

# MONUMENT ACADEMY

“A Charter School, a Public School of Choice”

BOARD OF DIRECTORS REGULAR MEETING

VIRTUAL MEETING

April 9, 2020, 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.

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DUE TO THE COVID-19 DISTANCING REQUIREMENTS, THE BOARD IS UNABLE TO HOLD A TYPICAL MEETING FOR THE MONTH OF APRIL 2020. THE MONUMENT ACADEMY BOARD OF DIRECTORS FEELS IT IS IMPORTANT TO MEET TO DISCUSS PLANS FOR MANAGING THE CURRENT SCENARIO. PLEASE E-MAIL WITH ANY QUESTIONS OR COMMENTS REGARDING THE AGENDA TO [BOARD@MONUMENTACADEMY.NET](mailto:BOARD@MONUMENTACADEMY.NET) AND THE BOARD WILL ADDRESS THEM EITHER IN THE MEETING OR SHORTLY THEREAFTER.

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

Mark McWilliams called the meeting to order at 6:15 p.m.

### Board Member Present:

Mark McWilliams

Megghan St. Aubyn

Susan Byrd

Chris Dole

Mike Molsen

Melanie Strop

### Other's Present:

Christianna Herrera

Julie Seymour

Sherry Buzzell

Marc Brocklehurst

Cristin Patterson

Charles Richardson

Quorum Declared.

## B. ADDITIONS TO/APPROVAL OF AGENDA

Mr. Dole motioned to add an update on SAAC.

Mrs. St. Aubyn motioned to add an update on long term eLearning plans.

Mrs. St. Aubyn motioned to approve the agenda with the addition of an update on SAAC and a discussion on long term eLearning plans. Mrs. Strop seconded and the motion carried unanimously.

## C. CITIZEN'S COMMENTS PERTAINING TO AGENDA ITEMS RECEIVED VIA E-MAIL

Mr. McWilliams read an update from Facebook thanking teachers and staff on the great start to eLearning.

It was suggested those on the all could submit a chat to everyone to ask a question. No chats were initiated.

#### D. BUSINESS

##### 1. Treasurer's Report: Marc Brocklehurst, CPA

Mr. Brocklehurst presented the Board with the March 2020 Treasurer's Report

Revenue through March 31, 2020 for the 2019/2020 School Year

Revenue for the month ended and nine months ended March 31, 2020 was \$653,229 and \$6,179,083, respectively. This is 75.06% of budgeted revenue compared to a monthly budgeted amount of \$686,261 and a run rate of 75.00%. Budget variances are due to the following: The Capital Construction Grant money was not received during the month.

Expenses through March 31, 2020 for the 2019/2020 School Year Expenses for the month ended and nine months ended March 31, 2020, were \$604,062 and \$5,182,558, respectively, which equated to 62.95% of budgeted expenses, compared to a monthly budgeted amount of \$670,863 and a run rate of 75.00%. Monthly expenses were lower than budgeted for Core Instructional Program, SPED, and Building Operations. Expenditures for the same periods last year were \$579,679 and \$4,849,308.

Net Income (Loss)

Net income for the month ended and nine months ended March 31, 2020 was \$49,167 and \$996,526, respectively. Budgeted net income for the month ended March 31, 2020 was \$15,398. Net income was \$952,678 for the same period last year.

The full Treasurer's Report is included as "Attachment A" to the minutes.

##### 2. Elementary Principal's Report: Principal Richardson

Mr. Richardson gave kudos to all teachers, technology department, instructional coach, and everyone that has been involved in eLearning. In comparison to other districts, he feels that MA is doing an excellent job. He has spent many hours on zoom meetings with staff and has surprised several elementary classes on their zoom meet-ups.

Mr. Richardson highlighted the ESS department and the work they have done.

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

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

Mrs. Seymour also gave kudos to all staff and teachers and everyone behind the scenes to get eLearning up and running.

She feels that the technology team has stepped up to help get things running. They reached out to families that needed technology and hot spots due to not having this equipment at home.

Mrs. Seymour held multiple meetings with administration, and middle school lead teachers to get things up and running. She also held optional meetings with all middle school teachers to touch base to collaborate.

Mrs. Seymour conducted an online survey for middle school students after the first week of eLearning. There were 49 responses to the survey. 41 reported the work was taking about 3 hours. The results were overwhelming positive. Struggles included sharing technology, some connectivity issues, time management, and wishing for live communication. Some live communication was added in for middle school students looking for more of a social connection. Middle School teachers are taking feedback and adjusting as they go.

Mrs. Seymour stated that the speech and debate national competition will be held virtually. The MA team is excited to participate.

Mrs. Seymour met with lead teachers today to discuss end of year awards and graduation if COVID-19 sanctions continue to be in place through the end of the school year.

Mrs. Seymour updated the Board that the Preschool has continued with eLearning as well. In addition, counselors are available and have started a Canvas and Seesaw page for students who need support. She stated that there are some students who are not tuning into virtual learning. Teams are reaching out to families on multiple platforms and bringing in counseling and social workers to ensure MA reaches these students.

Mrs. Seymour reported that CMAS testing will not be given this year. Conversations for Spring assessments for NWEA have begun. Spring sports have been cancelled for the season. Mrs. Skinner has been working closely with the PARA team to help them continue to support teachers and students. She is also supporting teachers with lesson planning and with the assessment coordinator behind the scenes so students can continue to work on MAP Skills.

