

DRAFT
MONUMENT ACADEMY
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Jane B. Lundeen Library
May 9, 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
Melanie Strop
Mike Molsen

Others present:

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

Excused:

Quorum declared.

Mr. Hall made the following comments: Before we begin our public comments I would like to comment on behalf of the Monument Academy Board. Your board is aware of the rumors and allegations circulating around in the public sphere in regards to our Executive Director. I would like to take a moment to specifically address this. Your board along with help from legal counsel have thoroughly investigated the validity of the claims. We have found that within our entire administration a demonstration of the character traits that define our school as we have looked into these allegations. We have found these rumors and allegations are not based on the facts and are completely unfounded. There is nothing based on the actual situation that has impacted or is impacting our school's operation.

If you have a specific grievance we have a process to file this within our school and our administration. This is not the forum either procedurally or ethically to levy rumors or accusations of any kind. This will not be allowed. You can contact Sherry Buzzell our Human Resources Administrator. Sherry is of the highest character and will handle anything you bring to her with the upmost professionalism.

I would also as the board President like to say that over these last 12 months there is a coordinated assault on our charter school and what we value as parents, an administration and a board by people who want to do harm to our school. I want everyone to know we will continue to work to protect our school, its excellence and the character qualities we hold dear.

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 (comments are summarized)

Holly Longenbach – Commented on her experience in receiving information thru CORA (Colorado Open Records Act) requests. She believed that it took long to receive information, the requirement of payment for such information was too much and lack of transparency were big problems.

Mr. McWilliams asked Mrs. Longenbach if she was a Monument Academy parent. She pointed out she was not but claimed to have the right to address the Board. Mr. McWilliams acknowledged her right to comment but simply wanted to clarify that she was not the parent of any student currently enrolled at Monument Academy.

E. BUSINESS

1. Teacher Representative Recognition – Patrick Hall

Patrick Hall presented Tom Herndon and Kelli Beers certificates recognizing their service as Teacher Representatives for the 2018-2019 school year.

2. Treasurer's Report – JW Boyles

Revenue through April 30, 2019 for the 2018/2019 School Year

Revenue for the month ended and ten months ended April 30, 2019 were \$602,486 and \$6,404,474, respectively. This was 83.64% of budgeted revenue, compared to a run rate of 83.33%. Budgeted revenue for the month was \$627,317. The variance between actual revenue and budgeted revenue was due mainly to monthly Capital Construction Grant revenue. CDE made a downward adjustment for all payments to charter schools for Charter School Capital Construction revenue, due to determining the overall appropriation was higher than the statutory ceiling. (There is a fix to this misunderstanding in the works.) PFR was lower than budgeted PFR because the April wire from D38 was adjusted downward, due to overpayments in previous months.

Expenses through April 30, 2019 for the 2018/2019 School Year

For the month ended and ten months ended April 30, 2019, MA expended \$602,319 and \$5,451,624, respectively, which equated to 71.20% of budgeted expenses, compared to a monthly budgeted amount of \$592,065 and a run rate of 83.33%. High School expenses paid in April 2019 resulted in higher than budgeted expenses for the month. Expenditures for the same period last year were \$589,535 for the month and \$5,354,040 for the ten months ended April 30, 2018.

Net Income (Loss)

Net Income for the month of April 2019 was \$167 compared to budgeted net income of \$35,251 and compared to net income of \$29,254 for the same month last year. Net income for the ten months ended April 30, 2019 was \$952,850, compared to \$735,950 for the same period last year.

Reserves

On April 30, 2019, MA maintained a fund balance of \$2,744,412 in the General Fund, as well as \$2,761,877 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$291,132 or 11.87% 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

3. Principal's Report – Elizabeth Davis

ELEMENTARY SCHOOL and FACILITIES

- 4 parent conferences
- 7 formal student disciplinary actions
- Conducted successful Lockdown drill
- Monthly Fire Drill
- Went on Kindie Field Trip
- Attended 4th grade field trip
- Conducted numerous new employee interviews
- 3 new hire teachers
- Hired new GT coordinator
- Planning facilities use for next year including space for new staff
- Attended Colorado History Night with 4th grade
- Attended 5th grade choir concert
- Decision to stay with Saxon Math for another year
- Installed new motion detectors in portable classrooms
- Responded to 2 burglar alarm calls

