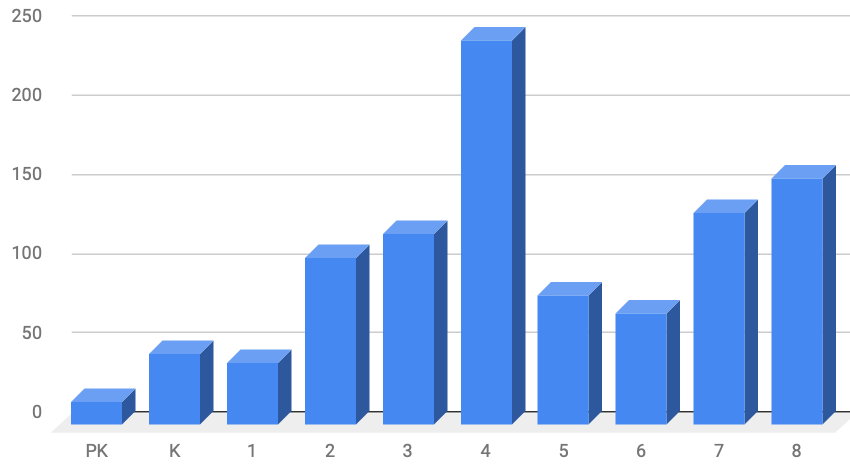
##### **Notables stats for Jan 2020:**

- 4 suicide/threat assessments
- 38 Classroom guidance lessons conducted
- 683 staff meetings/consultations
- 108 parent meetings/consultations
- 4 weekly counseling tips emailed

##### **Top Issues for January:**

1. Behavior- accounted for 28% of all issues
2. Academic support
3. Depression/sadness
4. Anxiety/stress
5. Family issues
6. Friendship issues