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

#### 4. COO Report: Mrs. Herrera

Mrs. Herrera also commends all staff and stated that every staff member has jumped on board to help carry the load. She hopes that families are finding peace and worthy family time during this time. She thanks all families who signed up to help the community. She recognized the district for their heroic efforts to get meals to families who need them in the District, including students at MA. She appreciates the support

MA families have given to each other on social media during this time. She thanked Amy Torrence, Marketing Director, for her creative ways to support our community.

- a. Update on school closures & state funding assumptions for the remainder of the 2019-2020 school year and 2020-2021 school year; state waivers, reporting, and attendance and instructional requirements

Mrs. Herrera stated that Monument Academy has not closed yet, and will stand with District 38 for that decision. She would like to have a celebration in person at the end of this pandemic. MA staff has been delivering spirit wear bags to students and encouraging 8th grade students.

Mrs. Herrera attended a town hall meeting last week with charter school leaders in Colorado about waivers and frustrations. Many schools are resorting to paper packets due to not being able to launch an online program. CDE put out a survey to help schools who are not set up for eLearning. She is grateful for the fact that MA is not at that point.

Part of the waivers submitted to CDE include ESS. MA is operating under the assumption that ESS students do need to receive the full amount of service minutes as normally required. She gave Jessica Coote and her entire team credit for the huge effort and said it is incredible what they are doing for MA ESS students.

Mrs. Herrera stated that including iPads that middle school students already have and additional devices provided for elementary students, MA has 353 iPads distributed and four hotspots for families that did not have access to an internet connection. Mr. Richardson and Mrs. Ross were responsible for this distribution.

Mrs. Herrera stated that including preschool MA is educating over 1,000 students through this eLearning platform. She added that preschool is funded by tuition, not PPR revenue. She is committed to continue to pay teachers, but has not indebted families that they are obligated to continue to pay tuition for preschool. MA will be asking families, if they are satisfied and able, that they continue to pay the preschool tuition so MA can continue to pay faculty.

- b. Possibility of CARES Act for Early Education

Mrs. Herrera stated that she is investigating the CARES Act. It's worth about 10% of faculty payroll (two months). She stated that it is too soon to know if MA qualifies and she needs to investigate that this is not in place of stimulus money. She is trying to understand it fully and if MA would qualify, and what the best options are for MA financially.

- c. E-Learning Kick-Off Report

Included in report above.

d. Returning at school medications and working to obtain medication for students experiencing shortages

Mrs. Herrera acknowledged the school nurse for returning at school medication and also helping students to get medication that is in short supply.

e. Special Education team meeting student's needs

Included in report above.

f. CDE Grant vs. when to purchase furniture for new campus

MA has received permission to begin spending money from the CDE grant. Mrs. Herrera just received permission and stated this is great news because MA is now able to make purchases for furniture for new school.

#### 5. Board Member Elections: Susan Byrd

Mrs. Byrd stated that the Board needs to approve a timeline for Board elections including when to begin accepting candidates, submitting questions to/from candidates. The Board will need to do an electronic vote and ensure each parent has a vote and that the process is secure.

Mrs Byrd proposed the following schedule:

Interested candidates name in by April 24, 2020

Question responses due May 1, 2020

Responses published soon after, no later than May 6, 2020

Voting will take place on two days between May 11 - May 15, 2020

Discussion continued on the topic. Mr. McWilliams asked Mrs. Byrd to write the schedule up as decided at the meeting to publish to parents. It will be posted on both social media and through the school school e-mail system. Mrs. Byrd will look into digital voting options and move forward.

#### 6. Construction Update: Melanie Strop

Mrs. Strop has missed the last meetings because of technology issues. She stated that the project budget looking good. One item that may be an issue is that the Northwest has shut down production of millwork. Due to cost, the contractor cannot go to another supplier. Mrs. Strop stated that construction has slowed due to social distancing requirements. Mr. McWilliams stated that OSHA has been on-site and has commended JHL for their process on social distancing.

Mr. McWilliams reported that the development plan has been submitted to the county for final approval. He stated that Mr. & Mrs. Dunston have been working overtime to get approval for roads, round-about, water pressure, and other issues.

Mrs. St. Aubyn asked if there has been a revised schedule. Mrs. Herrera answered that they do not have a revision at this time but until construction is weathered they are losing about 3 days per week. She stated they will revise schedule when the project is dried-in.

## 7. SAAC

Mr. Dole stated that the last meeting was cancelled due to COVID-19. SAAC has five items remaining on their agenda, one being the presentation of mid-year survey to the Board. SAAC is still trying to decide how to conduct a meeting, as it must be public. Mr. Dole stated that the UIP is required to report to school and district, and is due April 15, 2020. Mrs. Seymour will be discussing the UIP with District 38 tomorrow to see if deadlines have been extended. Mr. Dole stated that SAAC is ready to act if April 15, 2020 is the hard deadline.

Mr. Dole stated that the end of year survey will incorporate the eLearning environment and how it can be quickly implemented for snow days.

Mr. Dole stated that the review of parent community involvement is a priority for the SAAC committee. Mr. Dole is hopeful that SAAC will have their meeting in the beginning to middle of next week and get moving quickly on the above items.