MIDDLE SCHOOL

- 2 parent meetings
- 6 Disciplinary Action Reports
- Conducted interviews for Middle School openings for 2019-2020
- Attended 2 interviewee teaching sessions
- Facilitated EAST session for middle school students
- Chaired 2 Middle School Lead Teacher Meetings
- Facilitated all middle school teacher meeting- continuous improvement of House System
- Conducted 7 Formal Evaluations of middle school teachers
- Facilitated 5th grade math placements for 2019-20 sixth grade
- Finalized plans and communication for 2019 Spring Awards ceremonies for middle school
- Finalized plans for 2019 8th grade graduation
- Organized, planned, and facilitated off-site professional day for English/Language Arts sub-committee of curriculum committee
- Organized Value Up assemblies
- Facilitated and organized Planetarium visit for grades 1,3,6
- Worked with NJHS advisor through application and notification process
- 1 Core knowledge day service opportunity through House System
- 7th grade Ponderosa off-site/overnight field trip
- Middle School Drama production of Seussified Pride and Prejudice

PRESCHOOL

NAEYC:

- Program Portfolio is over half way done
- Classroom Portfolios are 1/3 to 1/2 way done
- When portfolios are finished we can move to the next step in accreditation
- March was spent evaluating, processing and working on classroom environments and portfolios to meet NAEYC standards

PROGRAM:

- 54 students enrolled for next year, I'm anticipating at least 26 more enrollments for a full program next year (80 students, 20 more than last year)!

END OF THE YEAR:

- Conferences on April 18th and 19th
- Graduation for level two is on May 10th
- One last staff training with Dr. Dorothy Shapland on authentic assessment

PRINCIPAL'S REPORT

April is a time for both looking back and looking forward.

As a school leader, when we get to this time of the year, I am already focused on plans for the next year. Dean Richardson, Dean Seymour, Carol Skinner and I are already working and developing professional development for next year based upon funding and anticipated grant monies. We are looking forward to continuing to develop a strong teaching staff with a focus on growth mindsets and always enhancing instructional strategies. I believe this is important for both new and experienced staff members. We have set a goal of having the pre-service training plans complete prior to the end of this school year.

We will also be conducting an optional professional development the week of May 20 for teachers who are interested in using John Hattie's work on Visible Learning. That will provide those teachers with 10 hours of professional development credit.

We have submitted a plan to CDE for the Culturally and Linguistically Diverse training. We have been notified that they will be reviewing our plan the week of May 20. We expect that will be approved and that we will be able to offer that training beginning next year.

We are also happy to report that staffing is complete for grades k-8 for next year. Our teacher retention rate remains stable year over year and is far lower than typically found in Charter Schools across the nation.

School Year	Number of Teachers Not returning	Turnover Rate
18/19	11	17%
17/18	10	15%
16/17	10	16%
15/16	11	17%

National turnover rate for charter schools is 30-35%

MA's Strategic goal for operational stability (teacher turnover) has a goal of 17-19.9%

GRADUATION

Just a reminder to our Board Members, the Monument Academy 8th Grade Graduation Ceremony will be held at 6:00PM at the ENT Performing Arts Center on the UCCS Campus on May 14th. All board members are welcome to attend and celebrate this year's graduates.

4. Executive Director's Report –Don Griffin

MLO Monies – Mark McWilliams and I met with Superintendent Brofft and Assistant Superintendent Wangeman to discuss the distribution of MLO monies currently collected by the District. As you recall, the law passed in 2017 requires school districts to share mill levy override monies equally with charter schools. District 38 plans to share 95 percent of the money with Monument Academy on a per-pupil basis. We are working on the final numbers which go into effect July 1, 2019.

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 –The four candidates are Chris Dole, Karen Hoida, James Keating and Megghan St. Aubyn. Their bio information is posted on the MA website and has been sent out to all families. The Candidates' Forum will be held May 15th 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 17th.

Health Insurance – Our negotiations with Cigna Healthcare and UNUM are almost complete and we have been able to achieve a decrease in overall costs of nearly \$24,000. The budget had a conservative estimate of a 3% increase.

5. Board Self-Assessment – Dwayne Cooke

Mr. Cooke presented a summary of the Board's Annual Self-Assessment and thanked the members for their timely response to the survey. He noted that the complete survey results with unedited comments had been provided to the Board prior to the meeting. Mr. Cooke expressed his opinion that he believes the results show that the Board is consistent in their understanding of their roles. However, he noted that more time may be needed to assist new members as they come on the Board. Also, the survey showed that the Board desired additional student data/achievement measurements to assess progress especially in the middle school grades.

6. Next Meeting – Thursday June 13, 2019 at 6:00p.m.

F. ITEMS REQUIRING BOARD DISCUSSION/ACTION:

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

Dr. Griffin presented that in the past 12 months, Monument Academy has received over 30 Colorado Open Records Act requests. These requests have come from 9 individuals, none of which are MA parents. In order to be responsive to these requests, Monument Academy must use its staff resources to research, collect and review all the requested materials. After seeking advice from our legal counsel, revisions were proposed to the current policy.