**Students seen by grade - Jan 2020**

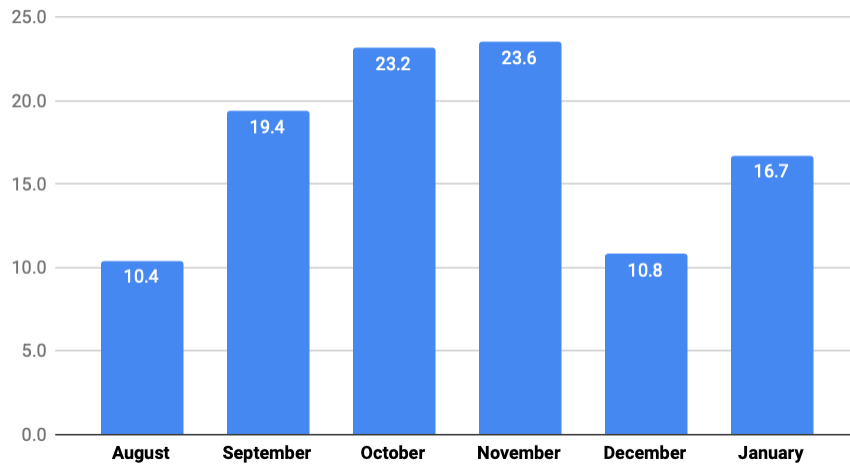


**Upcoming Parent Education Nights**

- Feb 26: College Funding Coach with Mark DeBoard

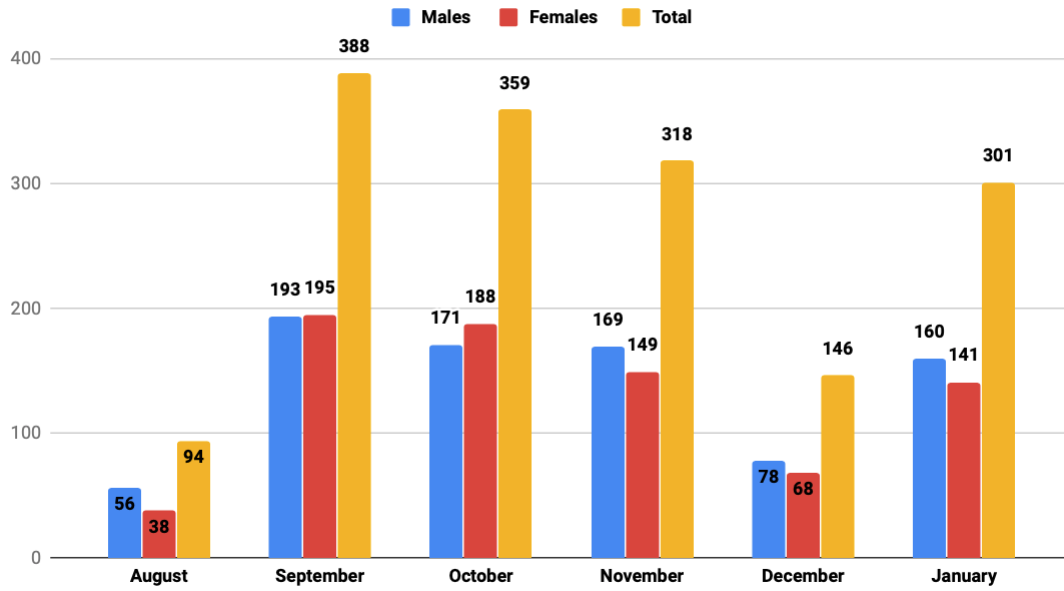
The following charts reflect data from Aug 2019 through Jan 2020

