

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

Jane B. Lundeen Library
January 17, 2018 – 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:

Patrick Hall
Mark McWilliams
Mike Molsen
Scott Saunders

Others present:

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

Excused:

Matt Dunston
Julie Galusky

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 as presented. Mr. Molsen seconded and the motion passed unanimously.

D. CITIZEN'S COMMENTS

Jackie Burhans - Mrs. Burhans asked about the progress of getting the portion of Hwy 105 in front of the school designated as a school zone. Dr. Griffin reported that efforts continue but as of now little progress had been made. The County has stated that the highway does not meet the requirements for a school zone designation.

E. BUSINESS

1. Treasurer's Report – Patrick Hall

Revenue through December 31, 2017 for the 2017/2018 School Year

Revenue for the month ended and six months ended December 31, 2017 were \$606,976 and \$3,712,669, respectively. This was 51.3% of budgeted revenue, compared to a run rate of 50%. Budgeted revenue for the month was \$597,390. The variance between actual revenue and

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budgeted revenue was due mainly the receipt of \$10,504 from the 16/17 D38 SPED reconciliation.

Expenses through December 31, 2017 for the 2017/2018 School Year

For the month ended and six months ended December 31, 2017, MA expended \$582,754 and \$3,033,973, respectively, which equated to 41.92% of budgeted expenses, compared to a monthly budgeted amount of \$582,599 and a run rate of 50%. The total actual expenditures for the month of December 2017 were essentially equal to budgeted expenditures, but there were some reclassifications in December which were necessary to record ESS costs more accurately. Expenditures for the same period last year were \$619,670 for the month and \$3,110,424 for the six months ended December 31, 2016.

Net Income (Loss)

Net income for the month of December 2017 was \$24,222 compared to budgeted net income of \$14,790 and compared to a net loss of (\$14,771) for the same month last year. (There were approximately \$38,000 of technology upgrades during December 2016.) Net income for the six months ended December 31, 2017 was \$678,696, compared to \$680,884 for the same period last year.

Reserves

On December 31, 2017, MA maintained a fund balance of \$2,396,026 in the General Fund, as well as \$2,407,664 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$51,209 or 2.18 % from the same period last year.

Debt Service per FTE for 2017/2018

	<u>Principle/Interest</u>	<u>Student FTEs</u>	<u>Debt Service per FTE</u>
Monument Academy	\$ 926,338	912.00	\$1,015.72
District 38	\$6,598,746	5,375.50	\$1,227.56

2. Principal's Report – Elizabeth Davis

ELEMENTARY SCHOOL and FACILITIES

- Helped coordinate facilities for music concerts
- No serious student discipline issues
- Conducted several parent meetings
- Worked with Facilities on driveway repair
- Coordinated Facilities and PTO installation of new water fountains
- Conducted another successful Fire Drill
- Coordinated 8th grade field trip
- Helped with planning for Jump Rope for Heart fund raiser

MIDDLE SCHOOL

- Drama Performance: The 12 Daughter of Hercules
- Winter Concerts: Band, Strings and Choir
- Digital Legacy Night
- Re-established Odyssey of the Mind as a club opportunity
- Development of new elective opportunities for Middle School (See Curriculum Committee notes)

- Continuation of the refinement of the House System and associated activities

PRINCIPAL REPORT

December was filled with holiday activities including wonderful performances by the Drama, Band, Strings and Choirs. Perhaps the finest concert of the season occurred on the day prior to break when the Monument Academy performed al fresco during the car line pick up. There are not too many Middle School Bands that can perform as well as ours does. Kudos to the entire performing arts department.

