

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

Jane B. Lundeen Library  
JANUARY 10, 2019 – 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 Patrick Hall.

Members present:

Patrick Hall  
Dwayne Cooke  
Melanie Strop  
Mark McWilliams  
Mike Molsen  
J.W. Boyles

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.

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

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

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

**D. CITIZEN'S COMMENTS**

Jackie Burhans – Asked the Board if they had any response to the advertisement placed in the OCN by former Board President Scott Saunders suggesting that District 38 give Monument Academy \$2,000,000 to build a new high school. Mr. Hall on behalf of the Board said that the Board was unaware of Mr. Saunders suggestion until they saw it in the OCN.

**E. BUSINESS**

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

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

Revenue for the month ended and six months ended December 31, 2018 were \$645,510 and \$3,944,547, respectively. This was 51.52% of budgeted revenue, compared to a run rate of 50%. Budgeted revenue for the month was \$643,695.

State Grants Revenue was higher than the Revised Budgeted amount. This was due to the receipt of ELPA (English Language Proficiency Act) Revenue from CDE during December. In the budget, the Grants Revenue was amortized over a twelve-month period.

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

For the month ended and six months ended December 31, 2018, MA expended \$585,342 and \$3,099,185, respectively, which equated to 40.47% of budgeted expenses, compared to a monthly budgeted amount of \$610,380 and a run rate of 50%. The actual expenditures for the month of December 2018 were lower than the budgeted expenditures for the month due mainly to:

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- The timing of Building Repairs and Maintenance Services resulted in a \$13,844 favorable variance. Since December was not a full month, building repairs and utilities were lower than 1/12 of the budgeted building repairs.
- The timing of our Risk Management expenses (insurance other than health), caused a \$4,563 favorable variance.

Expenditures for the same period last year were \$582,756 for the month and \$3,033,972 for the six months ended December 31, 2017.

**Net Income (Loss)**

Net income for the month of December 2018 was \$60,168 compared to budgeted net income of \$33,314 and compared to income of \$24,220 for the same month last year. Net income for the six months ended December 31, 2018 was \$845,362 compared to \$678,697 for the same period last year.

**Reserves**

On December 31, 2018, MA maintained a fund balance of \$2,636,924 in the General Fund, as well as \$2,636,924 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$240,897 or 10.05% from the same period last year.

**Debt Service per FTE for 2018/2019**

	<u>Principle/Interest</u>	<u>Student FTEs</u>	<u>Debt Service per FTE</u>
Monument Academy	\$ 924,788	904.98	\$1,021.89
District 38	\$6,597,796	5,591.02	\$1,178.28

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

**ELEMENTARY SCHOOL and FACILITIES**

- logistics for band concert
- logistics for choir concert
- logistics for Drama production
- logistics for 3rd grade Thanksgiving
- production participated in Active Shooter false alarm
- assessed and retrained selected staff after the active shooter false alarm
- conducted monthly fire drill
- arranged upcoming CPI training sessions
- planned PD for elementary teachers on 01/07
- participated in very productive meeting with D38 safety personnel and SRO
- 2 parent meetings
- issued 5 disciplinary notices

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- interviewed candidates and hired new Art teacher
- Continued review of Math curricula options with Elementary Team Leads
- Conducted Character First conversations with 5<sup>th</sup> grade classrooms

## **MIDDLE SCHOOL**

- Winter Middle School Concerts: Choir, Band, Orchestra
- Winter Musical Performance of Elf, Jr.
- Late Fall Sports Pep Assembly
- 9 parent meetings
- 5 Disciplinary Action Reports
- Met with 2 Science Fair students to advise on projects
- Chaired SRC/IRB for Eighth-grade students completing science projects for PPRSF
- House service events: Medieval Day, Rome Day, Craft Fair
- Facilitated 3rd and 4th EAST sessions for middle school students
- Coordinated Schedule Change Window and stakeholder communication with Registrar
- Taught/Facilitated 3 House Advisory sessions
- Taught final PD class for teachers reading the book, "You've Gotta Connect"
- Chaired 4 Middle School Lead Teacher Meetings
- Chaired December Curriculum Committee
- Collaborated with student intervention committee (3 meetings)
- Developed, administered, and analyzed data on a House System Survey for teachers
- Planned January 7 PD for middle school teachers and brainstormed 2nd Semester PD options
- Met with 3 teachers to give feedback on performance
- Met with architects of High School to discuss middle school needs

## **PRESCHOOL**

### **NAEYC**

\* Mia Phillips and Leslie Meier have a conference call scheduled with a NAEYC trainer Jan. 11th to discuss our plan to get accreditation by April/May.

\* Teacher and program Portfolios are ready to be filled with observations and evidence of best practices.

## **PRINCIPAL'S REPORT**

December is always a busy month for schools. While it is short, it is also a time of many culminating events. We enjoyed wonderful performances from our Fine Arts Department. Kudos to Mrs. Inama, Ms. Floyd and Mr and Mrs. Patterson for absolutely fantastic performances which led us into the holidays. Additionally, we hosted a number of guests in the building who were delighted to hear the efforts of our students in each performance.

