

**APPROVED**  
**MONUMENT ACADEMY**  
**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
Jane B. Lundeen Library  
October 11, 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 6:03p.m. by Scott Saunders.

Members present:

Matt Dunston  
Mark McWilliams  
Mike Molsen  
Scott Saunders  
Julie Galusky (arrived @6:14p.m.)

Others present:

Don Griffin, Executive Director  
Elizabeth Davis, CAO/Principal  
Nancy Tive, Director of Finance  
Kelli Beerer, ES Teacher Rep  
Tiffany Alexander, MS Teacher Rep.  
Steve Kindermann, Recording Secretary

Excused:

Patrick Hall, Member

Quorum declared.

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

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

Mr. Dunston made a motion to approve the agenda as presented. Mr. McWilliams seconded and the motion passed unanimously.

**D. CITIZEN'S COMMENTS**

Michael O'Hare - Spoke about his concern that the upcoming D38 Board of Education was very important and he is hoping that people will vote for candidates that will support Monument Academy. Mr. O'Hare stated that he personally was supporting Tiffiney Upchurch and Chris Taylor.

**E. BUSINESS**

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

**Revenue through September 30, 2017 for the 2017/2018 School Year**

Revenue for the month ended and three months ended September 30, 2017 were \$586,252 and \$1,897,666, respectively. This was 26.20% of budgeted revenue, compared to a run rate of 25%. Budgeted revenue for the month was \$598,414. The variance between actual revenue and budgeted revenue was due mainly to:

- Full Day Kindergarten tuition was \$2,361 lower than the Proposed Revised Budget. There was a decrease of students from 51 in 16/17 to 37 in 17/18, which is why the Proposed Revised Budget was adjusted downward. Kindergarten Statements have been sent home, and we will be monitoring this line item.

- Grants Revenue was \$6,849 lower than the Proposed Revised Budget amount. Other than the monthly Capital Construction Grant Revenue, the revenue from grants is received periodically throughout the year, but the revenue was amortized over the twelve-month period in the monthly budget.

Miscellaneous Revenue received in September 2016 of \$79,994 was the result of the 15/16 reconciliation of ESS and Administrative purchased services from D38. During the 16/17 fiscal year, D38 allocated \$50,000 to MA for ESS costs. The objective of D38 giving MA \$50,000 throughout 16/17 was to level out the result of the 16/17 reconciliation. The reconciliation of the 16/17 ESS purchased services from D38 has not occurred as of 9/30/17.

### **Expenses through September 30, 2017 for the 2017/2018 School Year**

For the month ended and three months ended September 30, 2017, MA expended \$573,826 and \$1,299,258, respectively, which equated to 17.94% of budgeted expenses, compared to a monthly budgeted amount of \$594,044 and a run rate of 25%. Monthly actual expenditures were lower than budgeted expenditures due mainly to:

- Core Instructional supplies were \$4,998 for the month, whereas Core Instructional Supplies were budgeted over the twelve-month period (\$10,417).
- Health Insurance for Core Teachers had an adjustment of \$2,568 because United Health Care added some teachers into their system after they sent the bill for September 2017.
- Stipends are mostly paid in October and May, but were amortized over the twelve-month period.

Expenditures for the same period last year were \$538,852 for the month and \$1,199,379 for the three months ended September 30, 2016.

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

Net income for the month of September 2017 was \$12,426 compared to budgeted net income of \$4,368 and compared to \$163,448 for the same month last year. Net income for the three months ended September 30, 2017 was \$598,408, compared to \$732,136 for the same period last year.

### **Reserves**

On September 30, 2017, MA maintained a fund balance of \$2,315,738 in the General Fund, as well as \$2,335,778 in its General Fund bank accounts and certificates of deposits. The general fund balance is down \$80,331 or 3.35% from the same period last year.

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

### **Elementary School:**

The Elementary School is always a busy place! A short summary of events includes:

- Conducted numerous parent meetings
- Participated in Substitute Teacher training
- Coordinated multiple field trips
- Conducted fire drill
- Conducted lock – down drill
- Participated in READ planning
- Arranged social media and anti-bullying assemblies
- Participated in PTO Fun Run planning and execution
- Supported our ESS team in a variety of strategy sessions focused upon individual student needs.

## **Middle School**

Talent Show was a success! Five houses competed in the first House Arts competition. House Endurance won the coveted “Arts Cup” and will hold it until next year’s Talent Show. House Tenacious earned an extra free dress day in October for Zero uniform infractions in the month of September. We began the Dodge Ball House Competition last week. Tournament play will continue throughout the year with the Athletic Award going to the winning house. House leadership has been elected and the students are beginning to take over House Meetings.

