

**APPROVED
MONUMENT ACADEMY
BOARD OF DIRECTORS REGULAR MEETING MINUTES**

Jane B. Lundeen Library
September 8, 2016 – 1150 Village Ridge Point

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

Meeting called to order at 6:00 p.m. by Sonya Camarco.

Members present:

Sonya Camarco
Matt Dunston
Andy Gifford
Patrick Hall
Scott Saunders

Others present:

Don Griffin, Executive Director
Lis Richard, Principal
Nancy Tive, Director of Finance
Eric Hutto, Elementary Teacher Rep.
Steve Kindermann, Board Recording Secretary

Excused:

Julie Galusky
Tiffany Alexander, MS Teacher Rep.

Quorum declared.

B. ANNOUNCEMENT OF LOCATION OF CITIZENS' COMMENTS SIGN-UP SHEET

C. ADDITIONS TO/APPROVAL OF AGENDA

Mr. Hall made a motion to approve the agenda. Mr. Saunders seconded and the motion passed unanimously.

D. CITIZEN'S COMMENTS: Limit 3 minutes per person

None

E. BUSINESS

1. Treasurer's Report – Patrick Hall

Revenue through August 31, 2016 for the 2016/2017 School Year

Revenue for the month ended and two months ended August 31, 2016 were \$677,287 and \$1,229,216, respectively. This was 18.12% of budgeted revenue, compared to a run rate of 16.67%. Budgeted revenue for the month was \$661,140. The variance between actual revenue and budgeted revenue was due to the following:

- Full Day Kindergarten tuition was higher than budget due to an increase of students from 40 in 15/16 to 53 in 16/17.
- A \$4,000 donation for iPads for the ESS department was received in August.
- Fees collected in August were estimated at 70% of the budgeted amounts for Academic and Technology fees. The actual collected amounts during August of budgeted Academic and Technology fees were 74.6% and 84.98% of, respectively.
- The school began recording Building Rental Income from the Preschool Fund.

- There was a \$68,838 increase of monthly revenue over the prior year's monthly revenue.

Expenses through August 31, 2016 for the 2016/2017 School Year

For the month ended and two months ended August 31, 2016, MA expended \$331,587 and \$660,489, respectively, which equated to 9.81% of budgeted expenses, compared to a monthly budgeted amount of \$336,799 and a run rate of 16.67%.

- Purchased Services from D38 for ESS included two months' expense, totaling \$16,803. This will be reversed in the September wire, along with the favorable effect of the reconciliation of 15/16 purchased services.
- Technology costs were higher than budget for the purchase of iPads for the Elementary teachers and for the down payment for the Server project.
- Expenditures for the same period last year were \$327,982 for the month and \$611,099 for the two months ended August 31, 2015.

Net Income (Loss)

Net income for the month of August 2016 was \$345,700 compared to budgeted net income of \$324,360, and compared to \$280,467 for the same month last year. Net income for the two months ended August 31, 2016 was \$568,727, compared to \$529,058 for the same period last year. The large net incomes for August 2016 and August 2015 reflect the fact that instructional salaries, PERA and Medicare were accrued at June 30, 2016. The contract period for instructional personnel runs September 1 through August 31.

Reserves

On August 31, 2016, MA maintained a fund balance of \$2,232,660 in the General Fund, as well as \$2,233,910 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$108,740 or 5.1% from the same period last year.

2. Principal's Report – Lis Richard

Principal Richard reported the following:

We have had a strong start to the school year. Our enrollment remains strong and the parent support is incredible. These are tremendous signs that we are heading in the right direction. Internally, we still have some areas to solidify as we move forward.

Our staff is operating well. We do have some newer teachers we are concentrating on right now. The learning curve for a couple is a bit steeper than for others. We will continue to support them and carefully make sure that the students are not the ones who suffer. All of our directors are doing an amazing job! I could not be more pleased with the level of competence and dedication our administrative personnel have been demonstrating.

The Back to School Events were earlier this year. We did this by request of the parents. They asked that these nights were done earlier so they could learn about the teacher's procedures and class set up prior to getting too far into the first quarter. The turn out was lower than previous years but the parents still seemed pleased. The teachers were tired but happy to have it taken care of early.

There are many challenges this year with the number of students and faculty. We are doing a great job of managing this. The middle school is feeling the largest *crunch*. The extra classrooms added (room 108 and room 110) have really helped as well as the extra staff and electives. The middle school is truly a vibrant school. The elementary has functioned at the current size so they are just enjoying full classes in every class. The teachers who are experiencing the biggest change at this level are the specials teachers. We are doing what we can to support them.

