

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

Jane B. Lundeen Library
June 15, 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.

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

Meeting called to order at 6:04p.m. by Sonya Camarco.

Members present:

Sonya Camarco
Matt Dunston
Julie Galusky
Patrick Hall
Scott Saunders

Others present:

Don Griffin, Executive Director
Elizabeth Davis, Principal Elect
Nancy Tive, Director of Finance
Mark McWilliams, Member Elect
Mike Molsen, Member Elect

Excused:

Andy Gifford

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. Mr. Hall seconded and the motion passed unanimously.

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

None

E. BUSINESS

1. Member Recognition – Scott Saunders

Mr. Saunders presented Sonya Camarco a gift for her service as Board member and President. Mr. Saunders noted that Mr. Gifford was out of town and asked Dr. Griffin to give Mr. Gifford's gift to him and express the Board's appreciation for his service when he returns from his trip.

2. New Member Oath of Office – Sonya Camarco

Mrs. Camarco gave the Oath of Office to Board members elect Mark McWilliams and Mike Moslen. Their 3-year terms begin July 1, 2017.

3. Nominating Committee – Sonya Camarco

Mrs. Camarco asked Mr. Saunders as he is the current Vice President to chair the nominating committee and ask members Mrs. Galusky and Mr. Hall to serve as well. The Nominating Committee will meet prior to the Board's Annual meeting on July 20, 2017 to propose officers

for the next year as well as making recommendations for Board Committee assignments. Mr. Saunders, Mrs. Galusky and Mr. Hall agreed to serve.

4. Treasurer's Report – Patrick Hall

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

Revenue for the month ended and year-to-date ended May 31, 2017 were \$566,662 and \$6,649,694, respectively. This equates to 93.28% of budgeted revenue compared to a run rate of 91.67%. Budgeted revenue for the month was \$564,870. Revenue highlights for May were:

- The May 2017 Capital Construction Revenue reflected an adjustment by CDE for the actual October 1, 2016 count of 907.8 from 847. The monthly adjustment was \$3,648.
- MA received the balance of the State G/T funding of \$5,132.

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

During the month of May, 2017, MA expended \$586,632, compared to last year's expenditures of \$538,653, and compared to budgeted expenditures of \$567,614. The variance between actual expenditures and budgeted expenditures was primarily due to:

- There are two key management positions (Principal/CAO and Director of Facilities) which are currently in transition. For a smooth transition, the outgoing employees, as well as the incoming employees, were compensated during May. This will be the case for the remainder of this fiscal year.
- Coaches were also paid in May 2017.

Year-to-date expenditures for the eleven months ended May 31, 2017 were \$5,978,286, compared to \$5,436,077 for the same period last year.

Net Income (Loss)

Net loss for the month of May 2017 was (\$19,970) compared to net income of \$72,817 for the month of May 2016. (During the month of May 2016 there was \$55,712 received for the Turf Field from the MA PTO.) Net income for the eleven months ended May 31, 2017 was \$671,408 compared to \$740,918 for the same period last year.

Reserves

On May 31, 2017, MA maintained a fund balance of \$2,335,341 in the General Fund, as well as \$2,367,147 in its General Fund bank accounts and certificates of deposits.

5. Principal's Report – Elizabeth Davis

Dr. Davis presented

This time is year always means that we shift as we successfully complete 2016-17 and actively plan for 2017-18. My role has encompassed a wide variety of activities including:

- Interviewing and hiring new staff
- Completing the review of 8 teacher induction portfolios and interviews
- Working with deans to address structures for next year
- Planning the staff pre-services for August 2017
- Compiling academic data for the S&P bond review
- Re-evaluating process for requisition and purchasing
- Collaborating on the creation of a Master Schedule
- Reviewing technology use and needs
- Reviewing and Editing School Handbooks
- Refining the High School application and preparing it for submission to D-38

- Reviewing the professional development planning process for 2017-18.
- Reviewing placement assessments and communicating with incoming parents.
- Supporting the Dean of Student Services with incoming students on academic plans
- Supporting the Dean of Middle School in developing a ‘house system’ for middle school.

In my new role at Monument Academy, each one of these activities has afforded me the opportunity to develop relationships with staff members and parents. We have gotten a tremendous amount of work completed and are looking forward to finalizing many of these projects in the coming weeks. Dr. Davis also reported that she will be introduced to the D38 Board of Education at their meeting June 20th.

