

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

Jane B. Lundeen Library  
March 9, 2017 – 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.

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

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

Members present:

Sonya Camarco  
Matt Dunston  
Julie Galusky  
Andy Gifford

Others present:

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

Excused:

Patrick Hall  
Scott Saunders

Quorum declared.

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

**C. ADDITIONS TO/APPROVAL OF AGENDA**

Mr. Gifford made a motion to approve the agenda. Mrs. Galusky seconded and the motion passed unanimously.

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

Michael O'Hare – Mr. O'Hare addressed the Board concerning a recent OCN newspaper article. Mr. O'Hare stated that himself and several other individuals were named as being the source of discourse at several District 38 Board meetings. He stated that he nor any one named in the article had ever verbally attacked any teacher and wanted to set the record. Mr. O'Hare mentioned that he has two children enrolled in Monument Academy and has been a long time supporter of MA.

**E. BUSINESS**

**1. Treasurer's Report – Nancy Tive**

**Revenue through February 28, 2017 for the 2016/2017 School Year**

Revenue for the month ended and year-to-date ended February 28, 2017 were \$568,860 and \$4,932,976 respectively. This equates to 69.20% of budgeted revenue compared to a run rate of 66.67%. Budgeted revenue for the month was \$570,859. The minimal variance of \$1,999 between budgeted revenue and actual revenue for the month of February was due mainly to the following:

- BASE tuition was lower than the budgeted amount, and will likely end up less than the total dollars budgeted.

- PPR was slightly lower than budgeted PPR because the wire from D38 is currently calculated with 905 student ftes. The actual fte is 907.8. This will be adjusted with the reconciliation with D38, which occurs after year end.
- On the other hand, Academic Fee Income was higher than the budgeted amount. We are actively attempting to collect unpaid fees for 16/17.

### **Expenses through February 28, 2017 for the 2016/2017 School Year**

During the month of February 28, 2017, MA expended \$574,214, compared to last year's expenditures of \$510,584, and compared to budgeted expenditures of \$566,018. The \$8,196 difference between actual expenditures and budgeted expenditures for the month include: Principal and Interest – FNB of \$1,705 was paid during February. The unbudgeted capital lease was entered into with FNB to cover necessary Technology Upgrades during 16/17.

Year-to-date expenditures for the eight months ended February 2017 were \$4,280,264, compared to \$3,890,164 for the same period last year.

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

Net loss for the month of February 2017 was (\$5,354), compared to net income of \$27,585 for the month of February 2016. Net income for the eight months ended February 28, 2017 was \$652,712 compared to \$552,882 for the same period last year.

### **Reserves**

On February 28, 2017, MA maintained a fund balance of \$2,316,645 in the General Fund, as well as \$2,330,960 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$168,901 or 7.86%, from the same period last year.

## **2. Principal's Report – Lis Richard**

We are gearing up for our assessments and ending the third quarter. The end of the third quarter marks the rush of end-of-the-year activities. Our master calendar is officially packed! We are now carefully planning each event.

Our staff is in preparations for the upcoming assessments. We are trying a few new things to make the testing run more smoothly. It has been a pleasure to work with Mr. Venticinque as the Director of Assessment. His temperament is perfect! He doesn't internalize the stress or let it get him down--he just tackles the work and makes it part of what we do. He is a great addition to our administration.

The teachers are now in a time of settling. They know that I am leaving and they are needing time and attention as they discuss their own personal options. There are only three that we know will be relocating next year. They are moving out of the area. I have been meeting, emailing, and talking to many encouraging them to stay put and continue to do the great work here. Teachers are now in their second round of formal observations from me. They have had several observations from Carol. I offer the formal beginning and end evaluations.

We have been interviewing new candidates. There are some fabulous possibilities already. The field of candidates are some of the best we have had. There is a large influx from other charter schools. We are encouraged that this may be due to our new salary structure!

The Unified Improvement Plan is near completion. Due to the fact that I have normally done this on my own, I have ask others to work with me this year in order to train others in the process. It takes a bit longer when more are involved. The board will be briefed on the plan in the April meeting.