A highlight of this year has been the elementary Spanish program! I have been thrilled with the number of parents *and* students who have stopped me, emailed and called to express their

pleasure with the changes in the elementary program. This has been a long issue for our elementary and I am so glad to see we are on the right track.

The different directors have provided their reports below:

Assistant Principal – Charlie Richardson

- Implementing carpool processes and training staff
- Supporting Teacher Needs
- Lockers, lockers, lockers
- Schedule changes
- Door maintenance
- CPI classes
- Safety/security training for all staff
- New teacher emergency procedures training
- Field Trip Coordination
- MS Orientation
- Back To School Nights
- Implementing lunchroom procedures and training staff and students
- Wrapping up summer facility projects
- Discipline (yes, already!)

Instructional Coach and GT Coordinator – Carol Skinner:

- Conducted new teacher trainings
- Supported the pre-service trainings
- Observed all new teachers the first full day of class (Wednesday) and gave written feedback to strengths and areas of growth to all teachers
- Returned the following Thursday and Friday to follow up on the areas of growth. Conferenced with those who needed more clarification.
- Continued observation of new teachers
- In-class coaching for teachers who need more help
- Implemented weekly professional development meetings before school for all new teachers on August 30 to introduce them to Monument Academy culture and best teaching practices
- Recreated the all new Gifted and Talented website with Krystina DiFabio
- Scheduled all GT Selection Committee meetings with our new members to begin September 13
- Met with Krystina to discuss and plan Elementary GT schedule and programming
- Administrative support as needed

Director of Educational Technology – Traci Trimbach:

- Beginning of the year tech training for teachers and para-professionals
- Helped teachers with equipment and software issues
- Helped ES teachers set up grade books in Infinite Campus
- Helped MS teachers set up grade books in Canvas
- Training a new technology teacher
- Planning the professional development calendar
- Planning the elementary technology integration program
- iPad deployment to 6th - 8th grades
- Digital Citizenship training for 6th – 8th grades

- Worked with district to sync our Canvas data to Infinite Campus using Clever
- Training and troubleshooting Canvas and iPad teacher and student issues
- Project manager for network overhaul
- Researched phone systems and repairs
- Working on data privacy requirements
- Preliminary planning for NWEA testing
- Worked with 6th - 8th grades to change network passwords
- Worked with ESS team to set up iPad groups and apps

Director of Literacy and Intervention – Dorothea Mapp

- Updated all current RtI plans from last year to include adding and removing children per RtI meetings with Interventions Team
- Set up parent meetings as they are requested and needed
- Consulted with teachers in grade-level meeting to determine student successes and challenges
- Communicated with District 38 to ensure rosters are updated for Dibels
- Set up Dibels training for new and some returning teachers
- Assisted a new student in becoming acclimated to the MA environment as he has struggled adjusting
- Took inventory of curriculum supplies so that interventionists have what they need to begin groups
- Processed new RtI plans as they come in either for OT or behavior
- Classroom observations of students on RtI plans to determine next steps
- Reorganized RtI classroom to be more welcoming for entering students
- New team development
- Teacher connections and support

Athletic Director and Assessment Coordinator – Marty Venticinque:

The Monument Academy Athletic Program, like the rest of the school, is growing. We have done some things to support the growth such as adding an athletic shed that was sorely needed, and getting a handle on what was a less than optimal uniform situation. The athletic room in the gym can now house equipment needed daily by the football, soccer and cheer athletes that will no longer fit into lockers upstairs, and we can still walk through the room! The football, soccer and general athletics funds were able to support the purchase of the combination soccer/goalpost that was recently installed on the east side of the new turf field. I'd like to thank Tom Fritz for donating his time and resources in helping me install that, and I have very much enjoyed watching all of the kids at recess kicking balls into the net, and over the goal post at every opportunity! Tom was also instrumental in helping me get a Boys Soccer program back off of the ground for this year, and it has been fun to watch our little guys working hard on the turf field during the evenings. We are also planning to install a sand pit so that our Track & Field athletes have a safe place to land while practicing those events. I believe we are positioned well to handle our growth in the number of athletes and programs. We very much enjoyed testing the match wits arena late last year, and we will add that, as well as chess to our list of offerings this year. I'm also pleased that we could offer an overdue boost in compensation for our hard working coaches!