6. Executive Director’s Report – Don Griffin

Creede Board of Education – It was my pleasure to conduct a daylong training for the Creede Board of Education. The training focused on being an effective board member. Mrs. Richards sends her regards. Also, I was able to lead a training of 20 community leaders who currently serve on a variety of non-profit boards in the region. Again, the training focused on being an effective board member and best practices of high functioning boards.

High School Application – On June 8, Monument Academy submitted for informal review and comment our application for a high school comprised of grades 9-12. The formal window for submission is in the fall of 2017.

Annual Health Services Report - Janice Latendresse, School Nurse, presents an annual summary report on Health Services provided to students at Monument Academy Charter School (MA). The 2016/2017 school year was Nurse Janice’s 5th year of service at MA. This year-end report is a compilation of the health care services provided at MA. It presents an overall review of the trends in our medical and health care needs for students during the school day.

While the number of student visits to the health office remained steady at an average of 40/day, the acuity level of the students who visited the health office was increased from previous years. The number of inappropriate visits (non-illness) was greatly decreased during the 2016-2017 school year. There was a great increase in the number of students diagnosed with a concussion; this may stem from an increased awareness of seeking medical attention after sustaining a head injury.

Goals for Next School Year - Improved data collection methods for tracking of student data. Continue to decrease number of unnecessary visits to the health office. Improve staff training opportunities. Creation of Medical Emergency Response Team for the building.

7. Next Meeting – Thursday, July 20, 2017

F. ITEMS REQUIRING BOARD DISCUSSION/APPROVAL

1. Discuss/Approve Revision of Policy 1518A Staff Grievance and Conflict Resolution

Mrs. Camarco presented that the Governance Committee has reviewed and revised Policy 1518A to include the appropriate reference to include the Deans into the process. The Committee has received input from its members, Dr. Davis and MA’s legal counsel. A copy of the revised draft policy was provided to each Board member with the proposed additions prior to the meeting.

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

Mr. Saunders made a motion to approve the revisions to 1518A Staff Grievance and Conflict Resolution Policy as presented. Mr. Hall 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.

2. Discuss/Approve Revision of Policy 1518B Student/Family Conflict Resolution

Mrs. Camarco presented that the Governance Committee has reviewed and revised Policy 1518B to include the appropriate reference to include the Deans into the process. The Committee has received input from its members, Dr. Davis and MA's legal counsel. A copy of the revised draft policy was provided to each Board member with the proposed additions prior to the meeting.

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

Mr. Saunders made a motion to approve the revisions to 1518B Student/Family Conflict Resolution Policy as presented. Mr. Hall 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.

3. Discuss/Approve Revision of Policy 1521 Student Fees

Dr. Griffin presented that the Governance Committee has reviewed and revised Policy 1521 due to the passage of HB 17-301 which goes into effect at 12:01AM August 9, 2017. The language, specific to charter schools, is as follows: "(12) Pursuant to the provisions of section 22-32-110(1)(jj), a charter school shall not withhold records required for enrollment in another school or institution of higher education or the diploma, transcript, or grades of any student for failure to pay a fine or fee or to return or replace school property." The Committee has received input from its members, Dr. Davis and MA's legal counsel. A copy of the revised draft policy was provided to each Board member with the proposed additions prior to the meeting.

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

Mr. Hall made a motion to approve the revisions to 1521 Student Fees Policy as presented. Mrs. Galusky 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.

4. Discuss/ Approve Revision to 2017-2018 School Calendar

Administrations asked the Board to consider moving the last day of school to Thursday May 17th and make it a full day with regular dismissal (current calendar has the last day of school on Friday May 18th as a half-day). Also, Administration is requesting the Board to revise the current calendar to make Friday May 18th a teacher workday/checkout day.

Dr. Griffin explained that this year having a half-day on Friday and trying to get all the teachers checked out as well made for a very hectic day and did not work very well.

Dr. Griffin also noted that removing Friday May 18th as a student day puts MA at 167 elementary days and 168 middle school days, both above the minimum number of days required by the Colorado Department of Education. If an extra day was needed due to snow days, then Friday May 18th could be used as a make-up day.

Administration recommended that the Board adopt these revisions.

Mr. Dunston made a motion to approve the revisions to 2017-2018 School Calendar as presented. Mr. Hall seconded the motion. Mrs. Camarco called for a vote and the motion passed unanimously. The approved calendar is attached to these minutes and posted on the school's website.

G. EXECUTIVE SESSION:

1.Executive session: Personnel Matter C.R.S.24-6-402(4)(f) regarding the annual evaluation of the Executive Director.