This month's highlight is the work of the curriculum committee which has done a yeoman's job of pushing Monument Academy to excellence. This year is the pilot year for the Science frameworks which were developed last year. We receive monthly reports on that implementation and ongoing feedback on the experience of teachers and students. The Social Studies frameworks are currently in the development phase. That team has met and is working to include social studies skills across all grade levels and is adding the standards for Economics. Two new initiatives are well underway. Note-taking skills are in development for grades 4-8. Teachers are looking at the Cornell note-taking system and beginning to develop scaffolding for introducing and teaching note-taking in a consistent manner. Additionally, the committee heard proposals for two additional middle school electives: Digital Photography and History of Music through Technology. These will give our middle school students alternatives which are very different than the current electives.

With the approval of the High School application, my focus has changed to course development and outlining for the high school. We have course descriptions which are already developed and at this point, we have ample time to develop course outlines including adopting curriculum. Several of our current Middle School teachers have been tapped to work on this process. Additionally, we are already receiving inquiries about potential teaching positions at the high school.

We are working on a heart centered theme for the month of February. We are collaborating with the American Heart Association on the Jump Rope for Heart fundraiser which will kick off with an assembly for all students on January 22. The month will focus on heart healthy activities and lifestyle. We will also be teaching Middle School students CPR. Students who participate in that activity will receive the American Heartsaver CPR Certification. Nurse Janice is coordinating that activity in the Middle School PE Classes.

Finally, we are coordinating with National School Choice Week and PACE to host a signature event. They will be providing food for approximately 100 people and a presentation on the importance of Schools of Choice and the value having this option is for parents. This will align with our Kindergarten round-up on January 26th. During that event, Karen Michael (Director of Literacy and Intervention) will be presented with a grant award from PACE. Lewis-Palmer School District and possibly local press to increase the visibility of this event. PACE will have a professional photographer at this event and it will also get national coverage as well.

3. Executive Director's Report –Don Griffin

BOCES Board Appointment – The Colorado Digital Board of Cooperative Education Services (CD BOCES) has appointed me as an At-Large member of their Board. The CD BOCES serves students in blended and online learning schools and programs through unprecedented collaboration, accountability and support. The CD BOCES values academic excellence that is achieved through authentic relationships that encourage face to face student-teacher relationships while leveraging online education tools to fulfill the promise for any student, anytime anywhere. The CD BOCES authorizes multi district online and blended learning contract schools through a

board of cooperative education services that partners with school districts and institutions of higher education.

Kindergarten Marketing Program - a strategic effort to increase kindergarten enrollment for next year kicked off in January 2018. Dr. Davis wrote an article for the Colorado Springs Mom's Blog, we completed a promotional video, we revamped the kindie page on the MA website and we launched a new Facebook page to feature articles and ads about Monument Academy.

Grandparents Day - Monument Academy will be hosting our 2nd Annual Grandparents Day on March 16th, 2018. Grandparents Day 2017 was attended by 625 excited grandparents – a stunning number for a first-time event! We even made the cover of The Gazette!

4. District 38 Annual Report – January 18, 2018

Dr. Griffin noted that the Monument Academy's Annual Report to the District Board of Education will be presented at their January 18, 2018 meeting. Mr. Saunders encouraged members to attend the meeting.

5. February Meeting - Thursday February 8, 2018

6. Kindergarten Promo Video

Dr. Griffin screened the new kindergarten video for the Board and the public audience. The video is part of MA's effort to increase enrollment in MA's kindergarten for the 2018-2019 school year. The video will be posted on line.

F. ITEMS REQUIRING BOARD DISCUSSION/ACTION:

1. Discuss/Approve K-8 2018-2019 School Calendar

Dr. Griffin presented the proposed K-8 2018-2019 school calendar which had been reviewed and recommended to the Board for approval by Administration and the MA Scheduling Committee. The proposed calendar mirrors Monument Academy's current calendar for the 2017-2018 school year.

The following is a brief synopsis of the number of student days in the 2018-2019 calendar:

Elementary School Total Contact Days:

167 (Monday-Thursday 6.75 contact hours) (Friday 4.08 contact hours)

Middle School Total Contact Days:

168 (Monday-Thursday 7.53 contact hours) (Friday 4.73 contact hours)

Teacher total work days: 180

Elementary School Students attend from:

8:00 am to 3:05 pm Monday-Thursday and from 8:00 am to 12:05 pm on Friday.