Sixth grade enjoyed their experience at Camp Shady Brook in Deckers, CO on September 20-22. 108 students and 21 parent chaperons attended the camp, where students experienced canoeing, archery, water quality explorations with macroinvertebrates, low and high ropes courses, and ga-ga ball. Students faced challenges, overcame fears, and made new friendships.

We had our first EAST session in September. Our second EAST will occur on October 13. Teachers and students have reported that the program is supporting students.

### **Principal’s Remarks:**

I am always amazed at the sheer amount of productivity which occurs every day at Monument Academy. Our Intervention team is doing wonderful work with students almost immediately upon receiving the DIBELS and NWEA data. Our goal is that no student at Monument Academy ever fall through the cracks or fly beneath our radar. Our teachers are receiving training in classroom based interventions which are designed to keep students at the center of the classroom environment whenever possible. This ensures that a pull-out program does not create unintentional consequences of taking away an area of learning that may be the spark of motivation for a student.

Our teachers are enjoying the longest uninterrupted time of instruction they will have all year long. Classrooms are busy with activity and our students are learning. I know that we have just completed the first round of DIBELS and NWEA—but I am already looking forward to the growth our students will show at the mid-year mark in January.

I am thoroughly enjoying the work we are doing with both the Curriculum Committee and the School Accountability Committee.

The **Curriculum Committee** has worked to define its scope and purpose of its work. In early October, the Curriculum Committee adopted this Mission Statement:

A curriculum is broadly defined as the totality of student experiences that occur in the educational process. The Monument Academy Curriculum Committee acts as the comprehensive quality control of the Monument Academy curriculum. The scope of the committee is to ensure both a perfect replication of our DNA while consider how best to ensure the growth of our students.

Monument Academy’s **SAAC** had our first meeting of the year on September 6, 2017 and we now have a fully ‘staffed’ SAAC with the addition of Jane Smith who is tremendously excited about Monument Academy—but who also brings educational experience to the committee as a retired school administrator. The initial SAAC meeting was productive and focused upon ensuring that the scope of the work contributed in a positive way to the work of the entire school. These volunteers do yeoman’s work and a lot of heavy lifting. I am delighted to work with them.

Another area of my activity has been the focus on the High School application. This continues to move forward with an active dialog between Lewis-Palmer School District and our team at Monument Academy. This is highly detailed work which allows us to refine our thoughts and ensure that MAHS moves forward with intention. We are encouraged by the feedback we are receiving.

Monument Academy has had a great start to the school year. We are settled in and doing the work that we need to with each of our students.

### 3. October Count - Don Griffin

The October Count window closed on October 9th. Monument Academy will report to CDE a Full Time Equivalent count of 913.82 for the 2017-2018 school year. This is an increase of 6.54 FTEs over last year. The 913.82 FTE count represents 1,014 students.

The FTE count will be adjusted in this year's budget in November when the Board is scheduled to revise the budget.

### 4. Executive Director's Report –Don Griffin

**High School Application** – Since the Board's decision in January 2017 to move forward with building a high school, the following has taken place:

- Extensive discussions with D38, D49 and Douglas County about application deadlines, strategic fit, their abilities to assist MA in this process, possible contract language and prospective properties has resulted in our efforts to pursue an expansion scenario with our current authorizer, Lewis-Palmer District 38.
- MA has also pursued potential short-term and long-term financing for this project. The financing capacity has been determined by the Charter School Facilities Assistance Corporation to be approximately \$13,000,000 which will be used to finance the land, new building and furniture. MAHS has engaged Grey Mountain Charter Financing to evaluate and secure the financing sources for this project.
- Since the focus of our application will be with District 38, Monument Academy has identified at least 3 locations within the Lewis-Palmer School District boundaries. All three locations are within 5 miles of our current property. We hope to be able to share more specific information about these locations once we have reached an agreement.
- MA's formal application (100+ pages) to expand into a high school with grades 9-12 was submitted on August 29, 2017. Superintendent Brofft, at the direction of the Lewis-Palmer Board of Education, has calendared public hearings for our application on Thursday, October 12<sup>th</sup> and Thursday, November 16<sup>th</sup>. These hearings are required by Colorado statute as part of the application process. Both the October 12<sup>th</sup> and November 16<sup>th</sup> hearings will be held prior to the District 38 Board of Education's scheduled meetings. These hearings will be held at the District 38 Administration Office located at 146 N. Jefferson Street in Monument. More information concerning the hearings will be forthcoming.
- The fundamental components of our application remained unchanged from our parent presentations held in the fall of 2016 and the spring of 2017. However, we have secured additional corporate support for the internship component of the MAHS Leadership Academy and have been able to further define the requirements of UCCS, Pikes Peak Community College and Grand Canyon University for our concurrent enrollment program. We have already implemented the "House System" for our middle school students which will make the transition to high school that much easier. As we have taken under consideration these factors mentioned in the points above, it has been determined that a start date for Monument Academy High School would be the fall of 2019.

