

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

Jane B. Lundeen Library  
February 8, 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 6:00p.m. by Scott Saunders.

Members present:

Matt Dunston  
Mark McWilliams  
Mike Molsen  
Scott Saunders

Others present:

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

Excused:

Julie Galusky  
Patrick Hall

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**

None

**E. BUSINESS**

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

**Revenue through January 31, 2018 for the 2017/2018 School Year**

Revenue for the month ended and seven months ended January 31, 2018 were \$593,244 and \$4,305,913, respectively. This was 59.50% of budgeted revenue, compared to a run rate of 58.33%. Budgeted revenue for the month was \$597,390. All State Grant funding was amortized over twelve months in the budget, but only Capital Construction Grant Revenue was received in January 2018. Federal Grant Revenue was amortized over twelve months in the budget, but 37% of Federal funding was received in January 2018.

**Expenses through January 31, 2018 for the 2017/2018 School Year**

Board Approved 3/8/2018

For the month ended and seven months ended January 31, 2018, MA expended \$548,250 and \$3,582,223, respectively, which equated to 49.5% of budgeted expenses, compared to a monthly budgeted amount of \$567,743 and a run rate of 58.33%. The total actual expenditures for the month of January 2018 were lower than budgeted expenditures due mainly to Building Operations & Services. There were minimal building repairs and furniture purchases during January.

Expenditures for the same period last year were \$595,627 for the month and \$3,706,052 for the seven months ended January 31, 2017. This time last year we had technology related expenses of \$38,390 for the server project and \$90,211 for core network upgrades and wireless network upgrades.

**Net Income (Loss)**

Net income for the month of January 2018 was \$44,994 compared to budgeted net income of \$29,646 and compared to a net loss of (\$22,819) for the same month last year. (There were approximately \$24,000 of technology upgrades during the month of January 2017.) Net income for the seven months ended January 31, 2018 was \$723,690, compared to \$658,063 for the same period last year.

**Reserves**

On January 31, 2018, MA maintained a fund balance of \$2,441,020 in the General Fund, as well as \$2,456,571 in its General Fund bank accounts and certificates of deposits. The general fund balance was up \$119,024 or 5.13% 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	5,478.88	\$1,204.40

**2. Principal’s Report – Elizabeth Davis**

**ELEMENTARY SCHOOL and FACILITIES**

- Researching alternatives to Raptor
- Working with SRO on a potential parent concern
- Several student discipline issues involving improper use of cell phones
- Student Handbook review for 2018-2019
- Uniform policy review for 2018-2019
- Review PD for the balance of the year
- Reviewing potential new writing curriculum with leads teachers (Institute for Excellence in Writing)
- Met with Student Teachers and their Faculty Advisors
- Conducted several parent and individual teacher meetings
- Coordinating extension of Science Playhouse and Young Rembrandt’s after school program
- Worked with Facilities on numerous projects
- Kindergarten Round-Up
- Participated in GT parent meeting
- No GI issues as of this reporting period

## MIDDLE SCHOOL

- Middle school teacher PD: House System Review, Grading Philosophies, and Love & Logic, Teach Like a Champion, or Creation Apps (technology)
- Girls Night Out and Boys Night Out- Huge success! 120 girls attended Friday night. 40 boys attended Saturday night. Next year we will schedule back to back Friday nights.
- Preparing for 7<sup>th</sup> and 8<sup>th</sup> grade Formal on February 9
- Preparing for 5<sup>th</sup> grade Middle School Sneak Peek on February 9
- Student Handbook Review 2018-2019
- Uniform policy review for 2018-2019
- Reviewed potential writing curriculum with lead teachers
- Implemented Amplify Science pilot
- Participated in GT parent meeting
- Resolved student discipline issues
- Met with note-taking subcommittee (Curriculum Committee)

## PRINCIPAL REPORT

In the short period between the January and February meeting, our students and staff continue to be learning. I do want to highlight the role of assessments at Monument Academy. We do a number of formative assessments which are designed primarily to inform instruction. These include not only classroom assessments which you may think about as assessments like a weekly spelling test or a pre-/post-test for a unit in a Science or Social Studies class. We do a number of assessments related to reading including Dibels and Dibels next. We have engaged in a detailed professional development for our elementary teacher to assist them in using those results to target specific skills to the students who need them. This occurs in a team approach between the classroom teachers, the intervention team, and the ESS department.

The technology department continues to develop a full integration. This is particularly effective in the elementary school at this point as the Elementary Technology Teacher attends all team meetings and coordinates technology activities and projects with the teaching objectives for specific lessons. Our students are using technology to integrate, create, and demonstrate their learning. This integration ensure that we are getting a very big bang for our buck with the use of technology in every classroom. The iPad carts are in use constantly throughout the day in multiple classrooms.