**Students Seen -- Daily Ave (Group and Individual)**

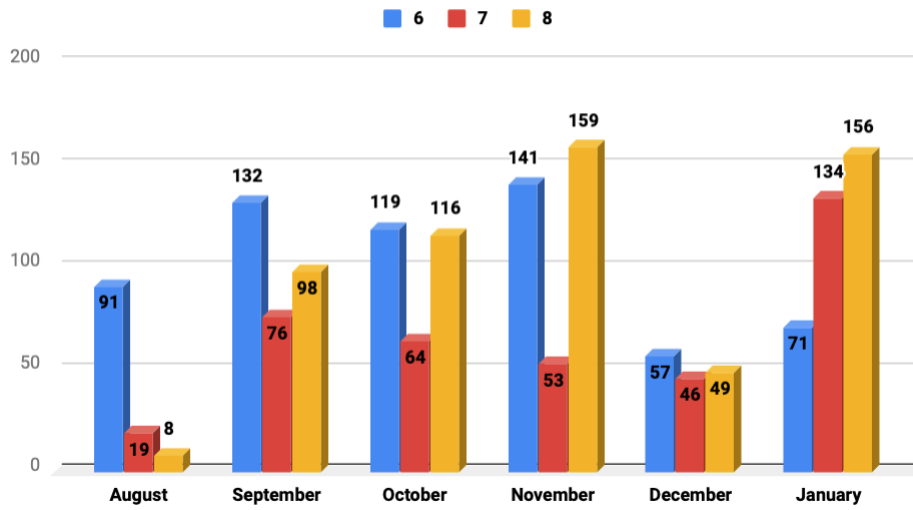




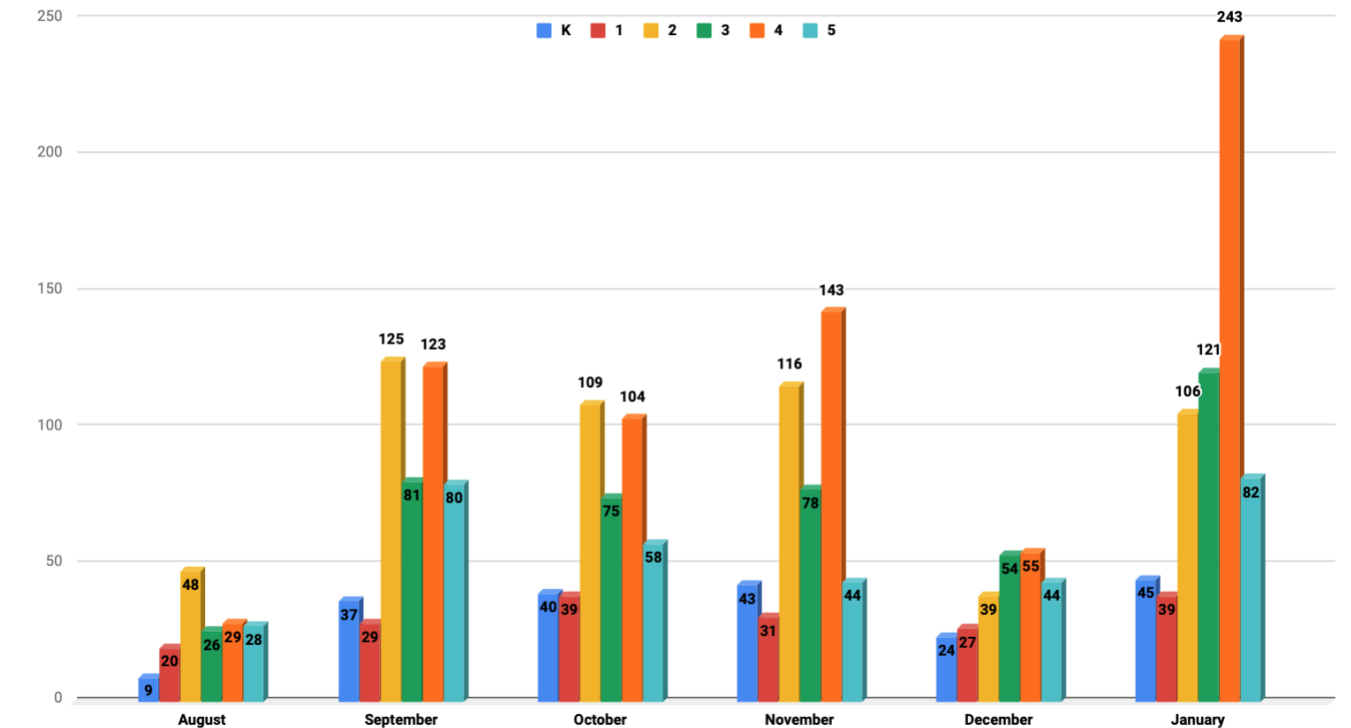
### Students seen by gender (group and individual)



### Middle School Students seen by grade and month



Elementary Students seen by grade and month



## Athletics:

### Winter Programs:

#### **CCAL Girls' Basketball**

The CCAL Girls' Basketball team has had a strong season winning no fewer than eight games. At the time of this communication, it appears likely our girls will fall just short of a playoff berth due to unfavorable tie breakers, but the girls improved significantly over last season.

#### **Jr. Lynx Girls Basketball**

The Jr. Lynx Girls' Basketball team has played a combination of competitive YMCA games and CCAL C-Team games. This has turned out to be a nice blend of competition for the girls who have compiled a mixed season record of five wins and three losses so far. The CCAL competition has been overwhelmed by our talented little bunch which bodes well for the CCAL team in the coming seasons.

#### **Matchwits**

Our *Matchwits* team has been competing well through the first three of four competitions this season. Right now, the team is in third place, only a single point behind the second-place team. We have one last competition this season that will be hosted at Monument Academy on Friday, 2/21/2020.

### Spring Programs:

We have enough signups and coaches in place for our CCAL Girls' Soccer program.

Per usual, we have a very large number of kids expressing interest in our Track & Field program, and our coaching staff is in place and ready to go!

Coach Kulich has been working with a group of boys in preparation for a small tournament in early March as we look ahead to possibly creating a Boys' Volleyball program within our CCAL program for next year.

## Assessments:

Allison Wise completed administering the ACCESS assessments to our ELL students.

NWEA Map Skills diagnostic assessments have provided us with some interesting information. Several individual teachers have used the information gathered from these assessments to help students begin filling skill gaps that were identified by the NWEA Map Skills diagnostic assessments. Discussions regarding larger data insights are occurring among team members and administration.

CMAS communications are beginning to be relayed via Lynx News. All online information and links have been updated in preparation for a smooth administration this spring.

