

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

Jane B. Lundeen Library  
May 22, 2017 – 1150 Village Ridge Point

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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**

Meeting called to order at 6:03p.m. by Sonya Camarco.

Members present:

Sonya Camarco  
Matt Dunston  
Julie Galusky  
Scott Saunders

Others present:

Don Griffin, Executive Director  
Elizabeth Davis, Principal Elect  
Tiffany Alexander, MS Teacher Rep.

Excused:

Patrick Hall, Member  
Andy Gifford  
Eric Hutto, Elementary Teacher Rep.

Lis Richard, Principal  
Nancy Tive, Director of Finance  
Steve Kindermann, Recording Secretary

Quorum declared.

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

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

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

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

None

**E. BUSINESS**

**1. Recognition of Teacher Representatives – Sonya Camarco**

Mrs. Camarco presented Tiffany Alexander an award for her service as Teacher Representative. The entire Board thanked her for her service representing the Middle School faculty. Mrs. Camarco asked Dr. Griffin to present Mr. Hutto his certificate and express the Board's appreciation for his service representing the Elementary School faculty.

**2. Treasurer's Report – Don Griffin**

**Revenue through April 30, 2017 for the 2016/2017 School Year**

Revenue for the month ended and year-to-date ended April 30, 2017 were \$573,722 and \$6,083,033, respectively. This equates to 85.33% of budgeted revenue compared to a run rate of 83.33%. Budgeted revenue for the month was \$570,620. Actual revenue for the month of April was higher than the budgeted amount due to the following:

- The April 2017 Capital Construction Revenue reflected an adjustment by CDE for the actual October 1, 2016 count of 907.8 from 847. (The \$18,609 increase will be spread over the rest of the fiscal year.)
- Academic Fees for this fiscal year were still being collected during April 2017.

### **Expenses through April 30, 2017 for the 2016/2017 School Year**

During the month of April 30, 2017, MA expended \$555,038, compared to last year's expenditures of \$519,576. The month's expenditures were \$489 different from budgeted expenditures of \$555,527. Year-to-date expenditures for the ten months ended April 30, 2017 were \$5,391,654, compared to \$4,897,424 for the same period last year.

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

Net income for the month of April 2017 was \$18,684 compared to net income of \$48,285 for the month of April 2016. Net income for the ten months ended April 30, 2017 was \$691,379 compared to \$668,100 for the same period last year.

### **Reserves**

On April 30, 2017, MA maintained a fund balance of \$2,355,312 in the General Fund, as well as \$2,384,309 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$92,350, or 4.08%, from the same period last year.

### **3. Board Self-Assessment Results – Scott Saunders**

Mr. Saunders presented a summary of the Board's Annual Self Assessment and thanked the members for their timely response to the survey. He noted that the complete survey results with unedited comments had been provided to the Board prior to the meeting. Mr. Saunders expressed his opinion that he believes the results show a Board that allows for different points of view and who embraces discussion yet when decisions have been put to a vote, they are willing to speak in a one voice.

### **4. Principal's Report – Elizabeth Davis**

Dr. Davis presented the Principal Richard's Report as Mrs. Richard was out of town: This will be my last report as I sign off for a new chapter. The school year is coming to an end. This has been a different school year. The first semester was largely caught up in getting the high school application outlined and then completed. It was an exciting project and I know that it will be wonderful to watch it unfold. No doubt there will be some adjustments but the bulk of the planning is in the books.

Due to the time and energy we expended on that project, it was an unusual experience for me to watch so many of the directors take the helm and run with things. They did an outstanding job. It enabled me to do some coaching and mentoring of some. I missed the interactions with the teachers that I am normally accustomed to on an hourly basis. I handed many of those responsibilities off to others. In this process, I was able to step back and see that our school was now in a different stage of its life.

Second semester has been a time for me to prepare for my departure. Again, the administration has stepped up and carried a load beyond their normal duties. Mr. R, Carol Skinner, Marty, and Sherry have been amazing in helping with transition and important needs of the teaching staff. Transition of leadership is extremely difficult no matter how much one attempts to do everything right. Change happens..... The new leadership and the Dean structure is seemingly accepted well among the staff and parents.