As we look forward to 2<sup>nd</sup> semester, the goal continues to be pursuing academic excellence in each area of the building. I am excited to say that our national pre-school accreditation process, under the leadership of Leslie Meier, is progressing well. The NYAEC accreditation will be a notable feather in MA's cap in early childhood education as it represents a commitment to excellence in education for our youngest learners. This month our pre-school leaders will be conferencing with the accreditation group and are anticipating a possible accreditation date of May 2019. This is well ahead of the original schedule. Note also that our preschool teachers and staff have engaged in multiple training and professional development activities which continue to drive instructional capacity forward in that area.

This is also a time of year when Monument Academy begins to focus on assessment. To that end, we have scheduled a parent night designed to “De-Mystify Assessments” for our parent community. Karen Michael, Marty Venticinque, and myself will be presenting on the various assessments parents can anticipate in all grades K-8. We want our MA parents to know what the assessments are, what they measure, and most importantly, how we use them to improve their child’s experience and academic achievement at MA every day. We anticipate discussing, Dibels, Classroom Assessments, Dibels Next, NWEA, CMAS and NAEP (National Assessment of Educational Progress). This parent information night is scheduled for January 30, 2019 at 6:30pm.

Monument Academy has been selected to participate in NAEP which is used to develop the “Nation’s Report Card.” Information about this assessment can be found here:  
<https://nces.ed.gov/nationsreportcard/parents/>

Parents of students who have been selected have been notified by Mr. Venticinque via email with the official parent letter. These students are all in the current 8<sup>th</sup> grade at Monument Academy. NAEP will be completed in February 2019.

Mr. Hall asked about the spike in counseling interventions reported for December. Dr. Davis pointed to the time of year when many children are moving from one parent to another and the overall culture in which our students find themselves.

Mrs. Strop asked about the elementary math scores. Dr. Davis reported that the Curriculum Committee is considering a change in the use of Saxon Math.

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

**Fire Drill** – While various types of drills are conducted on a monthly basis, this month’s fire drill was outstanding. For the first time, we used a stage prop of a fire to cut access to one of the main stairwells. It required the first grades and half of the middle school students to find an alternate way out of the building. Even with this obstacle, the building was evacuated in 4 minutes and all students and staff were account for in 11 minutes.

**Investor Visit** – Russ Caldwell, MA’s Bond Counsel, will be bring a potential bond portfolio manager to visit MA on December 3<sup>rd</sup>. The visit will be used to secure loan commitments for the construction of the new middle school/high school campus.

**Construction Meetings** – MA’s Builder’s Representative, architect, general contract, site developers and MA Administration are meeting weekly at the Tri-Lakes Y to continue to assure an August 2020 opening.

**Land Lease** – MA has signed a lease with the owners of the property adjacent to Dr. Hallmark’s building to use as parking.

**Annual Report** – Dr. Griffin will be giving MA’s Annual Report to the District 38 Board of Education on Tuesday January 15<sup>th</sup>.

### **4. Next Meeting – Thursday FEBRUARY 14, 2019 at 6:00p.m.**

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

## **1. Discuss/Approve 2019-2020 School Calendar**

The proposed K-8 2019-2020 school calendar (a pdf was attached to your Board Notebook email) has been reviewed and recommended to the Board for approval by Administration.

- First day of school moved to 8/20/2019 to be in line with D38's start date
- Last day of school moved to 5/21/2020 to be in line with D38's end date
- Fall Break in October moved to 10/18/2019 and 10/21/2019 so that it does not interfere with count week the first week in October, and aligns with parent teacher conferences that week. Teachers will be able to have a break after parent teacher conferences.
- A day off was added on 4/17/2020. We used to have a day off in April, but had to remove that when we went to fall break. We added that back in this year since there was a long stretch from April to the end of May with no break.

There are 168 for Elementary School, 169 student days for Middle School, and 180 teacher workdays.

The proposed 2019-2020 calendar, will have the following days over the state mandated hours/days:

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

Middle School will have approximately 9 days over the state mandated hours/days.

Mrs. Strop made a motion to approve the 2019-2020 calendar as presented. Mr. Cooke seconded the motion. Mr. Hall called for a vote. The motion passed unanimously.

The approved calendar is attached to these minutes as **Appendix A**.

## **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 2019. Mrs. Strop seconded the motion. Mr. Hall called for a vote and the motion passed unanimously.

## **G. Consent Agenda**

**1. Approve minutes from November 8, 2018 meeting.**

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

## **H. ADJOURNMENT**

The meeting adjourned at 6:42 p.m.