At last check there are 107 active athletes for this early fall athletics season participating in Cheer, Cross Country, Football, Girls Volleyball and Boys Soccer! We put on our first pep rally last week, and the kids really seemed to enjoy having their names announced in front of their peers! I'd like to thank Christy Inama for lending her energy and vocal cords to the cause!

The Central Colorado Athletic League (CCAL) regular season is underway, and we have already had some exciting victories in football and volleyball, as well as weather delays, which are of course always our favorite thing to deal with. I'm very pleased with the structure and

competitive environment that CCAL has delivered. How fun to have an A-Team volleyball victory in sets that read 26-24, 24-26, and 16-14, although I'm not sure coach Sciacca wants to be involved in games like that weekly!

We have just entered into a partnership with Positive Coaching Alliance (PCA), and will begin making available training materials for our coaches that touch both the competence/best practices aspect of coaching, as well as the character/attitudinal approaches to mentoring our kids. Our coaches should have access to these resources in the next week.

I have put together a concussion protocol for our coaches. Unfortunately, we had to use this protocol once already this season, but the resources proved helpful in making sure that both the coaches and parents took the correct course of action to ensure the well-being of the student that was injured, and it appears this student will be back and able to start competing again soon. I have actually been contacted by a couple Athletic Directors from competing schools within CCAL for guidance in doing the same at their schools, and was happy to offer some assistance to them. Nurse Janice helped me to pull together some new first aid kits without doing too much damage to our budget, and I feel as though the coaching staffs have everything they need to attend to the injuries they are most likely to encounter.

We are experiencing some growing pains, not the least of which has been the processing of required paperwork, and I am continuing to look for ways to make this more efficient in the future. Tryouts have posed some problems this year, much of it due to the large number of athletes that are trying out for what are relatively few available positions. I have spent time communicating with some parents and have decided that there are some things we can do to make this process less stressful for our coaches, as well as for the athletes that are not chosen for our competitive teams. We have tried to make developmental teams available to those kids that were not chosen for our primary, competitive teams, but these teams are contingent on interest, and availability of coaches on short notice, and do not address some of the concerns I am referring to.

With the help of some parent volunteers, as well as our NJHS students we are looking to support our athletic programs with manpower. Our goals are to take some stress off of the coaches, create a more relaxed environment for parents, and to help raise some funds for our athletic program using concessions as a primary funding mechanism. I have already met with the NJHS officers, and am preparing a spreadsheet of opportunities for them to log their service hours supporting the athletics programs. We're also working with our athletic spirit wear provider to generate funds for our athletics program.

Director of Exceptional Student Services – Brandi West:

During the month of August, the Exceptional Student Services department welcomed many new members to our team. This included the addition of two new assistant positions to support our occupational therapist and speech/language pathologist. Prior to school beginning, we held extensive training for our ESS paraprofessionals targeting the areas of assistive technology; fine motor skills, speech/language, math, behavior interventions, sensory needs, and differentiation strategies. We are very grateful to the Lundy family for their financial donation that has allowed us to purchase iPads for our paraprofessionals who are supporting students 1:1 in the general education setting. The iPads allow interactive and educational opportunities that are engaging for our students, especially those with significant needs. The iPads will also be helpful in our continued efforts to improve and expand the implementation of communication boards for our students with limited verbal skills. The ESS team at Monument Academy is presently servicing a total caseload of 68 students. In addition, there is one student who is currently being evaluated by the ESS team to determine if she qualifies for special education support. In the upcoming weeks, the ESS team will be making arrangements to provide accommodations for all students on IEP's who will be taking the NWEA standardized assessments. We will also continue to work closely with the RTI team to identify areas of need in our student population.

School Counselor – Jim Cunningham:

A very busy August for the Counseling program—reflected in the bullets and graphs below. The goal is to provide more proactive services—student, teacher and parent education. The number of individuals seen accounted for only 1.2% of total students seen (vs. those seen in guidance lessons).

Accomplishments Overview:

- 390 students seen this month in the 12 days of school (averaging 32 students/day)
- 43 students seen individually/347 in guidance lessons
- By far the number one issue is anxiety and stress – much is attributed to either transition or family issues.
- 22 Parent Consultations (huge increase over last August/Sept)
- 24 Teacher Consultations
- 4 cases of self-harm suicidal ideation
- 1 suicide risk screening (middle school)—***Great news is that peer was the one to report the concern***
- 2 staff Counseling tips published: benefits of smiling and how to create rapport with students (will continue bi-weekly)
- 2 Lynx News articles published: Zones of Regulations & creating rapport with children (will continue bi-weekly)

Zones of Regulation and Guidance

- Began guidance lessons for grades K-5—***16 lessons taught, reaching 347 students this week alone.***
- Huge part of this is for students to know who the counselor is and what I do—many did not.
- Grades 1-4 are done all in specials (thank you Pam and specials teachers)
- Conducted Teacher training on Zones of Regulation 8/26/16 (approximately 50 staff attended)
- Developed classroom guidance lesson for elementary school – will see every Elementary student twice a month
- Students across all grades are receptive and grasp the concepts quickly
- Teachers are provided synopsis of the lessons and electronic copies of handouts—expectation is that teachers share these with parents.