Dr. Davis would be better to report on the status of personnel for next year as she is filling the needed positions. She is overseeing the ordering for next year and handling the major decisions at this time. I am doing all I can to support her and provide any help when asked. My role at this time is purely a figurehead role as I am finishing out the special events. I will be leaving the area the day after school is over, May 20.

It has been such a privilege and true honor to serve Monument Academy. This last week I attended the Awards Ceremony, Orchestra Concert, Choir Concert, Band Concert, Kindergarten Graduation, and will attend Graduation. It brings great joy to my heart to see how far we have come. I can leave with peace in my heart knowing that we have great leadership in place to carry on the mission, vision, and philosophy of this great school. Our school board is so strong and supportive which is critical in a charter school. Thank you for allowing me to dream and grow.

In addition, Dr. Davis informed the Board that MA was seeing very high quality candidates for open teaching positions and as of right now, the teacher turnover rate is approximately 8%.

#### **5. Executive Director's Report – Don Griffin**

**Grandparents Day** – The first annual Grandparents was held April 28<sup>th</sup>. We hosted more than 600 grandparents. We received front-page coverage from The Gazette in their Saturday April 29 issue. I would like to extend a special thanks to Amy Torrence, Angela Leighty, Lindsay Sexton, Cheryl Darnell, Christina DeBoard, Christa Beringer and Peter Beringer for coordinating the entire event.

**S&P Global Ratings Review Conference Call** – Nancy, Elizabeth and I spoke with Robert Tu and Avani Parikh of Standards and Poor, Mr. Tu is located in the San Francisco office and Ms. Parikh is located in the New York office, concerning information updates in regards to our bond ratings. On May 16<sup>th</sup>, MA was informed that our bonding rating would remain unchanged at BBB- for the next 12 months.

**Board Election Results** – At close of business on Friday, April 28<sup>th</sup>, there were only two candidates who had filed intents to run for the open Board seats. Since there are two seats open and only two individuals who had filed, it was not necessary to hold a formal election and both individuals shall be considered elected/appointed to the terms beginning July 1, 2017 and ending June 30, 2020. The new members are Mark McWilliams and Mike Molsen.

**D38 Board of Education President Visit** – On May 4<sup>th</sup>, BOE President Sherry Hawkins toured Monument Academy. President Hawkins toured with MA Board member Matt Dunston and myself. We expressed our appreciation for nearly two hours of her time.

#### **6. Executive Director's Evaluation Process – Sonya Camarco**

Mrs. Camarco noted that the Executive Director's annual evaluation had been submitted to her on May 22<sup>nd</sup> and that she had distributed it to the Board for comment and input. She also noted that Mr. Saunders and she would meet with Dr. Griffin on June 6<sup>th</sup> to go over his evaluation. Mrs. Camarco indicated that the Board would meet in Executive Session at their June 15<sup>th</sup> meeting to complete Dr. Griffin's annual review.

#### **7. SAAC Report - End of Year Survey Results – Al Brown**

Al Brown, SAAC member, presented a summary of the end of year surveys of parents of pre-school, kindergarten-5<sup>th</sup> grade and Middle School.

- ▶ SurveyMonkey used for online convenience
  - 2,013 EOY invitations, 278 surveys completed, 13% response compared to 12% response last year
- ▶ Four surveys
  - PreSchool: Overwhelmingly positive
  - Elementary School: Mostly positive
  - Middle School: Generally positive
  - iPad: Some benefits, some concerns
- ▶ Questions identical to last year to track trends
- ▶ Almost 400 free-field comments (positive and negative) compared to almost 700 comments last year

School wide Recommendations:

Topic	Status	Recommendation
Traffic Flows/Congestion – Safety	High concern for safety during pick-up and drop-off; CDOT “investigating”	<ul style="list-style-type: none"> <li>• Higher sense of urgency</li> <li>• “Town Hall” meeting with CDOT</li> <li>• Consider bussing</li> <li>• Sidewalks</li> </ul>
Communications	Sometimes missing; sometimes duplicates	Need school-wide communications strategy: <ul style="list-style-type: none"> <li>• Teacher specific</li> <li>• Dean specific</li> <li>• Admin specific</li> <li>• Board specific</li> </ul>
Security (Bullying, Internet, Facilities)	Hallways overcrowded; minimal physical activity; some controls on Internet	<ul style="list-style-type: none"> <li>• Add MS to new HS</li> <li>• Add exercise minutes in classroom</li> <li>• Parents monitor iPads at home</li> <li>• Hallway doors</li> </ul>
Inconsistent Discipline	A few disruptive students hurt all	<ul style="list-style-type: none"> <li>• Make/enforce consistent guidelines</li> </ul>