At 6:24p.m., Mr. Saunders made a motion, seconded by Mrs. Galusky: To meet in Executive session to discuss a personnel matter C.R.S.24-6-402(4)(f) regarding the annual evaluation of the Executive Director.

Roll call vote was unanimous; the motion carried 5-0.

The Board invited Dr. Griffin to join them in the school's library for Executive Session. Board Members Elect, Mark McWilliams and Mike Molsen were also invited to join them in the school's library.

The Board entered executive session at 6:27p.m. No recording device was available for the Executive Session.

At 6:35p.m., Executive Session was adjourned and Open Session was reconvened in the Library.

H. ITEMS REQUIRING BOARD DISCUSSION/ACTION:

1. Discuss/Approve Action regarding the annual evaluation and contract of the Executive Director.

Mr. Saunders made a motion that the Monument Academy Board of Directors approve the Executive Director's evaluation for the 2016-2017 school year and his contract for the 2017-2018 school year. Mr. Hall seconded the motion. Mrs. Camarco called for a vote and the motion passed unanimously.

I. Consent Agenda

1. Approve minutes from May 22, 2017 meeting.

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

J. ADJOURNMENT

The meeting adjourned at 6:38p.m.

Appendix A: Approved 1518A Staff Grievance and Conflict Resolution Policy –next page



Monument Academy

Board of Directors Governance and Policy

Policy Area : Governance	Policy # : 1518A
Title : Staff Grievance and Conflict Resolution	Adopted : September 9, 2009
	Revised : January 9, 2014
	Revised: June 15, 2017

Issue Statement

Monument Academy is interested in achieving and fostering both employee and student/family satisfaction. The following procedures were developed to ensure that employee grievances are addressed fairly by the appropriate persons in a timely manner. Monument Academy prohibits discrimination against its employees and against its student/families on the basis of disability, race, creed, color, gender, sexual orientation, national origin, religion or ancestry.

Policy Statement

Whenever there is some issue that is of concern to a staff member, our school operationally addresses staff grievances and conflict with the use of the following conflict resolution process:

1. Initiate and have a conversation with the person involved.
2. After attempting to resolve the issue with that person, if further resolution work is needed, set an appointment with the appropriate Dean and proceed further. If further resolution work is needed, after meeting with the appropriate Dean, set an appointment with the Principal and proceed further. If the individual involved is the Dean set an appointment with the Principal and proceed further. If the individual involved is the Principal set an appointment with the Executive Director and proceed further. If the individual involved is the Executive Director, proceed to step 4.
3. Having moved through those steps, where further work is needed, contact HR who can then arrange a meeting with a mediation circle. The mediation circle is composed of both teacher representatives, one board member and the Executive Director. The Director of Human Resources, at their discretion, will select members of the mediation circle with a focus on avoiding any actual or appearance of conflict of interest.
4. The final course of resolution would be to address the issue in writing to the Monument Academy Board of Directors. Subject to their review, an executive session may be convened to work on a conflict resolution.
5. Monument Academy supports robust and free exchange of issues and concerns. Therefore, use of this policy for consideration of genuine grievances shall not be permitted to be the basis of any retribution or retaliation.

Related Documents

Monument Academy Bylaws

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.



Monument Academy

Board of Directors Governance and Policy

Policy Area : Governance	Policy # : 1518B
Title : Student/Family Conflict Resolution	Adopted : September 9, 2009
	Revised : January 9, 2014
	Revised: June 15, 2017

Issue Statement

Monument Academy is interested in achieving and fostering both employee and student/family satisfaction. The following procedures were developed to ensure that student/family grievances are addressed fairly by the appropriate persons in a timely manner. Monument Academy prohibits discrimination against its employees and against its student/families on the basis of disability, race, creed, color, gender, sexual orientation, national origin, religion or ancestry.

Policy Statement

Whenever there is some issue that is of concern to a parent or student, our school operationally addresses conflict with the use of the following conflict resolution process:

1. Initiate and have a conversation with the person involved.
2. After attempting to resolve the issue with that person, if further resolution work is needed, set an appointment with the appropriate Dean and proceed further. If further resolution work is needed, after meeting with the appropriate Dean, set an appointment with the Principal and proceed further. If the individual involved is the Dean set an appointment with the Principal and proceed further. If the individual involved is the Principal set an appointment with the Executive Director and proceed further. If the individual involved is the Executive Director, proceed to step 4.
3. Having moved through those steps, where further work is needed, contact HR who can then arrange a meeting with a mediation circle. The mediation circle is composed of both teacher representatives, one parent and the Executive Director. The Director of Human Resources, at their discretion, will select members of the mediation circle with a focus on avoiding any actual or appearance of conflict of interest.
4. Finally, if the matter warrants board attention, the matter can be submitted in writing to the Monument Academy Board of Directors for consideration, only after above steps have been completed. Accusations or complaints about specific personnel will not be discussed in open meetings. Subject to the board's review, an executive session may be convened to work on a conflict resolution.