Goals/Upcoming:

- Attending 5th grade retreat at Ponderosa
- Working with PTO to establish 2 parent education evenings—1st meeting this Friday (9/2).
- Elementary and Middle School groups to start end of Sept—soliciting input from teachers
- Middle School student survey
- Middle School guidance begins in September. Schedule allows counselor to instruct every student in MS 12 times this year.
- Compiling Weekly D/F report will begin this week

3. Executive Director's Report –Don Griffin

Dr. Griffin reported:

New Website Launch – We launched the updated website on August 17th. The cleaner look has been well received.

Telephone & Server Networks – Migration on the servers of all data has begun and should be completed by late September. Telephone service has been restored after a short outage. New components have been installed in our PBX system.

D38 Quarterly Meetings – Lis and I attended the first of our District quarterly meetings for the school year with Superintendent Brofft and Cheryl Wangeman on September 1, 2016. We have calendared the remaining meetings.

HWY 105 Project – I met with Supervising Engineers of the Highway 105 project on Wednesday September 7, 2016. Revised plans did not show much accommodation for MA carline traffic. Suggestions were given as to the needed changes which included an accelerator lane for car turning right out the east exit, a warning light and a longer turning lane for car leaving Hwy 105 into the east entry. The County Engineer returned in the afternoon to take photos of carline.

D38 Annual Report – I will present Monument Academy’s Annual Report to the District Board of Education at their October 20, 2016 meeting.

4. Curriculum Report - Lis Richard

The current server replacement, configuration and data migration project will continue into the NWEA testing window. With input from Traci Trimbach, Director of Educational Technology and Marty Venticinque, Assessment Coordinator, Administration is recommending the following concerning the 870 students due to be tested:

We test only new students in Math, Reading and Language Usage for the Fall window. This spring we test everyone in Math, Reading, Language Usage, and Science.

Rationale:

1. We have spring data for all returning students and can still see growth over a year.
2. Testing just the new students will give us a year’s growth for those students.
3. Science testing in the spring still gives us a RIT score, which will help us see where they are compared to other students in district and nation.

Discussion:

5. Next Meeting – October 13, 2016 at 6:00p.m.

F. ITEMS REQUIRING BOARD DISCUSSION/APPROVAL

1. Policy 1500A & 1500B Review

Mr. Saunders reported that the Governance Committee on a regular basis will review current policies to make sure they are up-to-date, relevant and within legal parameters. The Governance Committee has reviewed Policy 1500A Board of Directors Governance Policy and 1500B Executive Director Policy. Both policies have also received legal review as well.

With the exception of a few minor grammatical corrections, the Committee does not recommend any changes but requests the Board show the Policy as “reviewed”.

Mr. Saunders made a motion to approve the Governance recommendation to show Policy 1500A Board of Directors Governance Policy and 1500B Executive Director Policy as reviewed. Mr. Dunston seconded the motion. Mrs. Camarco called for a vote and the motion passed unanimously.

2. Discuss/Approve June 30, 2016 Audit

Paul Niedermuller, CliftonLarsonAllen, reviewed with the Board the 2015-2016 audit report. A copy of the report was sent to each Board member prior to the Board meeting.

Mr. Niedermuller stated that the audit found that Monument Academy’s financial statements “present fairly, in all material respects, the respective

financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Monument Academy Charter School as of June 30, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.”

Mr. Hall recommended that the Board accept the audit and made a motion to accept the audit as presented. Mr. Saunders seconded to accept the motion. Mrs. Camarco called for a vote and the motion passed unanimously.

A copy of the audit may be found on the Monument Academy website under the Financial Transparency tab.

F. CONSENT AGENDA:

1. Approve minutes from August 11, 2016 meetings.
2. Committee and other reports (Building/Facilities, Curriculum, RDC, SAAC, Finance, PTO, Teacher Reps.).

G. ADJOURNMENT

The meeting adjourned at 6:26 p.m.