Survey Results are attached to these minutes in Appendix B

**8. Next Meeting – Thursday, June 15, 2017**

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

**1. Discuss/Approve 1511 Admission Policy Revision**

Dr. Griffin presented a revised Policy 1511 to include the utilization of placement tests as currently used to properly seat new students. Dr. Griffin acknowledged that the Committee had received input from its members, Deans, Mrs. Richard, Dr. Davis and MA’s legal counsel.

The Governance Committee added language to the Issue Statement, Required Documentation and Placement Tests sections. Mr. Saunders noted that a copy of the revised draft policy was provided to the Board prior to the meeting.

The Governance Committee unanimously recommended that the Board adopt these revisions.

Mrs. Galusky made a motion to approve the revisions to 1511 Admission Policy as presented. Mr. Saunders seconded the motion. Mrs. Camarco called for a vote and the motion passed unanimously. The approved policy is attached to these minutes and posted on the school’s website.

## G. Consent Agenda

1. Approve minutes from April 13, 2017 & April 25, 2017 meeting.
2. Committee and other reports (Building/Facilities, Curriculum, RDC, SAAC, Finance, Teacher Reps.).

## H. ADJOURNMENT

The meeting adjourned at 6:50p.m.

**Appendix A:** Approved 1511 Admission Policy –next page

## Appendix A: Approved 1511 Admission Policy



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area :</b> Governance	<b>Policy # :</b> 1511
<b>Title :</b> Admission Policy	<b>Adopted :</b> February 11, 2004
	<b>Revised :</b> November 15, 2011
	<b>Revised:</b> May 22, 2017

### **Issue Statement**

The Board of Directors wishes to stay true to the school's vision statement, which in part states: to provide top quality academic and individual development opportunities for our students through a collegial atmosphere of learning, by adopting a written policy outlining the process for a parent/guardian to exercise their choice concerning their child's enrollment to Monument Academy.

Monument Academy (MA) is a school of choice in the Lewis Palmer School District (D38). From time to time, there are more families who want their children to attend MA than there are spaces available. MA will fill open spaces for enrollment on a first come first served basis according to its contract with its authorizer (D38).

### **Policy Statement**

The Admission Policy is therefore stated as follows:

### **Enrollment**

Enrollment shall be open on a first priority basis to any child who resides within the School District and then to any child who resides outside of the School District, subject to compliance with Colorado public schools of choice statutes and Board policies. MA shall comply with the School District's centralized open enrollment policy and regulations.

### **Wait Lists**

When more students have applied for admission to MA than there are open seats, a wait list will be used to fill seats as they become available. Admission selections shall be without regard to race, creed, color, sex, sexual orientation, national origin, religion, ancestry, disability, or need for special education services.

Priorities for admission shall be granted in the following order:

1. currently enrolled students of MA matriculating to the next grade;
2. students who are children of paid MA employees (*i.e.* those who are paid for work at MA for 20 hours per week);
3. siblings of students who are currently enrolled and who will be continuing at MA during the ensuing year;
4. resident students (those students who reside within D38) who participated in open enrollment or are new to the District; and
5. nonresident students (those students who reside outside D38) who participated in open enrollment or are new to the District.

Notwithstanding the foregoing priorities, at all times a majority of the students enrolled shall be residents of the School District or contiguous school districts.

### **Required Documentation**

All required documentation including but not limited to letters of interest, application, birth certificates, proof of residency, health records, records requests, and/or any other documentation required by Colorado statute, authorizing school district or administrative procedure shall be submitted to Monument Academy and must be complete in their entirety. Incomplete applications/packets will not be accepted and enrollment will not be guaranteed.

