

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

Jane B. Lundeen Library  
March 21, 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  
Mark McWilliams  
Mike Molsen  
Melanie Strop

Others present:

Don Griffin, Executive Director  
Elizabeth Davis, CAO/Principal  
Tom Herndon, MS Teacher Rep

Excused:

J.W. Boyles  
Nancy Tive, Director of Finance  
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. Cooke seconded and the motion passed unanimously.

**D. CITIZEN'S COMMENTS**

Jackie Burhans – Noted that Policy 1512 was not posted on the MA website. The Board and Dr. Griffin were unaware that the link was inoperative.

Victoria LaPorte – Presented a letter to the Board but made no comment.

Holly Longenbach – Announced that the MA guest wifi was working.

**E. BUSINESS**

**1. Treasurer's Report – Don Griffin**

**Revenue through February 28, 2019 for the 2018/2019 School Year**

Revenue for the month ended and eight months ended February 28, 2019 were \$609,793 and \$5,196,942, respectively. This was 67.87% of budgeted revenue, compared to a run rate of

66.67%. Budgeted revenue for the month was \$627,317. The variance between actual revenue and budgeted revenue was due mainly to PPR. The February wire from D38 was adjusted downward, due to overpayments the previous two months.

**Expenses through February 28, 2019 for the 2018/2019 School Year**

For the month ended and eight months ended February 28, 2019, MA expended \$593,839 and \$4,269,630, respectively, which equated to 55.76% of budgeted expenses, compared to a monthly budgeted amount of \$603,850 and a run rate of 66.67%. The actual expenditures for the month of February 2019 were lower than the budgeted expenditures for the month due largely to the timing of Technology costs. These costs occur intermittently throughout the fiscal year, but are amortized evenly over twelve months in the budget.

Expenditures for the same period last year were \$586,577 for the month and \$4,168,800 for the eight months ended February 28, 2018.

**Net Income (Loss)**

Net income for the month of February 2019 was \$15,954 compared to budgeted net income of \$23,465 and compared to a net loss of (\$531) for the same month last year. Net income for the eight months ended February 28, 2019 was \$927,312, compared to \$723,158 for the same period last year.

**Reserves**

On February 28, 2019, MA maintained a fund balance of \$2,718,874 in the General Fund, as well as \$2,734,646 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$278,386 or 11.41% 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**

- Participated in 5<sup>th</sup> grade Sneak-Peek
- Conducted Town Hall meeting with Elementary teachers
- Conducted 2 Lead Teacher meetings
- Participated in Jump Rope For Heart campaign
- Continue new math curriculum search
- Conducted CPI refresher training
- Issued 4 Disciplinary Action Reports
- Began interview process for new teacher hiring 2019-2020
- Conducted fire, lockdown, and lockout drills successfully
- Assisted with school Spelling Bee
- Accompanied 1<sup>st</sup> and 3<sup>rd</sup> grades on field trips
- Update RAVE Panic App

**MIDDLE SCHOOL**

- 4 parent meetings

- 1 Disciplinary Action Report
- Presented with Dr. Davis at CCIRA Conference in Denver- Using Adobe Spark in middle school classrooms to support Literacy
- Conducted 3 interviews for Middle School opening for 2019-2020
- Completed Middle School American Heart Association competition among Houses
- Eighth grade meeting with High School counselors about HS registration
- Attended Middle School Winter Formal- approximately 160 students attended
- Attended PPRS awards ceremony, where one of our 8<sup>th</sup> grade students earned many awards and an invitation to state science fair
- Attended Sertoma lunch with 3 students and their parents to recognize their achievements in “What Freedom Means to Me” essay
- Attended Sertoma dinner with 1 student and parents to recognize his first-place award for MA
- House service events: Pioneer Day
- Facilitated EAST session for middle school students
- Chaired 2 Middle School Lead Teacher Meetings
- Attended February Curriculum Committee
- Facilitated all middle school teacher meeting- continuous improvement of House System

## **PRESCHOOL**

### **NAEYC**

- Classroom teachers have set aside Fridays to complete Program Portfolios
- Program Portfolio will be completed by the end of March
- When both classroom and program portfolios are finished, we can move to the next step in accreditation (having an assessor score our preschool program)

### **Staff**

- 2 PARA’s have reached Colorado Shines Level Credential II, we are waiting for our third PARA’s certificate to come in.

