

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

Jane B. Lundeen Library
July 18, 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 6:10p.m. by Patrick Hall.

Members present:

J.W. Boyles
Dwayne Cook
Patrick Hall
Mark McWilliams
Mike Molsen

Others present:

Don Griffin, Executive Director
Nancy Tive, Director of Finance
Brad Miller, MA Legal Counsel

Excused:

Elizabeth Davis, CAO/Principal
Kelli Beerer, ES Teacher Rep

Quorum declared.

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

C. ADDITIONS TO/APPROVAL OF AGENDA

Mr. Molsen made a motion to approve the agenda. Mr. McWilliams seconded and the motion passed unanimously.

D. ITEMS REQUIRING BOARD DISCUSSION/ACTION:

1. Election of Board Officers for 2018-2019

Mr. Hall noted that Mr. McWilliams' report from the Nominating Committee, recommended the following individuals for the selected offices and for a one-year term (2018-2019):

Patrick Hall - President
Mark McWilliams - Vice President
Mike Molsen - Secretary
J.W. Boyles - Treasurer

Mrs. Strop made a motion to approve the slate of officers as presented. Mr. Boyles seconded the motion. Mr. Hall called for a vote and the motion passed unanimously.

2. Discuss/Approve Committee Assignments for 2018-2019

Mr. Hall noted that Mr. McWilliams' report from the Nominating Committee, recommended the following individuals for the selected committee assignments (school year 2018-2019):

Patrick Hall - Buildings/Facilities
Mark McWilliams - SAC
Melanie Strop - RDC/Grants
J.W. Boyles - Finance Committee
Dwayne Cooke - Curriculum
Mike Molsen - Governance

Mr. Molsen made a motion to approve the committee assignments as presented. Mrs. Strop seconded the motion. Mr. Hall called for a vote and the motion passed unanimously.

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

Jackie Burhans – Mrs. Burhans stated that she was part of a volunteer citizen's group called Strong D38 Community. We have a Facebook page <https://www.facebook.com/StrongD38Community>

and a website: <http://www.strongd38community.org>. Strong D38 Community is an all-volunteer group who believes we have a strong community because we have strong public schools in D38 AND we have strong schools because we have a strong community. We are focused on educating the community about the capacity and security needs of our schools towards supporting the upcoming Bond and MLO ballot initiatives this November.

Members of the group, including the steering committee below, include parents of school age kids and graduates, community members, former students, former board members, district employees (on their own time), business owners, and more! The steering committee members have been in the area from 2 to 38 years with a combined total of over 150 years in the area!

F. BUSINESS

1. Code of Conduct Annual Declaration - Policy 1514

Each member of the Board was provided a copy of the Annual Declaration of Code of Conduct for their signature as called for under Policy 1514. The signed copies were collected, recorded and submitted to the Board Secretary.

2. Treasurer's Report – Nancy Tive

Revenue for the fiscal year ended June 30, 2018

Revenue for the month ended and twelve months ended June 30, 2018 were \$614,138 and \$7,306,746, respectively. Revenue was 100.97% of the budgeted revenue amount. Budgeted Revenue for the fiscal year ended June 30, 2018 was \$7,236,855.

Expenses for the fiscal year ended June 30, 2018

For the month ended and twelve months ended June 30, 2018, MA expended \$1,298,943 and \$7,232,514, respectively. The June expenses include June, July and August instructional salaries and benefits. The year-to-date expenditures were 99.94% of budgeted expenses. The expenditures for the fiscal year ended June 30, 2018 were \$4,341 less than the budgeted amount.

Net Income (Loss)

Net Income for the fiscal year ended, 2018 was \$74,232 compared to \$53,397 for the fiscal year ended June 30, 2017.

Reserves

On June 30, 2018, MA maintained a fund balance of \$1,791,562 in the General Fund, as well as \$2,515,364 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$74,232 or 4.32%, from 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

3. Principal's Report – Elizabeth Davis given by Dr. Griffin

ELEMENTARY SCHOOL and FACILITIES

- LobbyGuard testing and implementation
- Prospective teacher interviews
- Prospective PARA interviews
- Curriculum ordering and review for 2018-19
- Coordinated 2018-19 Professional Pre-Service Training with Principal and Dean of Middle School
- Coordinated 2018-19 Character First implementation with MS Dean.