We are also projecting ahead to the 2018-19 school year. Administration has revised the Student/School Handbook for 2018-19. The deans have established a parent advisory group for reviewing the uniform policy with an aim to simplifying it for all students and parents in 2018-19. We have pilot programs established in elementary science. Team leads are currently reviewing a writing curriculum which is consistent with Core Knowledge.

Curriculum planning and design work continues for Monument Academy High School.

Finally, Monument Academy hosted a Spotlight event for National Schools of Choice Week. This was held in conjunction with the Kindergarten Roundup event. The Professional Association of Colorado Educators provided snacks for that event. Over 100 individuals attended that event.

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

**Telephone and Internet Changes** – We are currently paying AllStream (formerly Integra) \$2,398.14 per month for phones and Internet. Our AllStream contract expires June 30<sup>th</sup>. After

soliciting quotes, we have decided to move forward with using Peak Communications for our phone service and CenturyLink for Internet access.

Phone service with Peak will go from \$748.14/month, down to \$499/month. There will also be some one-time set up and licensing costs. We will switch over phone service sometime in June.

Internet bandwidth will go up from 100MB to 1 Gig and cost will go down from \$1650/month to \$459/month. We are signing a three-year contract. Setup fees have been waived. We will move forward as quickly as possible to get CenturyLink up and running, which will take from 6-8 weeks so that we can troubleshoot any issues, and not experience any down time at our end of year. Total savings equals \$17, 280 per year.

**National Recognition** – Monument Academy was presented the **School Choice Leadership Award** by the National School Choice Week (NSCW) organization. NSCW is a nonpartisan, nonpolitical, independent public awareness effort who is not associated with any legislative lobbying or advocacy group. The award was presented during MA's celebration of National School Choice Week.

**Grandparents Day** - Monument Academy will be hosting our 2<sup>nd</sup> Annual Grandparents Day on March 16<sup>th</sup>, 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!

**Automated External Defibrillator (AED)** – MA has been notified that a grant request to place an AED in the Gym lobby has received preliminary approval. Nurse Janice Latendresse is completing all other requirements to complete the award process. These requirements include: adding a written cardiac emergency response plan to our school's EAP, establish a CPR/AED certified cardiac emergency response team, conduct at least one annual cardiac emergency drill, properly mount and maintain our new AED, notify our school community about our cardiac emergency response plan and AED locations and share information with our school community about sudden cardiac arrest in youth to educate everyone about how they can protect young hearts.

#### **4. Retention Report – Don Griffin**

Dr. Griffin reported that while the Choice Enrollment period will remain open until February 16, 2018, Monument Academy has completed its re-enrollment process for current students. These calculations indicate that of the 829 currently enrolled students in grades K-7, 821 of them have indicated they will return next year. This means Monument Academy has a retention rate of 99%.

This retention rate is a result of the hard work of our teachers, staff and administration to involve parents in their student's educational choices.

#### **5. March Meeting - Thursday March 8, 2018**

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

##### **1. Discuss/Approve State Assessment Refusal Policy 1525 Revisions**

Dr. Griffin presented that to comply with state law, Monument Academy must keep all state-mandated standardized testing refusals on file for a minimum of 3 years. Monument Academy has a high refusal rate with nearly 400 refusals last year. Traditionally we have collected paper

Board Approved 3/8/2018

refusal forms for state-mandated standardized tests. Paper forms have proved problematic for several reasons:

- Paper refusal security/integrity can be problematic
- Verifying the receipt of forms is difficult
- Record keeping and access is inefficient and very labor intensive

Many of the same problems stated above have occurred while collecting forms for our athletic programs. Our Athletic Department requires releases, waivers, physicals, documents, and emergency contact information for all athletes. Monument Academy will process nearly 400 individual athletic program registrations this year. This year, we moved to an electronic registration system created by FamilyID, a company that provides these services to schools all over the country, including other schools in D-38. Electronic registration has effectively addressed all the problems listed above for our Athletic Department.

Monument Academy has purchased an additional module from FamilyID specifically for state-mandated standardized refusal form submission by parents. The electronic registration system will allow parents to complete the refusal form from home (no need to come to the front office), electronically sign the form and submit it on line.

This registration process will:

- Reduce the opportunity for fraudulent submissions.
- Parents will automatically receive an acknowledgement of receipt.
- Forms are automatically indexed and easily searchable and sortable.
- Records are easily stored for future reference .
- Should the state/district have a legitimate and lawful requirement, forms are retrievable
- And we'll save some trees and printer ink!

Since we will be moving to this system and we will no longer accept paper form submissions, Policy 1525 will require a revision. It is proposed that paragraph "A" under "Policy Statement" be revised. The Governance Committee recommends the changes.