### **Placement Test**

Placement tests will be given to students entering Monument Academy to try to ensure they will be challenged and successful. Appropriate course level and/or grade placement will be determined by the placement test. **(Note: Placement tests are not entrance exams)**

- A. All students will take a placement test administered by Monument Academy faculty.
- B. Whenever the Principal/Dean, in agreement with the classroom teacher(s), recommend that a student be placed in a specific grade or course level, parents/guardians should be notified of the recommendation no later than ten (10) business days after the tests are completed.
- C. If parents/guardians agree with the placement recommendation of their student, they will sign an "Agree to Placement Recommendation" form and it will be placed in the student's file.
- D. If parents/guardians disagree with the placement recommendation of their student, they must put together an academic plan with the assistance of the Principal/Dean for the summer months to ensure the student can achieve mastery at recommended levels of the subject knowledge before placement recommendation can be changed. All costs associated with the academic plan are the sole responsibility of the parents/guardians. If parents/guardians disagree with the placement recommendation of their student and the placement test is taken at the end of the summer months or during midyear where the use of an academic plan is not practical, the school principal's final decision regarding placement will stand.
- E. Upon completion of the academic plan, the parents/guardians will provide proof of attendance and documentation of subject proficiency or grade level mastery.
- F. Monument Academy may choose to further test the student. Additional testing may include benchmark testing in reading, math, and writing for grades K-5 and subject content in grades 6-8.
- G. After consideration of the various factors, including achievement data and consultation with teachers and parents, the school principal will make all final decisions regarding placement.
- H. *In all cases, if a decision has been made to place the student in a grade other than that which was originally offered, placement in the recommended grade will be dependent upon seat availability. If no seat is available, the student will be placed on Monument Academy's waitlist.*
- I. As a school of choice, Monument Academy parents/guardians always may choose to enroll their student in another school if they choose not to pursue an academic plan in regards to placement or if no seat is available in the grade as determined by the placement process.

### **Roles and Responsibilities**

The Board of Directors has sole responsibility for the determination and revision of this Policy. Enforcement of this Policy is hereby delegated to the Executive Director.

### **Related Documents**

Charter School Renewal Contract 2016-2026

**Points of Contact**

The following positions shall serve as points of contact for the enforcement of this policy:  
President of the Board of Directors and the Executive Director.

Appendix B: SAAC End of Year Survey Results

# Survey Results – PreSchool

Question	2017(35)	2016(24)	2015(25)	2014	2013	2012	2011
1 MA academic goals clear / reflect high expectations	4.57	4.60	4.64	4.39	4.71	4.35	4.47
2 We support/understand the curriculum	4.46	4.42	4.72	4.53	4.71	4.33	4.42
3 MA delivering quality education	4.66	4.50	4.72	4.58	4.76	4.50	4.42
4 Changes made to improve academic program	4.27	4.09	4.17	4.13	4.14	4.00	4.00
5 Math	4.20	3.61	3.94				
6 Language Arts	4.32	3.83	4.05				
7 Classic stories and literature	4.61	3.71	4.27				
9 Student(s) have grown and strongly developed at MA	4.71	4.29	4.50	4.44	4.81	4.44	4.47
10 Strategies in place for special needs, etc.	4.10	4.00	3.92	4.00	3.65	3.57	3.42
11 Core virtues modeled by students	4.40	3.87	4.20	4.33	4.19	4.20	4.26
12 Discipline handled appropriately	4.29	4.00	4.30	4.19	4.38	4.03	4.11
14 Effective communication with teacher	4.74	4.43	4.88	4.58	4.71	4.23	4.26
15 Teachers are highly competent	4.83	4.55	4.54	4.58	4.76	4.47	4.22
16 Core virtues modeled by faculty	4.80	4.48	4.54	4.47	4.43	4.37	4.26
18 Admin is highly competent	4.58	4.30	4.32	4.26	4.29	4.20	3.74
19 Admin communicates well	4.35	4.17	4.29	4.11	4.19	4.11	3.74
20 Admin is accessible	4.33	4.33	4.38	4.22			
21 Core virtues modeled by admin	4.53	4.24	4.40	4.39	4.14	4.19	4.26
22 Board represents MA stakeholders	4.21	4.18	4.25	4.17	3.81	3.58	3.37
23 Board communicates well	4.00	4.39	4.17	4.07	3.81	3.54	3.37
24 MA has controls for management of financial resources	3.87	4.05	4.24	4.27	3.76	3.69	3.78
26 MA is meeting mission	4.68	4.30	4.72	4.50	4.81	4.49	4.42
27 Aware of volunteer opportunities	4.38	4.30	4.68	4.32	x	x	x
28 Building is well-maintained	4.68	4.52	4.84	4.53	x	x	x
29 Security	4.16	4.30	4.24	x	x	x	x
30 Would recommend MA as 1st choice for others	4.71	4.35	4.56	4.12	4.52	4.44	x
White	25	22	24				
White to Yellow	1	3	1			4.0-4.99	
Yellow to White	4	1	0			3.5-3.99	
Yellow	1	4	2			0-3.49	
Yellow to Red	0	0	0				
Red to Yellow	0	0	0				
Red	0	0	0				