## ESS:

Students staffed off IEPs: **0 students**

Initial evaluations completed: **2 evaluations**

Initial evaluations requested/started: **5 evaluations**

Watchlist: **9 students**

Students qualifying for special education: **1 student**

Total ESS staff members: **15 staff**

- 1 Director of Exceptional Student Services
- 3 ESS teachers
- 1 OT
- 1 COTA
- 1 Teletherapist SLP
- 1 Social Worker
- 7 paras
- 1 contracted school psychologist

Service Data:

**Students with IEPs:** 61 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**

- 15 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:**

- **Kindergarten** - Seesaw Read Aloud Activity - *Pancakes for Breakfast*
- **Kindergarten** - Seesaw Read Aloud Sight Words Activity - *More*
- **First Grade** - Seesaw - *Name the Planets* Matching Activity
- **First Grade** - Seesaw - *The Best Planet Ever* - Digital Art and Writing Activity
- **First Grade** - Order of the Planets Digital Timeline Creation
- **Second Grade** - Digital Citizenship Technology Respect, Responsibility, and Manners Part 1 - *Webster's Manners Activity*
- **Second Grade** - Digital Citizenship Technology Respect, Responsibility, and Manners Part 2 - *Class Charter Creation*
- **Second Grade** - Simple Machines *Soar* Design a Simple Machine
- **Second Grade** - Simple Machines *Scavenger Hunt* Digital Photography Activity
- **Third Grade** - Typing Pal Refresher
- **Third Grade** - Digital Citizenship Technology Respect, Responsibility, and Manners Part 1 - *Webster's Manners Activity*
- **Third Grade** - Digital Citizenship Technology Respect, Responsibility, and Manners Part 2 - *Class Charter Creation*
- **Fourth Grade** - Digital Citizenship - *The Key to Keywords*
- **Fourth Grade** - Africa Unit - Trans-Saharan Trade Routes Timeline Activity
- **Fourth Grade** - Science - Diseases of the Respiratory and Circulatory Systems Digital Poster Project
- **Fourth Grade** - Virtual Field Trip to the Great Wall of China - Nearpod Activity
- **Fourth Grade** - Digital Music Lab Stations: 1. Draw What You Hear - Peter and the Wolf Symphony, 2. Chrome Music Lab Experiments, 3. Kahoot - Digital Music Trivia Game
- **Fifth Grade** - Digital Citizenship - *Picture Perfect*
- **Fifth Grade** - State Brochures Project
- **6th Grade Science** - Digital Frog Dissection Lab
- **6th Grade Science** - 3D Earth's Spheres Project - creating 3D models using *TinkerCad*
- **7th Grade English** - Dr. Jekyll and Mr. Hyde Unit - *Character Keys Two Faces Activity*
- **8th Grade Science** - *The Science of Sound* - A Digital Scavenger Hunt with Chrome Music Experiments
- **Middle School** -11 Screen Cover Replacements
- **Middle School** - 7 students added to the White List for misuse of technology at school
  - 2 students added to the White List - ESS Request

### **Gifted & Talented:**

- Added report card progress to ALPs in Alpine
- Created and sent January newsletter to parents
- Created and sent/posted mid-year survey for all GT students
- Created extensions/enrichment binders for grades K-3
- Facilitated Map Skills with small group of 2nd graders
- Attended team meetings for all grades
- Drafted all new ALPs and sent to parents and teachers
- Promoted district chess tournament
- 54 ALPs at MA
- Planning additional staff PD for Feb. 7th

### **Kids are working on:**

- K - Dr. Seuss
- 1st: Observations
- 2nd: Math/problem solving
- 3rd: Design Thinking, Lunar Lander (coming soon)
- 4th: Passion Projects
- 5th: 101 Success Secrets, Challenge math, Jacob's Ladder (finished poetry, starting Human Body)
- Middle School: Passion Projects

### **Instruction and Evaluation:**

- Planned, organized, and presented information for our back-to-school professional development with Julie Seymour on January 6<sup>th</sup>. Information about the school's UIP (K-8 teachers) well as how to use MAP Skills (3, 4, 5 plus middle school core teachers) was presented.
- Planned and organized information for the monthly PARA meeting on January 8<sup>th</sup>.
- Met with Dr. Lori Benton from District 38 to gain information about providing Culturally and Linguistically Diverse professional development for MA teachers.
- Conducted 18 informal observations of elementary and middle school teachers and provided written feedback with post conferences if needed.
- Planned and completed the **Dare to Lead** book study on January 22, 2020.
- Working with one fourth-grade teacher and students during math on Fridays to help fill gaps and review missed material through lesson review and MAP skills implementation.
- Helping another fourth-grade teacher and students on Thursdays to implement MAP skills information.
- Helped organize "MAP Skills: Next Steps" training for 3rd-8th teachers. Marty V. did this training.
- Created seven English Language Arts Frameworks checklist templates for the curriculum committee to use in order to find gaps in our curriculum.