Mr. Dunston made a motion to approve the recommended changes to Policy 1525 as presented. Mr. McWilliams seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. Policy 1525 as revised is included in the minutes as Attachment A and is posted on the Monument Academy website.

## **G. Consent Agenda**

- 1. Approve minutes from January 17, 2018 meeting.**
- 2. Committee and other reports (Building/Facilities, Curriculum, RDC, SAAC, Finance, Teacher Reps.).**

## **H. EXECUTIVE SESSION:**

- 1. Executive session: Positions Relative to Negotiations C.R.S.24-6-402(4)(e) and Conferences with an attorney to receive legal advice C.R.S.24-6-402(4)(b)**

At 6:22 p.m., Mr. Dunston made a motion, seconded by Mr. Molsen: To meet in Executive session to discuss positions relative to negotiations C.R.S.24-6-402(4)(e) and conference with an attorney to receive legal advice C.R.S.24-6- 402(4)(b).

Roll call vote was unanimous; the motion carried 4-0.

The Board invited Mr. Tim Farmer, of Law Office of Brad A. Miller, Dr. Griffin, Dr. Davis and Mrs. Tive to join them in the school's library for Executive Session.

The Board entered executive session at 6:23p.m.

At 7:34 p.m., Executive Session was adjourned and Open Session was reconvened in the Library.

**I. ITEMS REQUIRING BOARD DISCUSSION/ACTION:**

**1. Discuss/Approve Possible action regarding Negotiation matters.**

Mr. McWilliams made a motion that the Monument Academy Board of Directors to extend the MA high school contract negotiations with the Lewis Palmer School District for one 30 day period. Mr. Dunston seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously.

**J. ADJOURNMENT**

The meeting adjourned at 7:35p.m.

**Attachment A: State Assessment Refusal Policy 1525**



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area :</b> Governance	<b>Policy # :</b> 1525
<b>Title :</b> State Assessments Refusal Policy	<b>Adopted :</b> August 20, 2015 <b>Revised :</b> February 8, 2018 <b>Revised:</b>

**Issue Statement**

Monument Academy was founded by a group of parents who believed that they could create a school where high academic standards, small class sizes, respect, accountability and

Board Approved 3/8/2018

responsibility were valued and emphasized. Their belief was grounded in the idea that a student's parent or guardian knew what was best for their child's education.

The Board of Directors wishes to stay true to that vision by adopting a written policy outlining the process for a parent/guardian to exercise their choice concerning their child's participation in state-mandated assessments.

### **Colorado Revised Statutes (CRS) Requirements**

As stated in CRS 22-7-1013(8)(a), each local education provider shall adopt and implement a written policy and procedure by which a student's parent may excuse the student from participating in one or more of the state assessments administered pursuant to Section 22-7-1006.3.

As stated in CRS 22-7-1013(8)(b), if a parent excuses his or her student from participating in a state assessment, a local education provider shall not impose negative consequences, including prohibiting school attendance, imposing an unexcused absence, or prohibiting participation in extracurricular activities, on the student or on the parent.

### **Policy Statement**

- A. Parents/Guardians may choose to excuse their student(s) from participation in the state-mandated standardized tests by submitting the electronic "Assessment Refusal" form available on the school's website no less than 3 days before the day of testing. All refusals must be submitted electronically, paper submissions will not be accepted.
- B. As a result of not participating, the student(s) will not be subject to any negative consequences including, but not limited to, prohibition of school attendance, imposition of an unexcused absence, or prohibition of participation in extra-curricular activities."

### **Related Documents**

- Colorado Revised Statutes 22-7-1006.3
- Colorado Revised Statutes 22-7-1013(8)(a)
- Colorado Revised Statutes 22-7-1013(8)(b)
- Colorado Revised Statutes 22-7-409

### **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

## Standardized Assessment Refusal

* First name	<input type="text"/>	* Last name	<input type="text"/>
* Birth date	Month <input type="text"/>	Day <input type="text"/>	2000 <input type="text"/>
			* Grade (For academic year 2017/2018) <input type="text"/>

Reason(s) for refusal to test (required):



I understand that Colorado Revised Statutes 22-7-409 require results of the state testing, Partnership for Assessment of Readiness for College and Career (PARCC), Colorado Measure of Academic Success (CMAS), and/or Colorado Alternate (CoAlt) be included on each student's permanent academic record, including high school transcripts. I further understand that the student's record may be annotated to indicate that the scores are not available due to parent/guardian refusal.

Monument Academy has advised me that Colorado law requires students to take the tests stated above. It still is my desire to refuse the testing.

\* Yes, I agree

\* Electronic signature

Type your name

Parent/Guardian - Signatory must be older than 18