## **PRINCIPAL’S REPORT**

The final amount of money raised for the American Heart Association was 16,110.23. This exceeds last year’s total by over \$2000. Monument Academy will continue to integrate heart health and awareness into the curriculum every February. All of our 8<sup>th</sup> graders have been trained in CPR.

The bulk of our work this month has been supported by Laura Barrette, a current first grade teacher. Ms. Barrette is currently working on her principal licensure and has shadowed me for several days. She has contributed significantly to developing the Unified Improvement Plan. As a result of the completion of the draft document, we presented our draft plan to the District Accountability Committee on Tuesday, March 12, 2019. The draft that is in your packet is the same draft that was presented to the DAC. In April, any revisions or changes will be sent to the district as a final copy and the UIP will be posted publicly on CDE’s Schoolview website.

We will be moving forward with building out the K-8 ELA frameworks. You may recall that this year has been a pilot year for the Science Frameworks which were adopted by the Curriculum Committee last year. The ELA Frameworks were put on hold in order to allow the Middle School ELA teachers to implement the Institute for Excellence in Writing Curriculum. We are moving forward with this project during the month of April and into May.

Dr. Davis reported on the teacher training for Fall of 2019. Mr. Richardson, Mrs. Seymour, and Mrs. Skinner have been doing preliminary planning for that training. Some of it will be housed online where teachers will be able to do training on demand rather than the traditional all-staff

trainings in the Fall. Dr. Davis indicated that the time with all staff face to face would be used for activities which made more sense to do in that forum.

She also reported on another Monument Academy professional development project. Allison Wise and Dr. Davis are working on a Culturally and Linguistically Diverse professional development piece which will be made available to all MA teachers as soon as it is approved by CDE.

Mr. Hall asked Dr. Davis to give her UIP report which was Item 4 on the agenda.

Dr. Davis let the board know that the draft UIP had been presented to the District 38 DAC Committee. She explained that this is a 2-year document which is essentially the school's academic strategic plan for the upcoming 2 years. She advised the board that with a 24% participation rate on the CMAS, MA's state data represents a highly skewed set of data points and indicated that the UIP addresses this with the use of NWEA and Dibels data which can be more informative. She also indicated that MA has been working closely with D38 staff to refine the UIP. There will be a few minor adjustments prior to the final submission to the Department of Education. However, at this point, the draft is very complete.

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

**Flu Cases** – MA's Health Office has been tracking the number of flu cases which are significant. In February 2018, there 18 reported cases of students suffering from the flu. The number of cases in February 2019 was 43. Already in March, we are seeing 3 times as many cases than last year. Nurse Janice has sent out emails outlining the procedures to be following concerning keep a student home during the incubation period as well as general instructions concerning universal precautions.

**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.

**Board Election** – Candidate filing deadline is April 25<sup>th</sup>. The Candidates' Forum will be held May 15<sup>th</sup> starting at 5:30p.m. in the Library. Each candidate will be able to make a 3-5 minute presentation as to why they want to serve and to answer questions from the audience. The Board election will take place May 16-17 via Survey Monkey. We will know the winners by the end of May 17<sup>th</sup>.

**Board Self-Assessment** – As is our practice, the Board Self-Assessment will be conducted during the month of April with the results presented at the May Board meeting.

### **4. Unified Improvement Plan (UIP) – Elizabeth Davis**

See Principal's Report.

**5. Next Meeting** – Thursday April 11, 2019 at 6:00p.m.

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

**1. Discuss/Approve D.A. Davidson Engagement Letter**

Dr. Griffin reported, upon the advice of MA's Financial Advisor, Russ Caldwell, MA will be pursuing bond financing of the new high school. As we did when we refinanced our bonds several years, we will need to engage the underwriting services of D.A. Davidson for the new Series 2019 Bonds.

Mr. McWilliams made a motion to approve the engagement of D.A. Davidson by the Monument Academy Foundation for the benefit of Monument Academy. Mrs. Strop seconded the motion. Mr. Hall called for a vote and the motion passed unanimously.

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

- 1. Approve minutes from February 14, 2019 meeting.**
- 2. Committee and other reports (Building/Facilities, Curriculum, RDC, SAAC, Finance, Teacher Reps.).**

#### **H. ADJOURNMENT**

The meeting adjourned at 6:23 p.m.