Middle School Students attend from:

7:40 am to 3:20 pm Monday-Thursday and from 7:40 am to 12:20 pm on Friday.

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With the proposed 2018-2019 calendar, it was noted that MA will have the following days over the state mandated hours/days:

Elementary School will have approximately 7 days over the state mandated hours/days.

Middle School will have approximately 8 days over the state mandated hours/days.

Mr. Hall made a motion to approve the recommended K-8 2018-2019 school calendar as presented. Mr. McWilliams seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. The K-8 2018-2019 school calendar is included in the minutes as Attachment A and is posted on the Monument Academy website under the calendar tab.

2. Discuss/Approve Public Posting Designations for Meeting Notice/Agenda as required by CRS 24-6-402 2 (c)

According to CRS 24-6-402 2 (c), each year the Board shall designate “the public place or places for posting such notice annually at the local public body’s first regular meeting of each calendar year.”

Mr. Molsen made a motion to continue to designate the current posting location in the school’s front lobby to provide public notice as required by statute for the calendar year 2018. Mr. Hall seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously.

3. Discuss/Approve Bylaws Review

Dr. Griffin presented that as a best practice, the bylaws are reviewed by legal counsel and Administration to recommend additions, deletions or edits to the Board every three to four years. Monument Academy’s bylaws were last reviewed in January 2014. After the above noted reviews were completed in December 2017, no changes were recommended. However, it should be noted that if the new contract which includes the Monument Academy High School requires additions or deletions, the bylaws will be reconsidered at that time.

Mr. Hall made a motion to show the bylaws reviewed January 17, 2018 with no changes. Mr. Molsen seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously.

4. Discuss/Approve Open Records Policy 1512 Revisions

Monument Academy’s legal counsel and Administration have been working on the revision of this policy to provide clarification. It should be noted the proposed revisions are being recommended by the Governance Committee:

- The title of the policy to be changed from “Public’s Right to Know/Freedom of Information Policy” to “Open Records Requests Policy” to better align with the stated purpose of the policy.
- Clarification that all requests are to be in writing.

- Clarification concerning the cost to recover or produce requested records.
- Clarification that requested records may be reviewed by the school's legal counsel prior to being released.
- Clarification that any fees to be charged for the recovery or production of requested records must be paid prior to the generation of those records.

Mr. Hall made a motion to approve the recommended changes to the Open Records Requests Policy 1512 as presented. Mr. Molsen seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. The Open Records Requests Policy 1512 is included in the minutes as Attachment B and is posted on the Monument Academy website under the Board Policies tab.

G. Consent Agenda

1. Approve minutes from November 9, 2017 meeting. It was noted that the Board did not meet in December 2017.

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

J. ADJOURNMENT

The meeting adjourned at 6: 28p.m.

Attachment A: 2018-2019 School Calendar (next page)