## 8. Long Term eLearning Plans

Mrs. St. Aubyn stated she wanted to talk more about eLearning plans. She stated that MA has received a lot of positive feedback about eLearning and many teachers are really shining during this challenge. She asked to discuss what this looks like during the next month, and long term, and how does MA plan to uphold standards of learning, differentiating in the classroom, and checking in on social-emotional health. She stated that across the board, the standards have not been consistent. She asked what is the process from administration is for holding students and teachers accountable to ensure students are not behind when school resumes in the fall. She asked if long term plans have been discussed.

Mrs. Seymour stated that she will continue in the way she has been communicating with teachers and families. She would like to continue to receive feedback and work and make changes as eLearning goes on. She will continue to analyze, and move forward. She stated that there is a lot of unknown about what is going on with families behind the scenes. She stated that MA is dedicated to students and families to continue to provide the best education possible, and will continue receiving feedback, realizing that there is a lot of variation between at-home situations.

Mr. McWilliams asked Mrs. Seymour if there is a way to watch how this is going and ensure it's equal for every grade. Mrs. St. Aubyn stated this is not something she expects the administration should know at this time, but something that should be evaluated for the future as to what is expected from eLearning across the board.

Mrs. Seymour stated that clear communication is paramount and families should communicate with teachers individually for what is working and not working for them.

Mrs. Byrd asked if every grade level is doing a survey, as this is a valuable tool on a weekly basis, and a good way to give teachers feedback. Mrs. Seymour stated that elementary was doing a survey on a grade level basis, not as a whole elementary school.

Mr. Richardson stated that teachers are overworked and underpaid and was upset by the implication that this was not thought through. He compared MA to other schools in the area and felt MA was doing an excellent job with eLearning. Mr. Richardson stated that grade level expectations are different naturally. He reiterated that families have many different needs and that to ask for consistency is illogical.

Mrs. Herrera added that conversations are ongoing and plans are being made to look at next year, bringing students into assess where they are ahead of time, and panning before the first day of school. She has had conversations about the best way to look at where the gaps are so MA can be prepared to start identifying and working toward overcoming those gaps at the start of the next school year.

Mrs. St. Aubyn asked what happens if MA starts the 2020-2021 school year on an eLearning platform.

Mr. McWilliams stated that the administration is doing a good job and he trusts that administration will have plans in place if eLearning goes on long term. Mrs. Herrera added that there is a reason we have school and that there is no way to duplicate with distance learning what teachers do in the classroom every day. All of this, she hopes, will help us appreciate what our teachers do with our students in the normal classroom setting.

Mr. Dole added that the staff and teachers are doing an amazing job. He would like administration to communicate with parents the performance levels of MA compared to other schools and how MA will assess students when school resumes. He stated that the Board is trying to look down the road and would like to see more communication as it will go a long way with MA families.

Mrs. Strop added that the entire US is in the same situation and we will get through this. Mr. Molsen added that there is no ingratitude by the Board and no one expects distance learning to be perfect. Mr. Molson would like the staff to know they are loved and appreciated for what they are doing.

#### E. ITEMS REQUIRING BOARD DISCUSSION/ACTION:

No action items are planned for this meeting.

#### F. CONSENT AGENDA:

1. Approve minutes from March 12, 2020 meeting

Mrs. Strop motioned to approve minutes from March 12, 2020. Mr. Molsen seconded. and the motion carried unanimously with a roll call vote.

#### G. MOTION TO ADJOURN TO EXECUTIVE SESSION

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. St. Aubyn motioned to adjourn to executive session. Mr. Molsen seconded and the motion carried unanimously with a roll call vote.

The meeting was adjourned at 7:43 p.m.