Mrs. Richard's presentation included the study results from NWEA testing. The multipage report included all areas of testing but most notable was the 8<sup>th</sup> grade math test results. MA 8<sup>th</sup> graders scored 20 points higher than the national average.

### **3. Executive Director's – Don Griffin**

**IPad Cart** - A parent came by the tech office last several weeks ago to let us know of a local company, **TechForLess**, that had advertised free technology carts to local schools. Last week we picked up a brand new cart - for free - to be used to hold our next batch of elementary iPads. The timing is great since we can also use it for staging for NWEA testing in a couple weeks. We priced out a similar iPad cart and the cost was about \$2,000.

**D38 Quarterly Meeting** – On February 15, Lis, Nancy and I met with Superintendent Brofft and Assistant Superintendent Wangeman to discuss the MA Board's decision to go forward with the high school application. In addition, time was spent going over certain procedural aspect of recent student discipline meetings. We also went over the upcoming budget calendar.

**Principal Search** – The initial phase of the search to hire a new principal is underway. The job has been posted on the MA website and the Charter League of School's website. We have also informed our MA staff of the posting. It is our plan to gather the applications and complete a screening of these applications for completeness and whether the applicant meets the minimal qualifications. This phase could take us into late April.

### **4. Next Meeting – Thursday, April 13, 2017**

## **F. ITEMS REQUIRING BOARD DISCUSSION/APPROVAL**

### **1. Discuss/Approve Revision of Organizational Structure.**

Dr. Griffin presented Administration's recommendation to reorganize the operational structure of the PreK-8 School and put into place an initial structure for the development of the MA high school.

The presentation outlined the reality that MA has grown to a size where a different organizational structure is required. It was noted that the PreK-8 population has grown to more than 1,000 students. In addition, more than 60 special needs students, 75 students on Intervention Plans and 25 students on a 504 Plan are currently being educated at MA. The Principal has approximately 65 teachers as direct reports.

Dr. Griffin pointed out that the reorganization structure took into account 7 goals/priorities:

1. Stabilize PreK-8 oversight with a manageable reporting structure
2. Meet Staff expectations with regards to manager access
3. Maintain current quality of instruction
4. Maintain curriculum/academic excellence
5. Protect MA philosophy through proper management
6. Approval of the High School application
7. Development of the High School

The recommended structure included three levels:

#### **Oversight Level**

**Board of Directors** – The members of the Board retain operational oversight, fiduciary responsibility and control of overall direction of the PreK-8 school and high school.

**Executive Director** – As outlined in Board Policy 1500B, Section III, Part B, number 2 (as well as the Board's bylaws), the Executive Director shall be the chief operating officer of the school with the general responsibility for all day-to-day operations which will include the PreK-8 school and high school.

Principal/Chief Academic Officer - We will select and hire a Principal to oversee the PreK-8 school. This individual will be responsible for mentoring, evaluating and directing the three (3) Deans of Students. In addition, the Principal will take on, in partnership with the Executive Director, the initial approval and development of the high school.

The Principal/Chief Academic Office will, by virtue of title, hold a seat on the SAAC. The Principal will be responsible in coordination with the Deans of ES & MS to write the school's Uniform Improvement Plan (UIP). The Principal will be responsible for all high school curricula and will chair the HS Curriculum Committee once operational.

The Principal will also be the one to set all master schedules for all schools.

Due to the fact that our pre-school is a private entity, the Pre-school Director will report directly to the Principal.

### **Dean Level**

The following descriptions deal with the operational structure of the K-8 school. A new structure of "Deans" will be used as opposed to the hiring of individual principals for the elementary and middle schools.

Dean of Students – Elementary School – This individual will be responsible for the day-to-day operations of grades K-5 and will report directly to the Principal. All K-5 staff including grade level teachers, paraprofessionals, PE, and specials will report directly to the Dean of Students – Elementary School.

The Dean will handle discipline of ES students. The Principal will oversee any suspensions or expulsions.

The Dean and the Director of Instruction/Evaluation will conduct teacher evaluations jointly with each doing at least one formal evaluation each school year.