### **Director of Literacy and Intervention:**

83 Students being serviced through the Literacy Dept.

- **Literacy**
  - 59 current READ plans
    - 6 students transferred to ESS
  - 5 MTSS plans
  - 19 K-5 students receiving Literacy Intervention (no official plan)
  - 33 students on the Literacy "Watch" List-

- K-5 teachers progress monitor every 2 weeks using *Dibels* assessment.
- Weekly Friday morning meetings with reading interventionists
- Attended *Dibels* PD-Instructional Planning & Delivery for Leaders (ELAT)
- **Intervention**
  - Providing intervention to 83 students (K-7) with 1 ¾ interventionists
  - Provided professional development to first grade using *Dibels* data (Tier 2)
- **Other**
  - Attended D38 RFPs for Alpine Replacement
  - Weekly staff meetings with Dean Richardson and co-hort
  - Supporting teachers in the MTSS process
  - Meeting with parents and counselor (MTSS)
  - Conducted 1 504 meetings
  - Supporting Deans with UIP
  - Weekly meetings with Director of Instruction and Evaluation surrounding Data Driven Instruction
  - Bi-Weekly meeting with SIT Team

### Library:

- *Denver Pet Partners* visited the library with three therapy dogs.
- Purchased 425 new books for students and teachers. Most are made with library binding for longer life. Also added books in *Playaway* format for students who need extra help with the middle school curriculum-required books.
- Collaborated with Beth Weber and Suzy Benz to teach 5<sup>th</sup> grade music classes.
- *Typing Pal* refresher courses for elementary students.
- 5<sup>th</sup> grade state projects. Used library and computer lab many afternoons to complete their research and pamphlets. Also, a guest author spoke to 5<sup>th</sup> graders about the state capitols. This is the eighth year the library has arranged Richard Gibson's presentation.
- Library classes and story time for elementary and preschool classes.
- MS Drama students came in to read picture books to two 1<sup>st</sup> grade classes on picture-book Friday.
- Teacher meetings after school, SRO parent night, and an afternoon for an informal parent discussion time with COO.
- Battle of the Books meetings and practices. Eight 5<sup>th</sup> grade students made the team. Competitions are April 3 and April 16.
- "Science of Football" all day event: Mrs. Edwards and her 6<sup>th</sup> grade science students came to the library each period. The 6<sup>th</sup> graders plus one 4<sup>th</sup> grade class (Mrs. Maddox) learned about laws of physics, nutrition, folding paper into footballs, etc.! They gained a greater understanding of what athletes need to build mass and stay healthy, Newton's laws, and objects in motion.

### Facilities:

- Completed putting black privacy tarps around Preschool fence.
- Returned Thanksgiving props to Grace Best.
- Installed a paper towel dispenser in the boys MPR restroom.
- Replaced water fountain filters.
- Disinfected common areas, main offices, and classrooms periodically throughout the month of
- Disinfected nurse's station and Kindie room daily.
- Substituted in lunchroom **01/08-01/09**
- Cleaned up and took out the trash after Backpack breakfast **01/09**

