

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

Jane B. Lundeen Library  
October 11, 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 6:00p.m. by Mark McWilliams.

Members present:

J.W. Boyles  
Melanie Strop  
Mark McWilliams  
Mike Molsen

Others present:

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

Quorum declared.

Excused:

Patrick Hall  
Dwayne Cooke

**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. CITIZEN'S COMMENTS**

None

**E. BUSINESS**

**1. Treasurer's Report – J.W. Boyles**

**Revenue through September 30, 2018 for the 2018/2019 School Year**

Revenue for the month ended and the three months ended September 30, 2018 were \$622,436 and \$2,022,901, respectively. This was 26.76% of budgeted revenue, compared to a monthly budgeted amount of \$619,440 and a run rate of 25%. The final Per Pupil Revenue and the Capital Construction Grant Revenue were higher than originally budgeted. On the other hand, the revenue from other grants is amortized evenly over a twelve-month period in the monthly budget, but that revenue will be received periodically throughout the fiscal year.

**Expenses through September 30, 2018 for the 2018/2019 School Year**

For the month ended and three months ended September 30, 2018, MA expended \$617,412 and \$1,304,164, respectively. This was 17.28% of budgeted expenses, compared to a monthly budgeted amount of \$617,484 and a run rate of 25%. Expenditures for the three months ended September 30, 2017 were \$1,299,259 or 17.95% of budget. Expenditure highlights are as follows:

- **Cocurricular Activities – Coaching** - There were no expenses in the Monthly Actual column for Coaching. Coaching is amortized evenly over a twelve-month period in the monthly budget, but that revenue will be mostly paid in October and May.
- **Psychologist** - There were no expenses in the Monthly Actual column for Psychologist. It was determined that the Psychologist’s expenses should be allocated totally to the Special Education Program.
- **Testing & Assessment** - The Monthly Actual column is greater than the Monthly Budget column. Testing & Assessment is amortized evenly over a ten-month period in the monthly budget, but MA paid for MWEA, CoGat and Dibels testing in September 2018.
- **Business Services** – The Monthly Actual Column is greater than the Monthly Budget column. Business related purchased services are amortized evenly over a twelve-month period in the monthly budget, but MA paid our once-a-year fees for our accounting / payroll / human resources systems (Specialized Data Services) in September 2018.

**Net Income (Loss)**

Net income for the month of September 2018 was \$5,024 compared to budgeted net income of \$1,955 and compared to \$12,420 for the same month last year. Net income for the three months ended September 30, 2018 was \$718,737, compared to \$598,407 for the same period last year.

**Reserves**

On September 30, 2018, MA maintained a fund balance of \$2,510,299 in the General Fund, as well as \$2,510,299 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$120,330, or 5.03% 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

**2. Security Items Fundraising – Wendy & Josh Brethauer**

Wendy and Josh Brethauer, MA parents, made a presentation concerning their efforts to raise money from the Monument Academy area for school security items. Their letter to MA parents was shared with the Board and they indicated another letter will be going out shortly. They have been coordinating with Dean Richardson and Dr. Griffin.

**3. October Count/Sustainability Metric – Don Griffin**

The **October Count** window closed on October 10th. Monument Academy will report to CDE a Full Time Equivalent count of 905.98 for the 2018-2019 school year. This is an decrease of 6.84FTEs over last year. The 905.98 FTE count represents 1,000 students.

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

The **Sustainability and Capacity Management** goal 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.

This performance measure will delineate the school's percent of capacity based on the number of total students as of "count day". The number of total students at or above 95% capacity on a year-to-year basis represents a sustained environment.

For the 2018-2019 school year, Monument Academy is at 95% capacity.

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

##### **ELEMENTARY SCHOOL and FACILITIES**

- Conducted successful fire drill
- Installed new PTZ camera
- Conducted Lockout Drill
- Began review of math curriculum and possible replacements
- 4 parent meetings
- Met with MA Safety Solutions
- Arranged for staff presenter from the I Luv U Foundation
- Conduct Character presentations for 5<sup>th</sup> grade
- Served as liaison for PTO Fun Run
- Met with D-38 safety personnel
- 5 student Disciplinary Action Reports
- 1 student suspension
- Responded to 2 building alarms
- 2 missing student reports. Found and well
- Participated on GT Identification Committee
- Participated in testing data review

##### **MIDDLE SCHOOL**

- Co-chaired September Curriculum Committee meeting
- Organized and started intramural program within House System. 4 matches in September
- Facilitated organization of Fall Sport Pep Assembly
- Chaired 2 Middle School Lead Teacher Meetings
- Approved NJHS new inductee selection and participated in NJHS induction ceremony. 32 members in the organization.
- 7 parent meetings
- 5 minor disciplinary issues
- Coordinated and supervised middle school lunch room operation improvements
- Attended Camp Shady Brook with 107 sixth graders, 14 parent chaperones, and 7 teachers

- Organized first EAST (Extended Academic Support Time) for 7<sup>th</sup> and 8<sup>th</sup> grade students. 34 students attended.
- Collaborated with student intervention committee (2 meetings)
- Student Council appointments and elections completed through House System- 35 students on student council representing each house
- First House-led event on September 28 and 29: Girls Night Out and Boys Night Out
- Facilitated 2<sup>nd</sup> choice PD class for teachers reading the book, “You’ve Gotta Connect”

## **PRINCIPAL’S REPORT**

This month can be characterized largely as a “deep data dive” here at Monument Academy. At nearly every level in nearly every department we are looking at student data in a variety of formats and determining next best areas for improvement and enhancement.