## **Treasurer's Report**

**March 31, 2020**

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

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

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Respectfully submitted,

Melanie Strop

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	-	-	-	-	0.00%	493,325	41,110	41,110	369,994	75.00%
Per Pupil Revenue	7,003,461	583,622	572,243	5,268,856	75.23%	7,189,404	599,117	608,579	5,398,064	75.08%
Full Day Kindergarten Tuition	106,000	10,600	6,723	97,442	91.93%	-	-	-	190	#DIV/0!
Investment Interest	24,350	2,029	1,023	16,942	69.58%	24,350	2,029	2,767	23,486	96.45%
Preschool - Fees								(400)		
Donations - General	6,500	650	76	6,345	97.62%	6,000	500	-	4,350	72.50%
Academic Fees (Includes Tech Fees 18/19)	179,000	2,870	1,636	174,005	97.21%	179,000	14,917	1,172	161,545	90.25%
State Grants - GT / Cap Construction / READ / ELPA	314,615	26,218	23,194	221,740	70.48%	318,606	26,773	-	204,897	64.31%
Federal Grants - Title II & IV - Impact Aid	19,569	1,214	-	16,711	85.40%	19,569	1,631	-	15,168	77.51%
Building Use Income	1,366	114	-	250	0.00%	-	-	-	45	0.00%
Erate Reimbursement	2,200	-	-	(455)	-20.68%	2,200	183	-	3	0.14%
Miscellaneous Revenue	-	-	150	150	0.00%	-	-	-	1,342	0.00%
Total Revenue - All Sources	7,657,061	627,317	605,045	5,801,986	75.77%	8,232,454	686,261	653,229	6,179,083	75.06%
Total Revenue and Beg Fund Balance	9,448,623	2,344,647	2,396,607	7,593,548		10,349,550	2,803,357	653,229	8,296,179	
<b>General Fund Expenditures</b>										
D38 Purchased Services - SPED	150,000	-	-	-	0.00%	413,576	22,659	22,659	203,929	49.31%
Core Instructional Program	2,422,574	193,421	191,329	1,492,882	61.62%	2,508,426	209,035	191,580	1,534,649	61.18%
RTI	131,630	11,136	10,002	77,077	58.56%	147,125	12,344	11,854	89,035	60.52%
Federal Grants - Title II / ARRA	19,569	1,106	-	7,791	39.81%	39,860	1,106	-	15,168	38.05%
Gifted & Talented Program	16,668	701	589	4,259	25.55%	57,712	4,809	5,109	35,382	61.31%
Art Program	138,124	11,460	8,058	85,022	61.55%	110,304	9,192	8,205	64,136	58.14%
Drama	47,979	4,040	3,747	27,728	57.79%	50,610	4,218	3,967	31,254	61.75%
English Language Learners Program	50,473	4,164	4,128	30,427	60.28%	54,982	4,582	4,482	32,880	59.80%
Foreign Language Program	139,579	11,715	17,834	87,242	62.50%	97,918	8,210	7,930	56,785	57.99%
Physical Education Program	112,283	9,474	8,651	66,634	59.34%	117,106	9,859	8,559	67,517	57.65%
Fine Arts Program	252,476	21,281	19,359	144,244	57.13%	261,914	22,068	19,369	150,320	57.39%
Technology Education Program	286,632	23,994	19,677	165,410	57.71%	256,544	21,379	15,999	164,603	64.16%
Special Education Services	662,806	46,596	52,441	393,368	59.35%	625,547	51,600	46,234	323,083	51.65%
Cocurricular Activities - Coaching	37,891	3,158	2,919	28,209	74.45%	37,957	3,163	3,655	31,560	83.15%
Social Work Services	13,874	1,156	1,156	8,096	58.35%	14,320	1,193	1,193	8,361	58.39%
Counselor	33,900	2,858	1,607	15,362	45.32%	33,900	2,858	3,299	20,863	61.54%
Health Services	71,845	6,112	6,290	50,983	70.96%	67,758	5,713	4,187	35,481	52.36%
Curriculum	29,528	2,357	2,316	20,843	70.59%	32,941	2,641	2,397	21,613	65.61%
Testing & Assessment	56,512	5,076	2,862	45,237	80.05%	57,615	4,801	2,951	49,637	86.15%
Library Services	79,611	6,218	5,718	46,288	58.14%	88,426	7,369	8,621	57,165	64.65%
Athletic Director	40,592	3,438	3,437	29,785	73.38%	41,708	3,476	3,526	30,723	73.66%
Board of Education	200	17	-	122	61.00%	10,500	875	-	3,059	29.13%
General Administration	146,240	12,145	12,125	109,125	74.62%	104,807	8,734	11,617	59,299	56.58%
Legal Services, Audit Services, Fingerprinting	41,350	1,667	5,811	58,952	142.57%	36,225	3,019	46	30,018	82.87%
School Administration	585,777	48,644	45,007	416,930	71.18%	638,468	53,334	49,244	433,692	67.93%
Business Services	269,029.18	22,314.932	22,644	214,287	79.65%	299,650	24,971	25,230	253,395	84.56%
Building Operations & Services	593,285	48,078	35,055	343,605	57.92%	754,528	61,654	38,335	474,711	62.91%
Building Rentals - Trustee	949,718	79,143	78,487	712,658	75.04%	949,323	79,110	78,371	716,965	75.52%
Grounds Services	29,672	1,744	3,903	21,696	73.12%	30,976	2,581	9,446	26,659	86.06%
Communications & Marketing	10,945	912	-	5,277	48.21%	71,912	5,993	8,595	46,955	65.30%
Technology	174,334	14,528	8,941	97,143	55.72%	158,334	13,195	6,821	84,085	53.11%
Risk Management	61,968	5,164	5,586	42,626	68.79%	61,480	5,123	583	29,576	48.11%
	7,657,061	603,816	579,679	4,849,308	63.33%	8,232,454	670,863	604,062	5,182,558	62.95%
<b>Revenue less Expenditures</b>	<b>0</b>	<b>23,499</b>	<b>25,366</b>	<b>952,678</b>		<b>(0)</b>	<b>15,398</b>	<b>49,167</b>	<b>996,526</b>	
<b>Ending Fund Balance - General Fund</b>	<b>1,791,562</b>	<b>1,740,829</b>		<b>2,744,240</b>		<b>2,117,096</b>	<b>2,132,494</b>		<b>3,113,625</b>	
<b>PRESCHOOL FUND</b>										
Beginning Preschool Fund Balance										
Preschool Tuition & Fees	189,000	18,900	17,314	166,214	87.94%	213,134	21,313	16,276	238,787	112.04%
Total Fund Revenue + Beg Fund Balance	189,000	18,900	17,314	166,214	87.94%	213,134	21,313	16,276	238,787	112.04%
Preschool Instruction	189,000	15,719	14,895	94,490	49.99%	208,134	17,345	17,593	125,255	60.18%
<b>Revenue Less Expenditures</b>	<b>-</b>	<b>3,181</b>	<b>2,419</b>	<b>71,724</b>		<b>5,000</b>	<b>3,969</b>	<b>(1,317)</b>	<b>113,532</b>	
<b>Fund Balance</b>	<b>-</b>	<b>3,181</b>	<b>2,419</b>	<b>71,724</b>		<b>5,000</b>	<b>3,969</b>	<b>(1,317)</b>	<b>113,532</b>	