- Set up for Board meeting **01/09**
- Vacuumed/mopped classrooms, cleaned and disinfected bathrooms daily as per schedule.
- Ordered and restocked facilities' supplies weekly.
- Distributed trash cans and paper towels to Middle School science for frog dissections.
- Reorganized facilities shed to make room for second semester *EduKit* delivery.
- Replaced battery in Orchestra Room door keypad.
- Performed monthly fire drill. **01/08**
- Facilities Director attended weekly meetings for MA High School.
- Opened School daily at 6:00 a.m., emptied all recycling bins and trash left over from the night before.
- Facilities Director opened the doors and posted at MPR doors daily for security purposes.
- Facilities Director monitored cameras throughout the day on a daily basis.
- Made calls to carpet company to get estimate on pulling carpet.
- Performed servicing on vacuum cleaners.
- Answered various email and text requests from teachers and Admin.
- Assisted with lunchroom detentions.
- Collected trash around portables, in preschool, and Kindie playground.
- Put together new wagon for carline.
- Received and unloaded *EduKit* pallet shipment for second semester.
- Repaired back gate leading to the playground.
- Met with contractor and they performed roof repairs over the library.
- Zamboni-cleaned the gym before basketball games. **1/10,1/21,1/24**
- Repaired manufactured peg board in Gym
- Facilities Director met with architects for high school **1/13**
- Made trip to Grace Best to pick up International Day and Pioneer Day supplies.
- Repaired multiple middle school lockers.
- Wiped down and disinfected elevator, lower level and middle level walls.
- Removed window shade in Preschool room.
- Installed lock down mechanism on MPR and Gym doors.
- Repaired lobby door main entrance.
- Assembled PVC pipe water weights for Middle School PE teacher.
- Installed zip ties on art easels on Preschool playground.
- Disassembled broken file cabinet for disposal.
- Cut exposed rebar off parking blocks to prevent injury in upper parking lot.
- Subbed in lunchroom and assisted with delay-start lunch schedule. **1/28**
- Replaced battery in front office door keypad.
- Clean and dusted trophy case near front offices.
- Put up *Inez* award banner in main hallway.
- Deep-cleaned girls MPR bathroom and lower level bathrooms. Scrubbed and disinfected baseboards, walls, stalls, and behind toilets and urinals. **1/30**
- Contracted snow removal company on 1/28 and 1/31 to remove snow and salt roads.
- Removed snow by portables and salted walkways. Salted sidewalks leading to upper parking lot and outside building. **1/28, 1/31**
- Cleaned and organized lost and found throughout the month of Jan. Put lost and found out during uniform swap.
- Help set up tables for Uniform Swap. **1/30**
- Stocked MPR cabinet with cleaning supplies for boys/girls' night out clean up.



- Laundered microfiber rags and dry dust mops weekly.
- Replaced soap dispenser in Admin bathroom.
- Repaired library book drop door.
- Set up benches/chairs for Kindergarten Round up. **1/24**
- Set up benches/chairs for MA information night. **1/28**
- Set up benches/ chairs for parents' information night **1/29**
- Repaired intercom microphone at front desk.
- Assembled new Preschool playground equipment for Preschool director.
- Repaired hand sanitizer dispenser in MPR.
- Performed safety checks of playground equipment and surrounding area.
- Deep-cleaned Teachers' lounge office area. **1/28**
- Emptied and cleaned paint trap in Middle and Elementary School art rooms **1/7, 1/27**
- Filled cleaning bottles for Preschool and Elementary art classes as needed throughout the month
- Supervised and communicated with night crew on a nightly basis to assure all tasks were done and took care of any issues that arose.
- Supervised lunchroom crew and assisted lunchroom staff as needed throughout the month.
- Communicated with Middle School Para on a daily basis to coordinate if a sub was needed to help with Middle School lunch periods.

**Registrar:**

<b>GRADE</b>	<b>Total Enrolled</b>
	<b>2019-2020</b>
<b>PRE-SCHOOL</b>	
Ps-3	15
Pre-K	50
<b>Total Preschool</b>	<b>65</b>
<b>KINDERGARTEN</b>	
K-1/2	24
K-Full Day	55
<b>Total Kinder</b>	<b>81</b>
<b>ELEMENTARY</b>	
1	83
2	97
3	94
4	99
5	107
<b>Total Elementary</b>	<b>480</b>

<b>MIDDLE SCHOOL</b>	
<b>6</b>	<b>104</b>
<b>7</b>	<b>109</b>
<b>8</b>	<b>115</b>
<b>Total Middle School</b>	<b>328</b>