The Curriculum and SAAC Committees are well on their way to focusing their work for the year. Both of those committees will be contributing their insight to this year’s Unified Improvement Plan. I have been at the district for a training on writing the UIP and will be including the Deans and the Director of Intervention. The district strategy is to write that document in a series of trainings which is a good strategy and will ensure that our school goals are in line with our students’ needs moving forward. I will continue to attend those meetings.

A large part of our month was directed at writing the Charter School Start Up grant. On September 30, we were notified by CDE that we could hold off on that grant submission until the Fall of 2019 as the US Department of Education had approved Colorado for another grant cycle. This makes us eligible for the grant under the “One Time/Significant Expansion” provision with a timeline that makes more sense for the timeline for opening the High School. We have largely written this grant and it is being reviewed by an outside contractor this week for comments and revision. We anticipate putting it on the shelf and revisiting it for final revisions when her work is done.

The numbers of MA students actively seeking services from our counselors has significantly increased year over year. While we are not sure if this is due to an increase in capacity with the addition of a counselor and a counseling intern from UCCS, it is notable to look at those side-by-side comparisons from last year to this year.

### **5. Executive Director’s Report –Don Griffin**

**Site Visit** – On September 26, 2018, the following individuals visited Philip Schoo Middle School in Lincoln Nebraska. The reason for the visit: the middle school has included the Fallbrook YMCA into its building:

Boyd Williams	President & CEO, YMCA of the Pikes Peak Region
Brian Risley	Y Board Chair & Monument Academy Architect
Jeff Peterson	COO, YMCA of the Pikes Peak Region
Don Griffin	Monument Academy Executive Director
Matt Dunston	Residential Developer
Bill Dunston	Residential Developer

The Monument Team met with:

Barb Bettin	President & CEO, YMCA of Lincoln
Scott Wieskamp	Director of Operations- Lincoln Public Schools
TJ Schirmer	AE Project Manager – The Clark Enersen Partners
Tim Ripp	Architect- The Clark Enersen Partners

The tour included details pertaining to operations, security, after hour programs and the structure of the their partnership.

**Property Sale** – On September 27, 2018, the Lewis-Palmer School Board of Education voted to sell the property at Highways 105 and 83 to Matt Dunston. The sale should be completed within thirty days. It is the intention of Matt and Bill Dunston to donate approximately 39 of the nearly 70 acres to Monument Academy for the site of our new high school.

**D38 Ballot Forum** – I will be participating in the D38 Ballot Information Forum hosted by DAAC and CPA volunteers at the district offices on October 11. A panel will answer questions about the D38 November ballot questions 4A and 4B. The panel will be made up of LPSD school board members, administrators, a security expert, and an architectural expert.

**Land/Gymnasium Lease** – Tim Farmer, MA Legal Counsel, is currently drafting the proposed land lease between Monument Academy and D38. Included in that document will be the lease between D38 and Monument Academy to construct and operate an 8,000 square foot gymnasium and 4,000 square feet of locker room for men and women. We are planning on sharing the draft lease with District by the end of the month.

**6. Next Meeting – Thursday November 8, 2018 at 6:00p.m.**

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

##### **1. Discuss/Approve Policy 1530 – Parent Notification of Alleged Criminal Conduct by School Employee**

Dr. Griffin stated as with the beginning of any new year, there are often changes that happen at the State Legislature that impact charter schools. One of those changes is the enactment of H.B. 18–1269—a new law that requires local education providers to give notice to parents of alleged criminal conduct by school employees.

The new law, codified at C.R.S. 22–1–130, states that school districts and charter schools need to have policies and practices in place to comply with the new law immediately.

Proposed policy 1530 was approved by the Governance Committee and reviewed by MA's legal counsel.

Mr. Molsen made a motion to approve Policy 1530 Parent Notification of Alleged Criminal Conduct by School Employee as presented. Mrs. Strop seconded the motion. Mr. McWilliams called for a vote. The motion passed unanimously.

The approved policy is attached to these minutes as **Appendix A**

##### **2. Discuss Approve June 30, 2018 Audit**

Paul Niedermuller, CliftonLarsonAllen, reviewed with the Board the 2017-2018 audit report.

Mr. Niedermuller stated that the audit found that Monument Academy's financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Monument Academy Charter School as of June 30, 2018, and the respective changes in financial position

for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Mrs. Strop made a motion to approve the 2017-2018 audit as presented. Mr. Molsen seconded the motion. Mr. McWilliams called for a vote. The motion passed unanimously.