**MONUMENT ACADEMY  
BALANCE SHEET  
31-Mar-20**

**GENERAL FUND (FUND 11)**

**ASSETS**

Certificate of Deposit - Integrity Bank	\$ 520,062.69
General Fund Checking -Integrity Bank	\$ 773,794.38
Petty Cash	\$ 500.00
Certificate of Deposit - FNB	\$ 640,036.32
General Fund Money Market	\$ 1,331,693.64
Due To/From Trust & Agency	\$ (75.50)
Accounts Receivable	\$ -
<b>Total Assets</b>	<b><u>\$ 3,266,011.53</u></b>

**TOTAL ASSETS** **\$ 3,266,012**

**LIABILITIES**

Deferred Revenue - Fees - ES	\$ 1,886.73
Accounts Payable	\$ 150,000.00
Deferred Revenue - EPDs	\$ 500.00
<b>Total Liabilities</b>	<b><u>\$ 152,386.73</u></b>

**FUND BALANCE** **\$ 3,113,625**

**TOTAL LIABILITIES  
AND FUND BALANCE** **\$ 3,266,012**

## Monument Academy Board Meeting Inputs

### Principals' Report: April 9, 2020

#### **Elementary School:**

- Participated in more *Zoom* meetings than I can possibly recount
- Two Lead Teacher meetings
- Two parent meetings
- Three student disciplinary actions
- School tour, Lone Tree Elementary (Douglas County magnet school)
- UIP meeting
- Digital Learning Options meeting
- Interviewed three teacher candidates
- 5<sup>th</sup> Grade Sneak Peek
- Conducted 14 teacher evaluations
- Met with new Monument Police Chief and Town Manager
- Etc., Etc.

#### **Middle School:**

- Middle School Concert week- Band, Orchestra, and Choirs performed
- Two parent/student meetings
- Four Teacher Evaluations
- Virtual meeting with *OfficeScapes* to finalize finishes for Middle/High School furniture
- Virtual meeting with Admin and Tech to plan details of distributions of iPads and hot spots to families who needed them for eLearning
- Two virtual team lead meetings (finalized details of middle school eLearning and planned procedures for checking in with students who have not attempted school work)
- Four virtual meetings with all middle school staff to check in with each other and answer questions
- Continued with weekly middle school teacher informational meetings, lead teacher meetings, and middle school team meetings
- Continued with two weekly admin virtual meetings
- Conducted survey of middle school families after Week 1 of distance learning. Of 44 responses, 38 reported that the work is taking, on average, three hours a day for students to complete; 38 believe it is about the right amount of school work for these times; three report significantly less than three hours a day; and, three report significantly more than three hours a day. Four reported their children would benefit from more work, and two reported that three hours of daily work is a struggle for their child. The responses were overwhelmingly positive. The struggles many are facing include sharing technology in families, some glitches with connectivity, time management, and missing live communication with teachers for math help, in addition to peer-to-peer interactions.

- The National Speech and Debate Association has announced its National Tournament will be held virtually. Our Middle School Speech and Debate students will join the virtual tournament!

### **Preschool:**

- Our application to increase capacity by 40 more children was approved. We are just waiting for the official documents to be mailed to us.
- Preschool eLearning is in full force. Each teacher and para are responsible for a certain part of our curriculum; weekly emails are sent that include all of the lessons from the teachers rather than individual emails to the different classes. Also included are specials, supplemental book readings, and preschool challenges based off our progress report.