The Dean of Students – Elementary School will also be responsible for all Village Ridge Point facilities, security, transportation and the coordination of all outside groups using the K-8 building. Also, the Dean of Students – Elementary School will be the liaison with District personnel for safety, disaster planning and law enforcement for the Village Ridge Point campus

Dean of Students – Middle School – This individual will be responsible for the day-to-day operations of grades 6-8 and will report directly to the Principal. All 6-8 staff including grade level teachers, paraprofessionals, PE, and specials will report directly to the Dean of Students – Middle School.

The Dean will handle discipline of MS students. The Principal will oversee any suspensions or expulsions.

The Dean and the Director of Instruction/Evaluation will conduct teacher evaluations jointly with each doing at least one formal evaluation each school year.

The Dean of Students – Middle School will also be responsible for K-8 curriculum and will chair the Curriculum Committee. The librarian will report to the Dean of the Middle School as this falls directly under curriculum. The Athletic Director will also report to the Dean of Students – Middle School.

Dean of Student Services – This individual will be responsible for the day-to-day operations of student services including ESS, counseling, crisis management which includes 504 plans, Individual Education Plans (IEPs) and all parent coordination and communications regarding these services for the K-8 school. All ESS teachers, counselors, special services personnel, ELL teachers and paraprofessionals report directly to the Dean of Student Services.

The Director of Literacy and Interventions will also report to the Dean of Student Services. This places all students on an RHI under the oversight of the Dean.

The Dean will conduct formal teacher evaluations of all direct reports.

The Dean will handle discipline of all students who fall under this service. The Dean of Student Services will work with the Dean of each school in any discipline issues and call manifestation hearings whenever warranted. The Principal will oversee any suspensions or expulsions.

### **Director Level**

Director of Instruction/Evaluation - This individual will be responsible for the staff support functions including teacher instruction and orientation with an emphasis on first year teachers, classroom evaluations and personnel staffing/placement for the K-8 school. The Director of Instruction/Evaluation will conduct teacher evaluations jointly with each Dean. This individual is a direct report to the Principal.

Director of Educational Technology - This individual will be responsible for the staff support functions including the integration of technology into the classroom via lesson plans and projects for the K-8 school. Also, this individual will coordinate training and professional development with the Principal for the K-8 school. This individual is a direct report to the Principal.

Director of Assessment - This individual will be responsible for the coordination of logistics, scheduling, and training concerning student assessments. Also, this individual will manage all testing initiatives and provide accurate and timely information regarding testing purposes, procedures, and results. This individual is a direct report to the Principal.

Director of Enrollment/Registrar - This individual will be responsible for the staff support functions including enrollment, registration, parent information, middle school and high school schedules, high school transcripts, coordinating the master schedule with the Principal and CDE mandatory reporting for the PreK-8 school. This individual is a direct report to the Executive Director.

Director of Finance - This individual will be responsible for the staff support functions including budgeting, accounting, audit coordination, oversight of fee collection and CDE mandatory reporting for the PreK-8 school. This individual is a direct report to the Executive Director.

Director of Human Resources - This individual will be responsible for the staff support functions including personnel, benefits, CDE mandatory reporting and payroll for the PreK-8 school. This individual is a direct report to the Executive Director.

Dr. Griffin committed to the Board to fill these newly created positions for next year as quickly as possible. He noted it was Administrations goal to make these personnel decisions prior to Spring Break with the exception of the selection of a new Principal. The interview process for the new Principal will require inputs from many different MA stakeholders, which may take the actual selection closer to the end of the school year.

Mr. Dunston made a motion to approve the organizational structure as presented. Mrs. Galusky seconded the motion. Mrs. Camarco called for a vote and the motion passed unanimously.

### **G. Consent Agenda**

**1. Approve minutes from February 9, 2017 meeting.**

**2. Committee and other reports (Building/Facilities, Curriculum, RDC, SAAC, Finance, Teacher Reps.).**

## H. ADJOURNMENT

The meeting adjourned at 6:37p.m.