

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

Jane B. Lundeen Library  
August 9, 2018 – 1150 Village Ridge Point

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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.

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

Meeting called to order at 6:01p.m. by Mark McWilliams.

Members present:

J.W. Boyles (arrived 6:05p)  
Dwayne Cooke  
Mark McWilliams  
Mike Molsen  
Melanie Strop

Others present:

Don Griffin, Executive Director  
Elizabeth Davis, CAO/Principal  
Nancy Tive, Director of Finance  
Brad Miller, MA Legal Counsel  
Kelli Beerer, ES Teacher Rep  
Tom Herndon, MS Teacher Rep

Excused:

Patrick Hall

Quorum declared.

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

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

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

**D. EXECUTIVE SESSION:**

**1. Executive session: Receiving Legal Advice on Special Security Measures C.R.S.24-6-402(4)(b).**

At 6:04p.m., Mr. Cooke made a motion, seconded by Molsen: To meet in Executive session to receive legal advice on Special Security Measures under C.R.S.24-6-402(4)(b).

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

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

The Board entered executive session at 6:08 p.m. Mr. Boyles joined the Executive Session.

At 6:31p.m., Executive Session was adjourned, and Open Session was reconvened in the Library.

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

### **1. Possible Board Action as a Result of the Executive Session**

Mr. McWilliams announced that no action required by the Board coming out of Executive Session.

## **F. CITIZEN'S COMMENTS: Limit 3 minutes per person**

None

## **G. BUSINESS**

### **1. Operational Stability Metric Goal**

Dr. Griffin presented the Operational Stability Goal of MA's Strategic Plan. As stated in the metric: A school's turnover rate speaks to its operational stability. People stay if they are valued, treated fairly and believe they are making a difference. Dr. Griffin stated Monument Academy's turnover rate is 15% which meets goal.

The Operation Stability Metric Goal is posted on the Monument Academy website under the School Board/Strategic Plan tab.

### **2. Treasurer's Report – J.W. Boyles**

The sizeable net incomes for July 2018 and July 2017 reflect the fact that instructional salaries, PERA and Medicare were accrued at June 30 of each year. The contract period for instructional personnel runs September 1 through August 31.

#### **Revenue through July 31, 2018 for the 2018/2019 School Year**

Revenue for the month of July 31, 2018 was \$659,962, 8.73% of budgeted revenue compared to a monthly budgeted amount of \$672,922 and a run rate of 8.33%. Due to timing, there was no capital construction revenue received during July 2018. On the other hand, Full Day Kindergarten tuition was higher than the budgeted amount because two families paid for the full year. There was a \$77,275 increase in revenue for the month compared to last year's revenue.

#### **Expenses through July 31, 2018 for the 2018/2019 School Year**

For the month of July 31, 2018, MA expended \$356,849, which equates to 4.73% of budgeted expenses, compared to a monthly budgeted amount of \$391,023 and a run rate of 8.33%. The budgeted expenditures were greater than the actual expenditures due mainly to the timing of utilities and copier rental payments. Expenditures for the same period last year were \$361,339, or 4.99% of budget.

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

Net income for the month of July 2018 was \$303,113 compared to budgeted net income of \$281,898 and compared to \$221,348 for the same period last year. The large net incomes for July 2018 and July 2017 reflect the fact that instructional salaries, PERA and Medicare were accrued at June 30, 2018 and June 30, 2017. The contract period for instructional personnel runs September 1 through August 31.

## Reserves

On July 31, 2018, MA maintained a fund balance of \$2,094,675 in the General Fund, as well as \$2,477,178 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$155,997, or 8.05% 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	\$ 924,788	912.82	\$1,013.11
District 38	\$6,598,796	5,469.18	\$1,204.53

### 3. Principal's Report – Elizabeth Davis

Summer is always a busy time in my role as I take time to reflect and consider positive opportunities of growth as we continue the commitment to continually improve the Monument Academy academic program.

We have constructed a rigorous pre-service training week for all staff which will begin on August 2. The schedule for this training is attached. It is notable that our staff will again be afforded multiple opportunities to choose professional development which is tailored to their specific needs and requests as well as training that is required by statute. This proved to be very engaging and received positive feedback from staff during the 2017-18 school year.

I continue to work with new staff to create a positive and productive work environment for them as well as continue the focus on the shared vision we have as a school. To that end, The Deans, Instructional Coach and myself have developed the theme of “Connections” for the upcoming year. Our work will be focused upon creating positive Connections among our staff in a spirit of shared work and collaboration. We want our student to have the opportunity to connect to teachers through meaningful academic and social/emotional activities which will support a positive school community.

I want to credit Dean Seymour with crafting a vision for the upcoming school year which encompasses our hopes as we plan and craft meaningful activities for our staff and students:

- To create a safe environment for academic risk-taking and growth by intentionally establishing connections among staff and students*
- To promote a life-long joy for learning by creating opportunities for students to make connections with, between, and among the academic content in which they are engaged*

It is going to be an exciting year of forward progress as we create connections using the shared vision.

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

**CDE Start Up Grant** - The Colorado Charter Schools Program (CCSP) provides a grant and technical assistance for up to 3-years to new and expanding charter schools. CCSP grants may be awarded for reasonable, one-off expenses associated with planning, design, and implementation of a new school or significant expansion project in the form of a 3-year grant

for charter schools applying in the year before the launch of a new school or significant-expansion project, or in the form of a 2-year grant for those applying the year of a project launch. Eligible expenses include, but are not limited to:

- equipment and furnishings
- professional development
- board training
- curriculum & supplies
- library development
- technology
- software, etc.

Dr. Davis is schedule to attend the mandatory meeting in August.

**D38 Annual Operations Report** - As outlined in the charter school contract, Monument Academy is to submit an annual written report - as required by the Charter Schools Act and the Charter School Renewal Contract - by August 1st. This process is designed to ensure that open communications between MA and District 38 are strengthened and to provide the Board of Education with the information needed to ensure oversight of MA.

**General Contractor Interviews** - Our General Contractor RFPs were due Friday 8/3. All 7 RFPs (usually about 100 pages) were available for Board review. The Facilities Committee reviewed all 7 proposals and selected 2-3 for personal interviews and presentations. The interviews will be help on Wednesday August 22nd.

**5. Next Meeting – Thursday September 13, 2018 at 6:00p.m.**

#### **H. Consent Agenda**

**1. Approve minutes from July 18, 2018 meeting.**

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

#### **J. ADJOURNMENT**

The meeting adjourned at 6:46p.m.