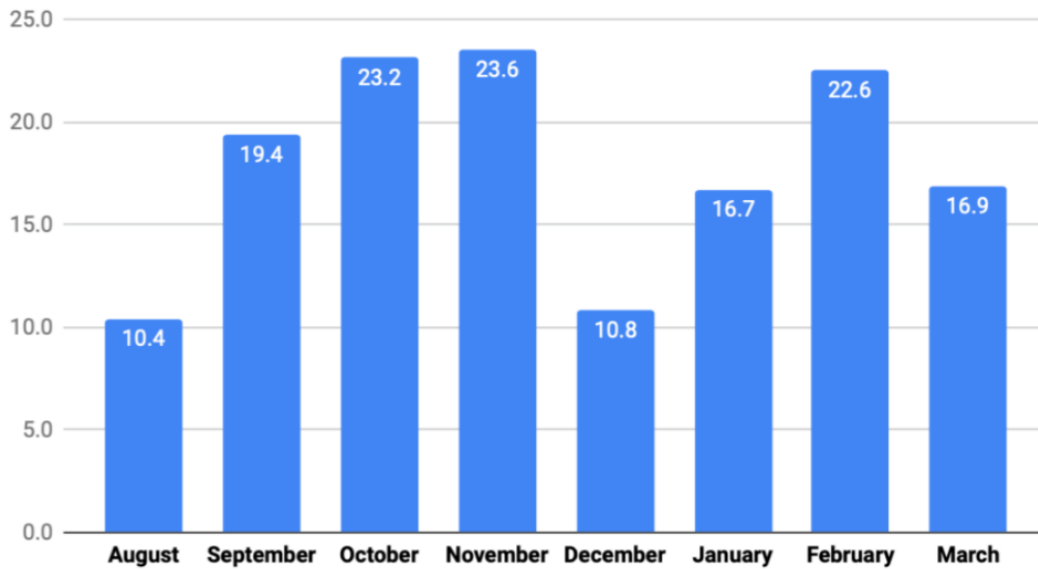
### **Counseling:**

- **Elementary:**
  - Team admin/elementary and counseling meetings weekly
  - On-call for Admin 10-noon and on-call for staff and students from 8-3
  - Organizing lessons and creating/updating *Canvas* page as resource for staff and families.
  - This week: reach out to students who had regular visits/groups/lunch appointments
  - Reached out to therapists of students who have ROI's
  - Researching on ASCA site and other sources to identify new rules of engagement and best practices
  - Reached out to lead teachers to assist if there are students who aren't adjusting well to the online platform
  - Four "Tiny Tips" newsletters for staff
- **Online trainings completed:**
  - How to Teach and Promote Self-Care
  - Changing Paradigms: A holistic approach to mental health care during the COVID-19 global crisis.
  - Telehealth for Mental Health Professionals: 2-Day Distance Therapy Training
  - How to recognize the shock state and somatic response
- **Middle School:**
  - Three School Social Work Webinars
  - Attended three District Psych/SW Meetings
  - Attended Service Providers Meeting with District
  - Attended three Middle School Meetings
  - Learned *Seesaw* and *Canvas* platforms
  - Pushed resources for *Canvas*
  - Created *Seesaw* lessons for 28 students
  - Wrote and sent personal notes to 30 students over break

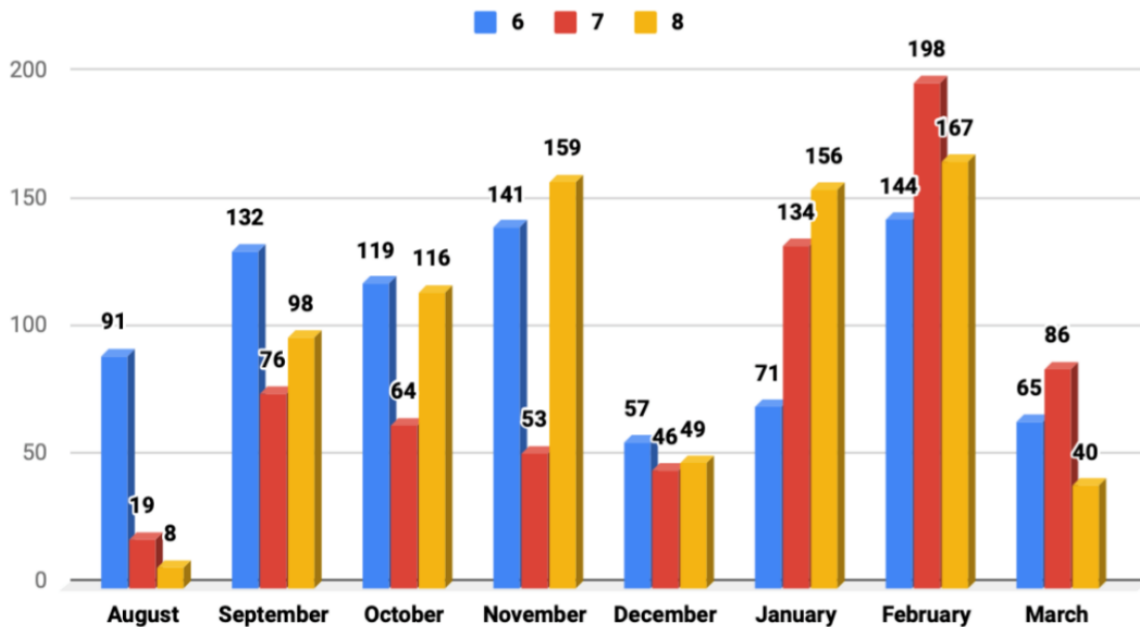
## Annual Metrics Year-to-Date:

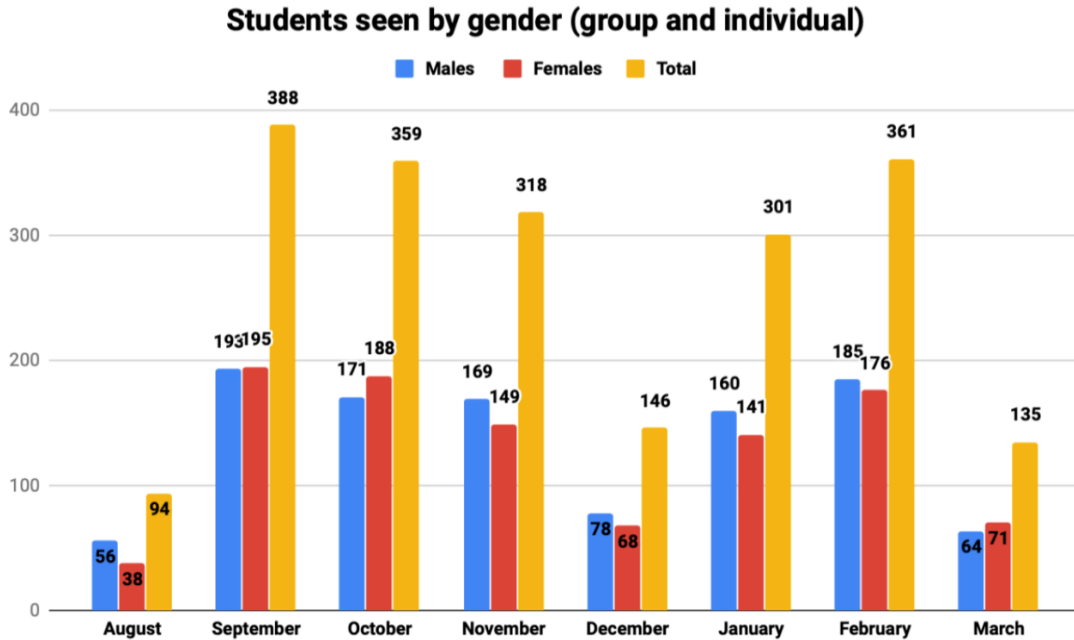
Note: Daily averages based on the last day in the MA building