Monument Academy School Calendar 2018-2019

JULY 2018							IMPORTANT DATES							JANUARY 2019						
S	M	T	W	T	F	S								S	M	T	W	T	F	S
1	2	3	4	5	6	7	July 2-July 6	Administration Offices Closed						6	7	8	9	10	11	12
8	9	10	11	12	13	14	Aug 2-Aug 13	Staff In Service-No students						13	14	15	16	17	18	19
15	16	17	18	19	20	21	August 14	Middle School Orientation 1/2 day dismissed at 12:20 pm 6th grade report 7:40 am, 7th & 8th report 8:30 am						20	21	22	23	24	25	26
22	23	24	25	26	27	28	August 15	First Day of School All Students						27	28	29	30	31		
29	30	31					August 17	Full Day Friday						FEBRUARY 2019						
AUGUST 2018														S	M	T	W	T	F	S
S	M	T	W	T	F	S														
			1	2	3	4	October 1-5	Count Day						3	4	5	6	7	8	9
5	6	7	8	9	10	11	October 05	NO SCHOOL, Fall Break						10	11	12	13	14	15	16
12	13	14	15	16	17	18	October 08	NO SCHOOL, Fall Break						17	18	19	20	21	22	23
19	20	21	22	23	24	25	October 12	End of 1st Quarter (41 days)						24	25	26	27	28		
26	27	28	29	30	31		October 18-19	NO SCHOOL, Parent Teacher Conferences						MARCH 2019						
SEPTEMBER 2018														S	M	T	W	T	F	S
S	M	T	W	T	F	S														
						1	November 09	Veterans' Day Assembly						3	4	5	6	7	8	9
2	3	4	5	6	7	8	November 19-23	NO SCHOOL-Thanksgiving Break						10	11	12	13	14	15	16
9	10	11	12	13	14	15	December 19	End of 2nd Quarter (41 days) End of Semester (82 days) Last day of School before Winter Break						17	18	19	20	21	22	23
16	17	18	19	20	21	22	December 19	Early Release/Friday Schedule						24	25	26	27	28	29	30
23	24	25	26	27	28	29	December 20-31	NO SCHOOL-Winter Break						31						
30							January 1-4	NO SCHOOL-Winter Break						APRIL 2019						
OCTOBER 2018														S	M	T	W	T	F	S
S	M	T	W	T	F	S														
						1	January 07	Teacher Workday - no students						1	2	3	4	5	6	
1	2	3	4	5	6		January 08	Students Return						7	8	9	10	11	12	13
7	8	9	10	11	12	13	January 21	NO SCHOOL, Martin Luther King Day						14	15	16	17	18	19	20
14	15	16	17	18	19	20	January 25	Kindergarten Roundup-No Kindergarten Classes						21	22	23	24	25	26	27
21	22	23	24	25	26	27	February 18	NO SCHOOL, Presidents Day						28	29	30				
28	29	30	31				March 08	End of 3rd Quarter (42 days)						MAY 2019						
NOVEMBER 2018														S	M	T	W	T	F	S
S	M	T	W	T	F	S														
				1	2	3	March 25-29	NO SCHOOL-Spring Break						5	6	7	8	9	10	11
4	5	6	7	8	9	10	April 18-19	No Preschool Classes-Preschool Conferences						12	13	14	15	16	17	18
11	12	13	14	15	16	17	April 19	K-8 in school, Conferences upon request						19	20	21	22	23	24	25
18	19	20	21	22	23	24	May 10	Preschool Graduation						26	27	28	29	30		
25	26	27	28	29	30		May 10	Kindergarten Graduation						JUNE 2019						
DECEMBER 2018														S	M	T	W	T	F	S
S	M	T	W	T	F	S														
				1	2	3	May 14	8th Grade Graduation						3	4	5	6	7	8	9
1	2	3	4	5	6		May 16	End of 4th Quarter (44 days) End of 2nd Semester (86 days)						10	11	12	13	14	15	16
2	3	4	5	6	7	8	May 16	Last day of school, regular dismissal time						17	18	19	20	21	22	23
9	10	11	12	13	14	15	May 17	NO SCHOOL-Staff workday/checkout						24	25	26	27	28	29	30
16	17	18	19	20	21	22	Elementary School Hours							24	25	26	27	28	29	30
23	24	25	26	27	28	29	K (full day) and 1st - 5th grade							JUNE 2019						
30	31						8:00 am-3:05 pm Monday - Thursday 8:00 am-12:05 pm Friday							S	M	T	W	T	F	S
MIDDLE SCHOOL HOURS																				
S	M	T	W	T	F	S	MS 6th-8th grade <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>													
						1	7:40 am-3:20 pm Monday - Thursday 7:40 am-12:20 pm Friday							3	4	5	6	7	8	9
2	3	4	5	6	7	8	Kindergarten 1/2 day Hours							10	11	12	13	14	15	16
9	10	11	12	13	14	15	AM 8:00 am-11:05 am Monday-Thursday PM 12:00 pm-3:05 pm Monday-Thursday Alternate every other Friday 8:00 am-12:05 pm							17	18	19	20	21	22	23
16	17	18	19	20	21	22	Preschool Hours							24	25	26	27	28	29	30
23	24	25	26	27	28	29	See website for the various preschool hours							Legend						
30	31						1150 Village Ridge Point, Monument, CO 80132							 First/Last day of school						
168 MS Contact Days							MA website: www.monumentacademy.net Phone: 719-481-1950 Fax: 719-481-1948							 School Closed						
167 ES Contact Days							1150 Village Ridge Point, Monument, CO 80132							 Staff Day-No Students						
180 Teacher Workdays							1150 Village Ridge Point, Monument, CO 80132							 Early Dismissal						
210-230 Admin Workdays							1150 Village Ridge Point, Monument, CO 80132							 Admin Offices Open						