MIDDLE SCHOOL

- Conducted interviews for Math, English, and Foreign Language Middle School positions
- Developed instructional plan and mission statement with School Librarian
- Coordinated 2018-19 Professional Pre-Service Training with Principal and Instructional Coach
- Coordinated 2018-19 Character First implementation with ES Dean.
- Refined House System implementation with MS Staff.

PRINCIPAL'S REPORT

This is one of my favorite times of the year because this is the time we take a few weeks to catch our breath and consider the wealth of possibilities a new school year presents for us. The summer months are largely focused upon planning for the next school year. We are looking forward to continuing to develop Monument Academy's established reputation for excellence.

In conjunctions with our deans and our instructional coach, we have chosen the theme of "Connection" for the 2018-19 school year. We will be using this theme to develop a consistent message through training and practice that when we are connected and working together focused upon a common mission and vision, our work is strong and comprehensive. We will be actively seeking to build connections between our staff and our stakeholders; we will be talking to our students about the importance of creating connection through positive communication and character; we will be encouraging our teachers to find connections which strengthen curricular strands between grade levels and subject areas. Connection is critical to building a strong school community.

Our directors have been working already to create those connections with their staff members. There are critical professional development areas which they each will be leading when our staff returns for pre-service training in August. We are fortunate to have strong leaders among our staff who are creating opportunities for strengthening intervention in the area of Math.

We are bringing in outside expertise from the Office of Civil Rights to review our 504 procedures and help us refine the development and implementation of those plans. While Monument Academy refined that process last year, we feel that bringing in some outside expertise will help us serve students more efficiently and effectively at this point in time. Kudos to Nurse Janice for creating this opportunity for our staff.

I had the opportunity to attend the ISTE Conference this summer and noted the continued emphasis on technology—particularly coding across the curriculum. We will continue to develop an age appropriate use of technology through our iPad implementation in both Elementary and Middle School. Monument Academy will always be committed to appropriate technology implementation which enhances our commitment to the Core Knowledge Curriculum.

Dean Seymour and Dean Richardson have worked with Mr. Cunningham to refine our Character program. The feeling at the Middle School level has been that the Character First curriculum slants toward the younger students more effectively than it addresses the needs of our Middle School students. That curriculum is being developed to more appropriately address the needs of our young adolescents who are facing a different set of challenges.

Finally, several of our staff members will have the opportunity to present at state and national conference. I don't want to reveal too much until those dates have been confirmed –so stay tuned as our staff reaches new levels of professional excellence by sharing their expertise with their colleagues in larger forums.

4. Executive Director's Report –Don Griffin

High School RFP – Monument Academy thru our Builder's Representative, Kurt Connelly, requested a proposal to provide Pre-construction consulting and Construction Manager/General Contractor services for constructing our new school facility. A total of seven firms were pre-qualified and invited to respond.

All submittals are due Friday August 3 at 12:00 Noon. The submittals will be reviewed and firms will be selected for personal interviews.

El Paso County Planning Commission Meeting – On July 18th an early assistance meeting will take place with County Planning staff to discuss the land use review process associated with the school site and surrounding developments. The main purpose of the meeting is to understand what the more technical hurdles MA may have to overcome as part of the development review process through the county.

5. Financial Stability Metrics Review ~ Nancy Tive

The metrics for the 2017-2018 Financial Stability Goal were presented to the Board. The debt service coverage ratio was 1.11 which meets the metric target. The reserve/debt ratio was 13.47% which exceeds the metric target. The reserves/current year debt service was 1.93 which exceeds the metric target. All metrics are posted on the school's website under the Strategic Plan tab.

6. Next Meeting – Thursday August 9, 2018 at 6:00p.m.

G. EXECUTIVE SESSION:

1. Executive session: Receiving Legal Advice on a Specific Matter C.R.S.24-6-402(4)(b).

At 6:25 p.m., Mr. Molsen made a motion, seconded by Mrs. Strop: To meet in Executive session to receive legal advice on a specific matter under C.R.S.24-6-402(4)(b).

Roll call vote was unanimous; the motion carried 6-0.

The Board invited Brad Miller, MA Legal Counsel, and Dr. Griffin to join them in the school's library for Executive Session.

The Board entered executive session at 6:30 p.m.

At 7:03 p.m., Executive Session was adjourned, and Open Session was reconvened in the Library.

H. Consent Agenda

1. Approve minutes from June 21, 2018 meeting.

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

J. ADJOURNMENT

The meeting adjourned at 7:04p.m.