Related Documents

Monument Academy Bylaws

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.



Monument Academy

Board of Directors Governance and Policy

Policy Area : Finance	Policy # : 1521
Title : Student Fees	Adopted : August 14, 2014 Revised : June 11, 2015 Revised: June 15, 2017

Issue Statement

Pursuant to Colorado Revised Statute 22-32-117, Monument Academy may charge student fees to offset costs associated with consumable instructional materials such as workbooks, textbooks, art, band, drama, and music supplies, testing and assessment materials, technology and library materials, foreign language supplies, physical education equipment, laboratory materials and supplies as well as student planners. Monument Academy may also charge tuition/fees for preschool, full-day kindergarten, field trips, retreats and all other outside activities, clubs or sports.

Policy Statement

- A. Historically, revenue provided by the State of Colorado has not provided the necessary monies to adequately operate the school at a level of operation to meet the school's mission. As such, the Board thinks the collection of mandatory and voluntary student fees, as allowed by statute, will provide additional funds for the betterment of our students' education.
- B. The Board of Directors of Monument Academy wants to establish and maintain equity when approving and collecting fees for all students as allowed by statute.
- C. The Board shall adopt all student fees annually. The administration will post all fees on the school's website and make them available by request at the front office. Administration will also clearly delineate which fees are mandatory and which are voluntary.
- D. Families must pay mandatory fees, in full prior to the start of the academic school year. If needed, families can arrange to make installment payments arrangements (reoccurring credit card payments only) by contacting Monument Academy's business office.
- E. Families that choose to pay the voluntary fees must do so in full prior to the start of the activity, athletic season, or trip. If needed, families can arrange to make installment payments arrangements (reoccurring credit card payments only) by contacting Monument Academy's business office.

- F. Monument Academy may not charge families a fee as a condition of enrollment into Monument Academy nor as a condition of attendance in any class Monument Academy considers part of the academic portion of the school's educational program.
- G. Monument Academy expects that students shall return all school property including but not limited to: textbooks, library resources, electronic devices, tablets, software, musical instruments, athletic equipment, costumes, stage props, etc. to the school in good condition except for ordinary wear. Monument Academy will assess fines for lost, damaged or defaced books (including those checked out from the library), materials, athletic uniforms, equipment, etc.
- H. Monument Academy will waive fees for those students who meet eligibility requirements and guidelines set for free and reduced-priced meals, and whose parent or guardian, prior to the start of the academic school year, makes an application for waiver of fees. Monument Academy will not waive fines and charges for replacement of textbooks, materials, athletic uniforms, equipment as well as additional charges for yearbooks, etc.
- I. Failure to pay mandatory fees will result in the student's inability to participate in all voluntary activities including but not limited to: clubs, sports, band, drama, choir, field trips, etc. until the student's family pays the fees in full or makes installment payment arrangements with the business office.
- J. Failure to pay voluntary fees will result in the student's inability to participate in that voluntary activity including but not limited to: clubs, sports, band, drama, choir, field trips, etc. until the student's family pays the fees in full or makes installment payment arrangements with the business office.
- K. At the end of the academic school year, if a student's family has failed to pay-in-full all mandatory fees as well as any fine or charges owed to Monument Academy, the school may refer the debt to an outside collection agency as allowed by statute.
- L. In the event that a student withdraws from Monument Academy prior to the end of the academic school year, the student's family may request a pro rata refund of all mandatory fees paid to date.
- M. Upon registration and in accordance with Monument Academy Board Policy 1523, families registering students new to Monument Academy for the following school year will pay the mandatory fees. If a student fails to attend class on the first day of school or leaves school between the first day of school and October 1, their request for a refund of mandatory fees, which must be made in writing, will be processed and paid no later than December 1.

