

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

Jane B. Lundeen Library
FEBRUARY 14, 2019 – 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 Patrick Hall.

Members present:

Patrick Hall
Dwayne Cooke
Mark McWilliams
J.W. Boyles

Others present:

Don Griffin, Executive Director
Elizabeth Davis, CAO/Principal
Kelli Beerer, ES Teacher Rep

Excused:

Melanie Strop
Mike Molsen
Nancy Tive, Director of Finance
Tom Herndon, MS Teacher Rep

Quorum declared.

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

C. ADDITIONS TO/APPROVAL OF AGENDA

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

D. CITIZEN'S COMMENTS

None

E. BUSINESS

1. Treasurer's Report – J.W. Boyles

Revenue through January 31, 2019 for the 2018/2019 School Year

Revenue for the month ended and seven months ended January 31, 2019 were \$642,604 and \$4,587,151, respectively. This was 59.91% of budgeted revenue, compared to a run rate of 58.33%. Budgeted revenue for the month was \$627,317. The variance between actual revenue and budgeted revenue was due mainly to:

- Federal Grants Revenue was \$12,088 higher than the Revised Budget amount. This is due to the receipt of Title II Revenue of \$6,490, Title IV Revenue of \$1,301, and Impact Aid

Revenue of \$5,511. In the budget, the Grants Revenue was amortized over a twelve-month period.

Expenses through January 31, 2019 for the 2018/2019 School Year

For the month ended and seven months ended January 31, 2019, MA expended \$576,600 and \$3,675,785, respectively, which equated to 48.01% of budgeted expenses, compared to a monthly budgeted amount of \$603,975 and a run rate of 58.33%. The actual expenditures for the month of January 2019 were lower than the budgeted expenditures for the month due to the timing of Building Repair and Operations expenditures, and due to the cumulative effect of other line items were each somewhat lower than their budgeted amounts. Expenditures for the same period last year were \$548,250 for the month and \$3,582,219 for the seven months ended January 31, 2018.

Net Income (Loss)

Net income for the month of January 2019 was \$66,004 compared to budgeted net income of \$23,341 and compared to income of \$44,994 for the same month last year. Net income for the seven months ended January 31, 2019 was \$911,366, compared to \$723,694 for the same period last year.

Reserves

On January 31, 2019, MA maintained a fund balance of \$2,702,928 in the General Fund, as well as \$2,704,389 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$261,904 or 10.73% 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	\$6,587,796	5,592.02	\$1,178.07

2. Principal’s Report – Elizabeth Davis

ELEMENTARY SCHOOL and FACILITIES

- Conducted 2 parent meetings
- 2 student disciplinary actions
- Review Intent To Return forms and look at personnel needs for next year
- Planning and implementation for Evacuation/Reunification
- Teaching Character classes for 5th grade
- In conjunction with Mrs. Skinner, teaching learning styles/study habits to 5th grade
- Conducted professional development classes for elementary school teachers
- Conducted successful Kindergarten Round-Up with some 50 families in attendance
- Retirement program for Pam Piper
- American Heart Association Meeting
- Backpack Breakfast for Elementary students

MIDDLE SCHOOL

- Winter Sports Pep Assembly
- Developed, communicated, and facilitated the middle school participation in American Heart Association Fundraiser
- 2 parent meetings
- 5 Disciplinary Action Reports

- Chaired SRC/IRB for Eighth-grade students completing science projects for PPRSF
- Facilitated 1st EAST session of 2nd Semester for middle school students
- Coordinated middle school math placement plan with Registrar and Math Lead
- Taught/Facilitated 1 House Advisory sessions
- Facilitate Middle School all team meeting for continual improvement of House System
- Chaired 1 Middle School Lead Teacher Meetings
- Collaborated with student intervention committee (1 meeting)
- Met with 1 teacher along with Instructional Coach
- Met with architects of High School to discuss middle school Fine Arts needs
- Participated in preliminary meeting to discuss personnel plans for next year

PRINCIPAL'S REPORT

We had a good response to the Mid-Year Parent Survey. One of the notable areas which parents brought to our concern is communication. As administrators, we continually seek to improve the ways we are accessible to parents including stream-lining the Lynx News. The new single page format has been well received as it is cleaner and easier to access. Kudos to our administrative assistant, Christa Beringer, for the re-design.