# Survey Results – Elementary School

Question	2017 (132)	2016 (116)	2015 (188*)	2014	2013	2012	2011
1 MA academic goals clear / reflect high expectations	4.50	4.50	4.42	4.45	4.39	4.39	4.25
2 We support/understand the curriculum	4.45	4.39	4.21	4.38	4.40	4.42	4.30
3 MA delivering quality education	4.58	4.50	4.41	4.45	4.44	4.52	4.39
4 Changes made to improve academic program	4.15	4.10	3.95	3.91	3.85	3.75	3.75
5 Math	4.24	4.17	3.89				
6 Language Arts	4.31	4.18	4.14				
7 Science	4.16	3.92	3.89				
8 Art	3.84	3.96	3.88				
9 Music	4.05	4.08	3.94				
10 Language/Spanish	3.57	3.90	3.65				
11 PE	3.80	3.77	3.96				
12 Technology	3.76	3.52	3.54				
14 Student(s) have grown and strongly developed at MA	4.46	4.38	4.22	4.26	4.31	4.35	4.22
15 Strategies in place for special needs, etc.	3.88	4.00	3.73	3.85	3.64	3.48	3.26
16 Character First modeled by students	4.10	4.04	3.97	4.00	4.01	3.84	3.98
17 Dress code consistently enforced	3.97	4.09	4.12	4.07	3.78	3.83	3.84
18 Discipline handled appropriately	3.99	3.91	3.84	3.62	3.76	3.73	3.76
20 Effective communication with teacher	4.45	4.42	4.44	4.47	4.37	4.42	4.25
21 Teachers are highly competent	4.45	4.41	4.40	4.22	4.33	4.33	4.22
22 Character First modeled by faculty	4.35	4.32	4.23	4.15	4.16	4.09	3.98
24 Admin is highly competent	4.15	4.12	4.04	4.02	3.92	4.01	3.73
25 Admin communicates well	4.21	4.14	3.89	3.95	3.78	3.86	3.73
26 Admin is accessible	4.13	4.25	4.06	4.20	x	x	x
27 Character First modeled by admin	4.16	4.20	3.96	3.97	3.97	3.91	3.98
28 Board represents MA stakeholders	4.04	4.03	3.83	3.54	3.61	3.67	3.54
29 Board communicates well	3.98	3.86	3.58	3.34	3.59	3.53	3.54
30 MA has controls for management of financial resources	3.95	3.94	3.66	3.77	3.83	3.75	3.58
32 MA is meeting mission	4.38	4.32	4.21	4.29	4.27	4.33	4.27
33 Aware of volunteer opportunities	4.48	4.48	4.48	4.38	x	x	x
34 Building is well-maintained	4.57	4.62	4.40	4.48	x	x	x
35 Security	4.27	4.30	3.96				
36 Would recommend MA as 1st choice for others	4.40	4.41	4.16	4.10	4.18	4.29	x
White	23	24	15				
White to Yellow	2	0	1			4.0 or greater	
Yellow to White	2	9	0			3.5 to 3.99	
Yellow	9	7	16			Below 3.5	
Yellow to Red	0	0	0				
Red to Yellow	0	0	1				
Red	0	1	1				

\* PreK and Elementary combined in 2015