Primarily the revision recommended was: The calculation of staff time shall be cumulative on a monthly basis regardless of the number of requests an individual or entity makes in a calendar month. For example, once one hour of staff time has been expended in a calendar month on behalf of the same individual or entity, the \$30 per hour fee will be assessed immediately for all subsequent requests in the same month.

The Governance Committee reviewed the proposed changes and recommend their approval.

Mr. Molsen made a motion to approve the revisions to Policy 1512 as presented. Mr. McWilliams seconded the motion. Mr. Hall called for a vote and the motion passed unanimously.

The approved policy is attached to these minutes as Attachment A and has been posted on the school's website.

G. Consent Agenda

1. Approve minutes from April 12, 2019 meeting.
2. Committee and other reports (Building/Facilities, Curriculum, RDC, SAAC, Finance, Teacher Reps.).

H. ADJOURNMENT

Mr. Cooke made a motion to adjourn. Mrs. Strop seconded the motion. Mr. Hall called for a vote and the motion passed unanimously. The meeting adjourned at 6:27 p.m.

Attachment A: Policy 1512 Open Records Requests Policy – next page

Attachment A: Policy 1512 Open Records Requests Policy



Monument Academy

Board of Directors Governance and Policy

Policy Area : Governance	Policy # : 1512
Title : Open Records Requests Policy	Adopted : February 21, 2001
	Revised : July 11, 2005, January 19, 2012
	Revised: January 17, 2018, February 14, 2019
	Revised: May 9, 2019

Issue Statement

The Monument Academy Board desires its meetings and records to be matters of public information, subject to such restrictions as are set by federal law of regulations, by state statute, or by pertinent court rulings.

The official minutes of the Board, its written policies and its public financial records shall be open for inspection at the school's administrative office by any citizen desiring to examine them during hours when the administrative office is open. However, no records shall be released for inspection to the public or any unauthorized persons-either by the Executive Director or any other person designated as custodian for school district records-if such disclosure would be contrary to the public interest as described in state law.

The Board wishes to support the right of the people to know about the programs and services of the Academy and shall make every effort to disseminate information. The Executive Director is authorized to use all means available to keep parents and others of the school community informed about the Academy's program and activities.

Purpose

The purpose of the Open Records Requests Policy is to define a process for the public at large to obtain access to or photocopies of, for example but not limited to, the minutes of the Board of Director's meetings, school policies, and financial information.

Policy Statement

Monument Academy will make certain public documents available electronically by posting them on the school's website which includes approved Board minutes, school calendars, contact information for elected Board members and Administrative personnel. Also, in order to meet the requirements of Article 44, Title 22 of the Colorado Revised Statutes, The Public School Financial Transparency Act, the following items will be posted on the school's website: a link to the Colorado Department of Education, Faculty Salary schedule, budget summaries, monthly check registers, quarterly financial reports, and independent financial audits. All posted documents may be printed by the public from the website.

All requests for records must be in written form and submitted during normal hours of operations to the Executive Director. Monument Academy may charge reasonable fees for the research and retrieval of public records and for furnishing copies of such public records in accordance with the accompanying conditions:

- A citizen who inspects a public record also has the right to request that they be furnished a copy of that record.
- The fee for copying public records will be no more than \$0.25 per page unless actual costs exceed that amount.
- The effort to recover requested records ~~in excess exceeding of~~ one hour of staff time shall be \$30 per hour, paid in advance of such efforts based upon a reasonable estimate of the required effort. The calculation of staff time shall be cumulative on a monthly basis regardless of the number of requests an individual or entity makes in a calendar month. For example, once one hour of staff time has been expended in a calendar month on behalf of the same individual or entity, the \$30 per hour fee will be assessed immediately for all subsequent requests in the same month.
- If Monument Academy in response to a specific request reformats data to generate a record in form not used by the Academy or the District, it may charge a reasonable fee not to exceed the actual cost of reformatting the data and regenerating the record. Fulfilling such a request will be the option of the Academy.
- The Monument Academy office has 72 hours to respond to requests for copies.
- If a requested record is a result of computer output other than word processing, the fee for a copy will be based on recovery of the actual costs providing the electronic service and product together with a reasonable portion of the costs associated with the building and maintaining the information system. This fee may be reduced or waived by the Executive Director or his/her designee if the electronic service or product is used for a public purpose.
- All records requested are subject to review by Monument Academy's legal counsel at the discretion of the Executive Director.
- Any fee charged to generate a record must be paid prior to the generation of the record at the school's Administrative offices.

Related Documents

C.R.S. § 24-72-201 et seq. (Colorado Open Records Act)

Roles and Responsibilities

The Board of Directors has sole responsibility for the determination and revision of this Policy. Enforcement of this Policy is hereby delegated to the Executive Director.

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.