Additionally, we will continue to host parent evenings on areas of interest. Our last parent night was held on January 30, 2019 and included a wealth of information on Assessments at Monument Academy. We will continue to advertise these face-to-face opportunities as the ideal place to get questions answered about specific areas of importance at MA. We would like to see higher turnout at these events as we believe that they are the best venue for learning about many events happening at MA.

We had a significant number of staff members attend the Colorado Reading Conference. This is an important part of our professional development in Literacy and was attended by staff in both the elementary and middle school. We use federal Title II funds designated for improving teacher quality to fund our attendance at events like these and send different staff members each year. Those staff members are charged with coming back to the school and sharing new information with their team members. This allows us to leverage new learning with all staff at our Friday staff trainings. Additionally Julie Seymour and I had a packed house for the session we presented on engaging middle school learners' literacy through technology.

Finally, February is heart month at Monument Academy. We are participating in the American Heart Association's Kids' Heart Challenge. The Middle School is also fundraising through some friendly house competition designed by Dean Seymour. At this time we are nearing \$13,000 which surpasses our goal of \$10,000. Heart healthy activities are a part of this month's curriculum which includes the 8th graders all learning how to perform CPR.

3. Executive Director's Report –Don Griffin

School Resource Officer – El Paso County Sheriff's Office presented to Administration a new program to enhance the service provided under the current School Resource Officer (SRO) Program. The program has a goal to have at least 1 SRO in each charter school. The new program splits the annual cost of the officer of approximately \$112,123 (this includes benefits and the use of a patrol car as well as an allocation for oversight by a Sargent). If MA were to participate for \$56,000, a SRO would be assigned to the MA campus full-time. On completion of the high school, the SRO would cover both campuses exclusively. Administration is currently considering this opportunity.

Mr. Cooke added that he would like to see additional training for the SRO especially in regards to handling SPED students.

Snow Removal – A big thank you to the Snow Crew for the removal of snow from the parking lots and student areas outside. We did contract with a service to bring in a front loader to move the snow off the parking areas and sidewalks.

Construction Meetings – MA's Builder's Representative, architect, general contract, site developers and MA Administration are meeting weekly to continue to assure an August 2020 opening.

4. Next Meeting – Thursday February 14, 2019 at 6:00p.m.

F. ITEMS REQUIRING BOARD DISCUSSION/ACTION:

1. Discuss/Approve Revision of Policy 1512 Open Records Request

The hourly amount that may be charged to a party requesting records under the Colorado Open Records Act is incorrectly stated at \$35.00 per hour in the current MA policy. By statute, the maximum amount is \$30.00 per hour.

Mr. Cooke made a motion to that Policy 1512 be revised to reflect an hourly rate of \$30.00 that may be charged to a party requesting records under the Colorado Open Records Act when such a request exceeds one hour of staff time to compile a response to such a request. Mr. Boyles seconded the motion. Mr. Hall called for a vote and the motion passed unanimously.

G. Consent Agenda

1. Approve minutes from January 10, 2019 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)

At 6:16 p.m., Mr. McWilliams made a motion, seconded by Mr. Cook: To meet in Executive session to discuss positions relative to negotiations C.R.S.24-6-402(4)(e).

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

The Board invited Dr. Griffin and Dr. Davis to join them in the school's library for Executive Session.

The Board entered executive session at 6:17 p.m.

At 6:48 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.

There was no action required after the Executive Session.

J. ADJOURNMENT

The meeting adjourned at 6:48 p.m.