Related Documents

Colorado Revised Statutes (“C.R.S.”) 22-32-117 (fees)
Colorado Revised Statutes (“C.R.S.”) 22-45-104 (fees, fines)
Colorado Revised Statutes (“C.R.S.”) 22-32-110 (textbook fees, supplies,
requirements)
Monument Academy Board Policy 1523

I. Points of Contact

A. 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 D: Approved 2017-2018 School Calendar

SchoolCalendar17-18.Rev1.6.5.2017

AUGUST 2017							JANUARY 2018												
S	M	T	W	T	F	S	S	M	T	W	T	F	S						
			1	2	3	4	5	6	7	8	9	10	11	12	13				
6	7	8	9	10	11	12	14	15	16	17	18	19	20	21	22	23	24	25	26
13	14	15	16	17	18	19	27	28	29	30	31								
20	21	22	23	24	25	26	28	29	30	31									
27	28	29	30	31															

Monument Academy

2017-2018 School Calendar
 Address: 1150 Village Ridge Point, Monument, CO 80132
 Phone: 719-481-1950 Website: www.monumentacademy.net

SEPTEMBER 2017							FEBRUARY 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2	4	5	6	7	8	9	10
3	4	5	6	7	8	9	11	12	13	14	15	16	17	
10	11	12	13	14	15	16	18	19	20	21	22	23	24	
17	18	19	20	21	22	23	25	26	27	28				
24	25	26	27	28	29	30								

OCTOBER 2017							MARCH 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	4	5	6	7	8	9	10
8	9	10	11	12	13	14	11	12	13	14	15	16	17
15	16	17	18	19	20	21	18	19	20	21	22	23	24
22	23	24	25	26	27	28	25	26	27	28	29	30	31
29	30	31											

NOVEMBER 2017							APRIL 2018									
S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						1	2	3	4	1	2	3	4	5	6	7
5	6	7	8	9	10	11	8	9	10	11	12	13	14			
12	13	14	15	16	17	18	15	16	17	18	19	20	21			
19	20	21	22	23	24	25	22	23	24	25	26	27	28			
26	27	28	29	30			29	30								

DECEMBER 2017							MAY 2018											
S	M	T	W	T	F	S	S	M	T	W	T	F	S					
						1	2							1	2	3	4	5
3	4	5	6	7	8	9	6	7	8	9	10	11	12					
10	11	12	13	14	15	16	13	14	15	16	17	18	19					
17	18	19	20	21	22	23	20	21	22	23	24	25	26					
24	25	26	27	28	29	30	27	28	29	30	31							
31																		

School Hours

ES-K (full day)-5th grade:
 8:00 am–3:05 pm Mon-Thurs
 8:00 am–12:05 pm Friday

MS-6th-8th grade:
 7:40 am–3:20 pm Mon-Thurs
 7:40 am–12:20 pm Friday

Preschool hours vary, see preschool information on the website for details

NOVEMBER
 20-24 NO SCHOOL–Thanksgiving Break

DECEMBER
 20 **LAST DAY OF SCHOOL** before Winter Break
 Early Dismissal, 1/2 day for ALL students
 NO PM Kindergarten
 ES Dismissed at 12:05 pm
 MS dismissed at 12:20 pm

21-31 NO SCHOOL–Winter Break

JANUARY
 Monument Academy Information Nights (dates and times to be determined)
 1-5 NO SCHOOL–Winter Break
 8 NO SCHOOL–Teacher Workday
 9 Classes Resume
 15 NO SCHOOL–Martin Luther King Day
 26 Kindergarten Roundup–NO AM, PM or FULL DAY Kindergarten classes

FEBRUARY
 Science Fair (dates and times to be determined)
 19 NO SCHOOL–Presidents Day

MARCH
 26-30 NO SCHOOL–Spring Break

APRIL
 12-13 No Preschool Classes–Preschool Conferences
 13 K-8 School in Session–Parent/Teacher Conferences in afternoon upon request

MAY
 11 Preschool Last Day
 11 Kindergarten Graduation
 15 8th Grade Graduation
 17 **LAST DAY OF SCHOOL** 1st-7th Regular Dismissal
 ES dismissed at 3:05 pm
 MS dismissed at 3:20 pm
 18 NO SCHOOL–Teacher Workday/Checkout

168 Middle School student contact days
 167 Elementary School student contact days
 181 Teacher Workdays

APRIL 2018
 Kindergarten 1/2 days School Hours
 AM: 8:00 am–11:05 am Mon-Thurs
 Every other Friday
 PM: 12:00 pm–3:05 pm Mon-Thurs
 Every other Friday

At the discretion of the administration, full day Fridays may be called if necessary due to snow days or other unforeseen circumstances affecting total student contact/instructional hours.

= No School = Teacher Workdays
 = Important Dates = Middle School Orientation Day