**Student Count/Sustainability & Capacity Management Goal Metric** – The metric reads: sustain Monument Academy's student enrollment and manage the related capacity issues to ensure top quality academic and individual development opportunities while providing its academic program in a collegial atmosphere of learning. Enrollment for the 2017-2018 school year is 97% of capacity with all grades within Board policy limits. The retention rates for Elementary grades were 85% and Middle School grade were 88%. The metrics will be posted on the school's website.

**MA Teacher Honored** – Allison Wise, MA's English Learner Teacher, has taught the Lewis Palmer School District (LPSD) community Adult Literacy class every Monday and Wednesday

evening for several years. Her class is being recognized as a “Best Practice” by CDE’s State Advisory Council for Parent Involvement in Education. Stephanie Johnson, LPSD English Language Coordinator, said, “We are super lucky to have Allison dedicate her time and effort to helping adults, most of them parents of our EL students, gain proficiency in the English Language. Thank you Allison!”

**MA Teacher Wins Grant** – The College Football Playoff Foundation provided the Air Force Academy a \$10,000 grant to run a promotion in line with their Extra Yard for Teachers campaign. Students could nominate their favorite teacher on the Air Force Athletic website. Once the votes were tallied, 10 exceptional teachers were selected. Each selected teacher received a grant of \$1,000 to go towards supplies in their classroom. Also, each teacher received 2 tickets to the Air Force home game on September 23rd against San Diego State and was recognized on the field during halftime. Representatives from Air Force Athletics and the team mascot, the “Bird”, visited the MA campus on September 20<sup>th</sup> to make the presentation of the check and tickets to MA’s Director of ESS, Jessica Coote.

**Town of Monument Support Letter** – The Town of Monument requested Monument Academy’s support in applying for a Great Outdoors Colorado (GOCO) Grant to implement their Park Improvement Plans at Limbach Park. The focus of this project will be an addition of a splash pad on the South end of Limbach Park, two seating pavilions for shade and picnics, a new walking trail around the park, a new play structure in addition to the existing playground, fresh playground surfacing, and more parking. A letter of support was given and has been attached to your Board notebook email.

**Veterans Day Celebration** – This year’s Veterans Day celebration is scheduled for Friday November 10<sup>th</sup>. The event will begin at 9:45a in the MA gym with a continental breakfast being served for our Veterans at 8:30a in the multipurpose room.

**5. Next Meeting – November 9, 2017 at 6:00p.m.**

**6. No December Meeting**

**8. January Meeting ~ Wednesday the 17<sup>th</sup>**

Dr. Griffin noted that it was the Board’s normal practice to move the January meeting date of the Board to the third Thursday (1/18/2018) to allow Finance to close December upon returning from our Winter Break. However, since Drs. Davis and Griffin will need to be at the January 18<sup>th</sup> meeting of the D38 Board of Education meeting to present Monument Academy’s annual report, the Board agreed to move their January meeting date to Wednesday January 17<sup>th</sup>.

## **F. ITEMS REQUIRING BOARD DISCUSSION/ACTION:**

### **1. Discuss/Approve Revision of Board Code of Conduct Policy 1514**

The Governance Committee was asked to propose a requirement for background checks on all incoming Board of Director members. It has been suggested that this new requirement would be best presented as a revision to MA’s current policy 1514.

The Governance Committee has reviewed and recommended revision of Board Code of Conduct Policy 1514 which include:

- Informing potential Board members that a required background check including fingerprints will be sent to the Colorado Bureau of Investigation upon their election.
- The resulting submission of this information will result in a criminal records summary returned Monument Academy’s Executive Director.
- Information contained in the criminal records summary may result in disqualification and/or removal from the Board.

Also added under the “accounting and compliance section is:

- The requirement of a Director to self-report within three business days to the Board President and Executive Director any arrest, violation or civil action taken against them.
- A specific list of misdemeanors, violations and felonies and their corresponding CRS citation that may lead to disqualification and/or removal from the Board.

Mrs. Galusky made a motion to approve the recommended revisions to Policy 1514 as presented. Mr. Molsen seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. The revised policy is posted on the Monument Academy website under the School Board/Board Policies tab.

#### **G. Consent Agenda**

**1. Approve minutes from September 14, 2017 meeting.**

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

#### **J. ADJOURNMENT**

The meeting adjourned at 6:26p.m.