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



### Middle School Students seen by grade and month





### Assessments:

- There isn't much to report with respect to CMAS due to CDE canceling the assessment for this school year.
- We have been working on a required update to our UIP which includes new data from CMAS and NWEA. The data portion of this is now complete.
- We are beginning to discuss whether NWEA assessments can/should be conducted this school year. No decisions have been made yet as we await further decrees from the government, but we are entertaining the viability of assessing remotely should we not have students back in the building this school year.
- We will be ordering various assessment products for use next school year and will begin looking into what is necessary for our new high school students to complete the PSAT assessments.
- Thank you as always for your support!

### Athletics:

- Unfortunately, we will not have a spring athletic season. We are working to take care of our spring coaches and refund registration fees to those parents who have paid. We will ensure that we receive refunds for any payments made for facilities and/or repurpose those funds for next year where appropriate.
- We will look for efficient ways to recruit athletes for next year remotely, with the understanding that it is at least possible we will not have kids back in the building before the end of this school year.
- Plans are still moving forward for next year with all necessary facility requests and payments taken care of. Once we can be back in the building, we will complete our

annual inventory/organization of all athletic equipment and look ahead to what to do with everything as the new building gets complete.

- Thank you again for your support.

## **ESS:**

### eLearning Update:

- Meetings with district held, meetings with different groups of staff and teachers in MA held, full set-up of ESS eLearning
- Monument Academy's ESS department made the decision to provide services as close to meeting minutes as required in individual student's IEPs. Also, support is being given to ensure students are able to access their general education learning through modifications being created and working closely with teachers and parents. Data is being gathered to ensure continuity of services and give information for a smooth transition once we return to school.

### **March 2020 Data:**

Students staffed off IEPs: **0 students**

Initial evaluations completed: **1 evaluation**

Initial evaluations requested/started: **3 evaluations**

Watchlist: **6 students**

Students put onto IEPs: **1 student**

Total ESS staff members: **14 staff**

- 1 Director of Exceptional Student Services
- 3 ESS teachers
- 1 OT
- 1 COTA
- 1 Social Worker
- 1 SLP
- 1 Teacher's Assistant
- 6 Paras

Service Data:

**Students with IEPs:** 64 students

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

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

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:** 29 students on an IEP, 4 students on 504

Social/Emotional Groups: 13 at this time

Scheduled 1:1: 33 at this time

MH direct time: 1740 minutes per month

MH indirect time: 4 hours 35 minutes per month

Case load 6-8: 14

Case load 4-5: 8

Case load K-3: 7

**ESS Academic Service Time:**

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

- 22 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**

- 16 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:**

- Met with Admin team to review potential job openings and new positions for 20-21
- Attended weekly HR League *Zoom* meeting with Trina Maull to discuss HR strategies due to school closure/work-from-home scenario.
- Met with Insurance representatives and CIGNA representative for mid-year plan review

- Attended furniture meeting with furniture rep for new campus
- Attended Strings Concert as Admin rep
- Met with Leadership team to discuss contact hour strategies for possible extended school closure
- Leadership team conducted an all-staff meeting regarding extended school closure
- Attended several *Zoom* meetings with a variety of staff
- Admin Assistant processed monthly payroll and liabilities.
- Admin Assistant posted job postings

## **Technology:**

### **Kindergarten-**

- Intro to *Draw and Tell* App
- *Name Letters* photo editing activity
- *Peep and the Big Wide World* - A science concept website for young learners with activities, videos, and games.

### **First Grade-**

- Animal habitats iMovie with “Green Screen” activity
- Teacher training
- Students’ Intro to Photo Editing activity
- *Order of Planets Timeline* using TL App
- Supplemental *Seesaw* Activities- *Name the Planets* and *The Best Planet Ever*
- Baby Yoda Adjectives - A photo search and descriptive adjective lesson
- *Measuring with Peg and Cat* - instructional video and activity.