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**Next Page: Appendix A: 2019-2020 School Calendar**

**Appendix A: 2019-2020 School Calendar**

## Monument Academy Elementary and Middle School 2019-2020 Calendar

JULY 2019							IMPORTANT DATES							JANUARY 2020						
S	M	T	W	T	F	S	July 1-July 5 Administration Offices Closed							S	M	T	W	T	F	S
	1	2	3	4	5	6	Aug 8-Aug 19	Staff In Service-No students									1	2	3	4
7	8	9	10	11	12	13	August 20	Middle School Orientation 1/2 day dismissed 12:20 pm						5	6	7	8	9	10	11
14	15	16	17	18	19	20		6th grade report 7:40 am, 7th & 8th report 8:30 am						12	13	14	15	16	17	18
21	22	23	24	25	26	27	August 21	First Day of School All Students						19	20	21	22	23	24	25
28	29	30	31				August 23	Normal Friday; ES Dismissed 12:05 pm/MS Dismissed 12:20 pm						26	27	28	29	30	31	
AUGUST 2019							SEPTEMBER 02 NO SCHOOL, Labor Day							FEBRUARY 2020						
S	M	T	W	T	F	S	October 1-4 Count Week							S	M	T	W	T	F	S
				1	2	3	October 11	End of 1st Quarter (38 days)												1
4	5	6	7	8	9	10	October 16	1/2 day for students/Early Release/Friday Schedule						1	3	4	5	6	7	8
11	12	13	14	15	16	17	October 16	Parent Teacher Conferences begin at 1:00 pm						9	10	11	12	13	14	15
18	19	20	21	22	23	24	October 17	NO SCHOOL, Parent Teacher Conferences						16	17	18	19	20	21	22
25	26	27	28	29	30	31	October 18	NO SCHOOL-Fall Break						23	24	25	26	27	28	29
							October 21	NO SCHOOL-Fall Break												
SEPTEMBER 2019							NOVEMBER 08 Veterans' Day Assembly							MARCH 2020						
S	M	T	W	T	F	S	November 25-29 NO SCHOOL-Thanksgiving Break							S	M	T	W	T	F	S
1	2	3	4	5	6	7	December 19	End of 2nd Quarter (41 days)						1	2	3	4	5	6	7
8	9	10	11	12	13	14	December 19	End of Semester (79 days)						8	9	10	11	12	13	14
15	16	17	18	19	20	21	December 19	Last day of School before Winter Break						15	16	17	18	19	20	21
22	23	24	25	26	27	28		Early Release/Friday Schedule						22	23	24	25	26	27	28
29	30						December 20-31	NO SCHOOL-Winter Break						29	30	31				
OCTOBER 2019							JANUARY 1-3 NO SCHOOL-Winter Break							APRIL 2020						
S	M	T	W	T	F	S	January 06 Teacher Workday-No students <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th>							S	M	T	W	T	F	S
			1	2	3	4	January 07	Students Return												
6	7	8	9	10	11	12	January 20	NO SCHOOL, Martin Luther King Day						5	6	7	8	9	10	11
13	14	15	16	17	18	19	February 17	NO SCHOOL, Presidents Day						12	13	14	15	16	17	18
20	21	22	23	24	25	26	March 13	End of 3rd Quarter (47 days)						19	20	21	22	23	24	25
27	28	29	30	31			March 23-27	NO SCHOOL-Spring Break						26	27	28	29	30		
NOVEMBER 2019							APRIL 17 NO SCHOOL							MAY 2020						
S	M	T	W	T	F	S	May 15 Preschool Graduation <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th>							S	M	T	W	T	F	S
						1	May 15	Kindergarten Graduation												1
3	4	5	6	7	8	9	May 19	8th Grade Graduation						3	4	5	6	7	8	9
10	11	12	13	14	15	16	May 21	Last day of school, Early Release/Friday Schedule						10	11	12	13	14	15	16
17	18	19	20	21	22	23		End of 4th Quarter (43 days)						17	18	19	20	21	22	23
24	25	26	27	28	29	30		End of 2nd Semester (90 days)						24	25	26	27	28	29	30
							May 22	NO SCHOOL-Staff workday/checkout						31						
DECEMBER 2019							ELEMNTARY K (full day) and 1st - 5th grade							JUNE 2020						
S	M	T	W	T	F	S	School 8:00 am-3:05 pm Monday-Thursday							S	M	T	W	T	F	S
1	2	3	4	5	6	7	Hours 8:00 am-12:05 pm Friday								1	2	3	4	5	6
8	9	10	11	12	13	14	Middle MS 6th-8th grade							7	8	9	10	11	12	13
15	16	17	18	19	20	21	School 7:40 am-3:20 pm Monday-Thursday							14	15	16	17	18	19	20
22	23	24	25	26	27	28	Hours 7:40 am-12:20 pm Friday							21	22	23	24	25	26	27
29	30	31												28	29	30				
169 MS Contact Days 168 ES Contact Days							Kindergarten							First/Last day of school School Closed Staff Day-No Students Early Dismissal Admin Offices Open						
							1/2 day													
							Hours													
							Preschool Hours													
							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													
							See website for the various preschool hours													

1150 Village Ridge Point, Monument, CO 80132  
 MA website: www.monumentacademy.net Phone: 719-481-1950 Fax: 719-481-1948  
 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

MACalendar/skb