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

Attachment B: Open Records Requests Policy 1512 (next page)



Monument Academy

Board of Directors Governance and Policy

Policy Area : Governance	Policy # : 1512
Title : Open Records Requests Policy	Adopted : February 21, 2001
	Revised : July 11, 2005, January 19, 2012
	Revised: January 17, 2018

Issue Statement

The Monument Academy Board desires its meetings and records to be matters of public information, subject to such restrictions as are set by federal law of regulations, by state statute, or by pertinent court rulings.

The official minutes of the Board, its written policies and its public financial records shall be open for inspection at the school's administrative office by any citizen desiring to examine them during hours when the administrative office is open. However, no records shall be released for inspection to the public or any unauthorized persons-either by the Executive Director or any other person designated as custodian for school district records-if such disclosure would be contrary to the public interest as described in state law.

The Board wishes to support the right of the people to know about the programs and services of the Academy and shall make every effort to disseminate information. The Executive Director is authorized to use all means available to keep parents and others of the school community informed about the Academy's program and activities.

Purpose

The purpose of the Open Records Requests Policy is to define a process for the public at large to obtain access to or photocopies of, for example but not limited to, the minutes of the Board of Director's meetings, school policies, and financial information.

Policy Statement

Monument Academy will make certain public documents available electronically by posting them on the school's website which includes approved Board minutes, school calendars, contact information for elected Board members and Administrative personnel. Also, in order to meet the requirements of Article 44, Title 22 of the Colorado Revised Statutes, The Public School Financial Transparency Act, the following items will be posted on the school's website: a link to the Colorado Department of Education, Faculty Salary schedule, budget summaries, monthly check registers, quarterly financial reports, and independent financial audits. All posted documents may be printed by the public from the website.

All requests for records must be in written form and submitted during normal hours of operations to the Executive Director. If the individual desires for Monument Academy to print requested information, Monument Academy may charge reasonable fees for furnishing copies of such public records in accordance with the accompanying conditions:

- A citizen who inspects a public record also has the right to request that they be furnished a copy of that record.
- The fee for copying public records will be no more than \$1.00 per page unless actual costs exceed that amount. The effort to recover requested records in excess of one hour shall be \$35 per hour, paid in advance of such efforts based upon a reasonable estimate of the required effort.

- If Monument Academy in response to a specific request reformats data to generate a record in form not used by the Academy or the District, it may charge a reasonable fee not to exceed the actual cost of reformatting the data and regenerating the record. Fulfilling such a request will be the option of the Academy.
- The Monument Academy office has 72 hours to respond to requests for copies.
- If a requested record is a result of computer output other than word processing, the fee for a copy will be based on recovery of the actual costs providing the electronic service and product together with a reasonable portion of the costs associated with the building and maintaining the information system. This fee may be reduced or waived by the Executive Director or his/her designee if the electronic service or product is used for a public purpose.
- All records requested are subject to review by Monument Academy's legal counsel at the discretion of the Executive Director.
- Any fee charged to generate a record must be paid prior to the generation of the record at the school's Administrative offices.

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.

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.