### **Second Grade-**

- Insect project research
- Digital citizenship - Searching with Keywords
- Virtual tour of the *Keukenhof Gardens* and digital tour review activity
- Virtual visit to the *Ocean Voyager Exhibit* at the Georgia Aquarium and digital animal search activity

### **Third Grade-**

- My Planet Story - A digital research report activity
- NASA Science - Solar System Exploration Research Activity in *Seesaw*
- Digital photo editing using *Markup*
- Virtual visit to the *Ocean Voyager Exhibit* at the Georgia Aquarium and digital animal search activity

## **Fourth Grade-**

- Digital photography lesson - Using Angles
- Digital photography lesson - Macro Photography

## **Fifth Grade**

- Digital photography lesson - Using Angles
- Digital photography lesson - Macro Photography

## **All School Technology Support**

- eLearning planning, set up, staff training, and roll out
- Creation of *Google Drive* eLearning resources library for staff
- Creation of *Canvas* resources in *Google Drive* and PD modules in *Canvas*
- Set up phone forwarding system and created directions in eLearning Resources
- *Calendly* Online Appointments Scheduler testing, set up, and staff training
- IT support for all staff and families at MA
- Equipment distribution to families (iPads/hot spots)
- Learning platforms education, training, and support
- Security testing for online meeting room options
- *Canvas*, *Seesaw*, and *Google Meet* Administration
- *Canvas* website support for all teachers, specialists, and staff
- MA website updates

## **Gifted & Talented:**

- 56 advanced learning plans (ALPs) at MA - updating to reflect remote learning programming options; waiting for state guidance on the status of ALPs and whether or not they will be reviewed this spring (remotely) or in the fall.
- Provided specific projects/enrichment to identified GT students via *Canvas*, *SeeSaw*, and email.
- Provided eLearning resources to parents via email
- Collaborating with 3rd grade to provide math enrichment on *SeeSaw*
- Collaborating with 5th grade to facilitate Civil War projects remotely.
- Providing weekly challenges to Middle School students via *Canvas*
- Researching resources for students and parents' future use

## **Instruction and Evaluation:**

- Weekly meetings with the Director of Literacy and Intervention surrounding data driven instruction
- Working with 4<sup>th</sup> grade teachers to implement MAP Skills in eLearning

- Met with PARAs via *Zoom*
- Completed updated Indoor Release Procedures
- Conducted the final Vision Work meeting with Julie Seymour and teachers
- Met with K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grade teams via *Zoom* for check-in
- Emailed new teachers to check-in during eLearning
- Attended Lead Teacher Meeting via *Zoom*

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

#### **83 Students being serviced through the Literacy Dept.**

- **Literacy**
  - 59 current READ plans
  - 5 MTSS plans
  - 19 K-5 students receiving Literacy Intervention (no official plan)
  - 33 students on the Literacy “Watch” List
  - K-5 teachers progressed monitored using *Dibels* assessment before MA was closed
  - Weekly Friday morning meetings with reading interventionists
- **Intervention**
  - Providing intervention to 83 students (K-7) with 1 ¾ interventionists
  - Interventionists providing fluency activities for 4th-6th students
  - Coordinated the BOOST app for all K-3 students to use for e-learning whether they are in intervention program or not (the App will take the student to games and/or activities differentiated based on where the student assessed within *Dibels*)
- **Other**
  - Collaborated with principals and Assessment Director in writing the UIP
  - Weekly staff meetings with Principal Richardson and co-hort
  - Weekly A-Team meetings with Mrs. Herrera
  - Supporting teachers in the MTSS process
  - Conducted one 504 meeting
  - Weekly meetings with Director of Instruction and Evaluation surrounding Data Driven Instruction

### **Facilities:**

- Set up for 5th grade Sneak Peak; set out trash cans for pizza.
- Set up and took down for choir concert. Put up black curtains, set up risers and chairs. 3/10
- Reset chairs, added lunchroom tables for extra seating, and removed risers for Strings Concert. Swept gym floors. 3/11
- Swept up the gym floor from the night prior; reset chairs for Band

concert. 3/12

- Cleaned up, packed up chairs and stage equipment from Band Concert. 3/13
- Full-day Friday; set up lunchroom like a normal school day.
- Assisted and organized shutdown protocol. Facilities Director and team communicated with and assisted teachers in moving classroom chairs into hallways; sent email and text communications on what items to put out so they could be properly disinfected. Met with teachers and addressed their concerns and questions. 3/13
- Assisted middle school PARA by helping students clean out lockers. 3/13
- Disinfected using the Clorox 360 machine and wiped down walls, desks, chairs, admin offices, portables, MPR, all common areas, gym, all bathrooms, etc., after students and teachers left the building. 3/16-3/17
- Facilities Director coordinated with Elementary Principal and opened the building on Sun 3/29 due to closure being extended so teachers could come back into the building.
- Facilities Crew came back into the building on 3/30 to disinfect the facility after teachers left. Each door was sealed and dated with a team member's initials.
- Cleaned out and disinfected teacher lounge refrigerators; cleaned and sanitized the lost and found bins.

### **Library:**

- Patrons have checked out 624 library materials
- \$96.00 owed in Library fines
- All library notices are on hold for now. Once we have a date the materials can be returned, the notices will release via email.
- Library team has built an eLearning *Canvas* page with book readings, fun activities tied to the readings, as well as educational resources to support students, parents, and teachers. <https://monumentacademy.instructure.com/courses/2146>
- Online Scholastic book fair April 6th-April 19<sup>th</sup>  
<https://bookfairs.scholastic.com/bf/monumentacademy1>
- *Vibes* baseball reading program runs four weeks, started April 6th
- In process of submitting grants for the library's new learning space to take the place of the computer lab.

**Registrar:** please refer to COO Report