A copy of the audit is posted on the Monument Academy website under the Financial Transparency tab.

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

**1. Approve minutes from September 13, 2018 meeting.**

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

#### **H. ADJOURNMENT**

The meeting adjourned at 6:40p.m.

**Next Page: Appendix A: Policy 1530 – Parent Notification of Alleged Criminal Conduct by School Employee**

**Appendix A: Policy 1530 – Parent Notification of Alleged Criminal Conduct by School Employee**



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area:</b> Administration	<b>Policy #:</b> 1530
<b>Title:</b> Parent Notification of Alleged Criminal Conduct by a School Employee	<b>Adopted:</b> October 11, 2018 <b>Revised:</b> <b>Revised:</b>

### **Issue Statement**

Monument Academy feels that an essential role of parents in ensuring the safety and quality of their children's education is to remain active, engaged, and fully informed about what is occurring in their children's classrooms and within the school environment.

Ensuring the safety of school children is one of the primary responsibilities of Monument Academy and in order to ensure a safe school environment that is conducive to learning, students and parents must be assured that criminal behavior that is harmful to children is reported and dealt with appropriately and in a manner that is transparent to parents and the school community.

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

As stated in CRS 22-1-130, local education providers routinely receive reports from the Colorado bureau of investigation relating to employees who have previously been subject to a background check. If a local education provider receives a report from the Colorado bureau of investigation that includes information that an employee has been arrested for an offense described in subsection (3)(b) of this section, the local education provider shall monitor the criminal proceedings to determine whether the employee is charged with an offense described in subsection (3)(b) of this section and whether a preliminary hearing has been held if the charge is eligible for a preliminary hearing.

The local education provider shall notify parents, as provided in subsection (4) of this section, if an employee is charged, as that term is defined in section 16-1-104 (6).

### **Policy Statement**

#### **Duty to Monitor:**

Whenever Monument Academy receives a report from the Colorado Bureau of Investigation regarding a school employee indicating that the employee has been arrested for an offense described in this policy, Monument Academy will monitor the criminal proceedings to determine whether the employee is charged with an offense described in this policy and whether a preliminary hearing has been held if the charge is eligible for a preliminary hearing.

"Employee," as used in this policy, means an employee of Monument Academy whose employment requires or required the employee to be in contact with students or whose work area gives or gave the employee access to students. "Employee" includes a former employee if the employee was employed by Monument Academy at any time within twelve months before an offense is charged.

#### **Eligible Offenses:**

- Felony child abuse;
- A crime of violence, not including assault in the second degree unless the victim is a child;
- A felony offense involving unlawful sexual behavior;
- A felony, where it is alleged that the underlying factual basis of which includes an act of domestic violence;
- Felony indecent exposure; and
- A level 1 or 2 felony drug offense.

**Notification:**

Unless a delay in parent notification is requested by the appropriate law enforcement agency, Monument Academy will provide notice to parents pursuant to this policy in one of the following time periods:

1. Within two school days after the preliminary hearing is held or is waived or deemed waived by the employee, or
2. Within two school days after the date on which the employee is charged, if the charged offense is not eligible for a preliminary hearing.

Monument Academy will provide notice to the parents of a student:

1. Enrolled in the school in which the employee is employed or was employed at the time of the alleged offense; or
2. With whom Monument Academy has reason to believe the employee may have had contact as part of his or her employment with Monument Academy.

Monument Academy will provide notice to parents in the same manner by which Monument Academy notifies parents of other important school business, which may include e-mail notification or other electronic communication sent directly to parents or by first-class mail. Within two school days after confirming the disposition of the charge, Monument Academy shall provide notice to parents of the disposition of the charge using the same notification method used in the original notice to parents.

Monument Academy will comply with the monitoring and notification duties as described in this policy regardless of whether school is currently in session.

Monument Academy will notify parents pursuant to this policy regardless of whether the actions giving rise to the charge occurred while the employee was on duty.

**Notification Requirements:**

Monument Academy notification to parents of a charge brought against an employee will include the following:

1. The name of the employee;
2. The employee's position;
3. Whether the employee continues to be employed by Monument Academy;
4. The length of employment with Monument Academy;
5. The alleged offense as set forth in the charging document, including the violation of statute or code; and
6. A statement that, under state and federal law, a person is presumed innocent until proven guilty

Monument Academy may provide additional information to parents regarding the underlying facts or circumstances relating to the charge, but will not disclose the identity of the alleged victim.



The Monument Academy will implement this policy in good faith, but will not be liable for any failure to notify as outlined herein.

**Related Documents**

- C.R.S. 22-1-130
- C.R.S. 18-6-401
- C.R.S. 18-1.3-406
- C.R.S. 16-22-102(9)
- C.R.S. 18-6-800.3
- C.R.S. 18-7-302
- C.R.S. 22-32-109.1

**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.