

**MONUMENT ACADEMY**  
**“A Charter School, a public school of choice”**  
**BOARD OF DIRECTORS REGULAR MEETING**  
 Jane B. Lundeen Library  
 August 8, 2019 – 1150 Village Ridge Point  
 Board meeting at 6:00PM

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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 6:05PM by Mark McWilliams.

Members present:  
 Chris Dole  
 Dwayne Cooke  
 Mark McWilliams  
 Mike Molsen  
 Megghan St. Aubyn  
 Melanie Strop

Others present:  
 Charlie Richardson; Dean, Elementary School

Excused: n/a

Quorum declared.

**B. ANNOUNCEMENT OF LOCATION OF CITIZEN’S COMMENTS SIGN-UP SHEET**

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

Mr. Cooke made a motion to change the agenda, and table item G2 until the Board is certain it is within their purview. Ms. Strop seconded, and the motion passed unanimously. Mr. Molsen made a motion to approve the amended agenda, Mr. Cooke seconded; motion passed unanimously.

## D. CITIZEN'S COMMENTS:

Eight people made comments:

**Kristen Bennington** – substitute teacher, parent of 5<sup>th</sup> & 8<sup>th</sup> graders: do not enlarge class size. All open positions advertised in three separate locations. Hiring committees, continuing education opportunities. Delay hiring 30-45 days, get sub. 4<sup>th</sup> & 5<sup>th</sup> grade teams work together to re-align classes. Establish standards & best practices for HR.

**Michael Herbert** – teacher: thanked Board. Will Dr. Griffin be part of the Aug. 13<sup>th</sup> architecture meeting? Will we keep him on now that he has another job?

**Anne Johnson** – concerned with Dr. Griffin being a consultant since we have an outside company for the job; will he have time to do this job? What is the amount he is being paid? Reference the high school; how many 8<sup>th</sup> graders plan on enrolling in the HS next year?

**Josh & Wendy Brethauer** – safety solutions; raise funds to secure school, SRO partnership with El Paso County Sheriff, full-time this year. Event coming up Oct. 24<sup>th</sup> at Boot Barn Hall to raise funds for safety solutions. Tables for sale. Appreciate the Board working with them.

**Patricia Silva** – thanked Board, and amazed at how many attendees are at the meeting. Mr. McWilliams thanked her for her continuous involvement.

**Cristin Patterson** – teacher: thanked Board for update sent out Aug. 7<sup>th</sup>. Concerned that stakeholders' interest has been misrepresented and pushed aside. Concerned with middle school moving to new building. Asked board to put the brakes on the project with enrollment concern. 300 more students with 16 classrooms, et., until Phase 2 is built.

**Vandy Mason** – concerning administration restructure. Believes MA has too many administrators. Consider where we are spending our funds, top-heavy or teachers.

**Arnold Kienle** – suggestion to split pay of admin among teachers and for student resources.

Mr. Molsen reminded audience that we [Board] are also parents at school. At times citizens comments presented as fact are actually inaccurate. Understand that we [Board] need to do a better job of communicating, but we are here because we care.

Mr. McWilliams agreed. [The Board] hears a lot of comments from parents, admin, legal, deans, teachers, etc. Seeking guidance from educators and experts to do the best for the school; all while following protocol.

## E. BUSINESS

### 1. Code of Conduct Annual Declaration – Policy 1514

See attached. All members signed.

## **2. Treasurer's Report: Nancy Tive, Monument Academy Foundation**

The sizeable net incomes for July 2019 and July 2018 reflect the fact that instructional salaries, PERA and Medicare were accrued at June 30 of each year. The contract period for instructional personnel runs September 1 through August 31.

### **General Fund**

#### **Revenue through July 31, 2019 for the 2019/2020 School Year:**

- Revenue for the month of July 31, 2019 was \$687,955, 8.68% of budgeted revenue compared to a monthly budgeted amount of \$643,493 and a run rate of 8.33%. The School's share of District 38's MLO revenue (\$41,110) was received with the July wire from D38. (The MLO revenue is partially offset by the Administrative Fees charged by District 38 (\$22,659), which was subtracted out of the July wire from D38.)

#### **Expenses through July 31, 2019 for the 2019/2020 School Year:**

- For the month of July 31, 2019, MA expended \$345,211, which equates to 4.36% of budgeted expenses, compared to a monthly budgeted amount of \$398,383 and a run rate of 8.33%. The budgeted expenditures were greater than the actual expenditures due mainly to the timing of utilities and copier rental payments. Also, the General Administration line has budgeted expenditures for the Executive Director salary and benefits, which will be adjusted with the revised 19/20 budget. High School expenses have a credit balance of \$5,000 at July 31, 2019. This is because the reimbursement to the General Fund was \$5,000 greater than the receivable recorded at June 30, 2019. Expenditures for the same period last year were \$356,851, or 4.66% of budget.

#### **Net Income (Loss)**

- Net income for the month of July 2019 was \$342,744 compared to budgeted net income of \$245,110 and compared to \$303,110 for the same period last year. The large net incomes for July 2019 and July 2018 reflect the fact that instructional salaries, PERA and Medicare were accrued at June 30, 2019 and June 30, 2018. The contract period for instructional personnel runs September 1 through August 31.

#### **Reserves**

- On July 31, 2019, MA maintained a fund balance of \$2,459,840 in the General Fund, as well as \$2,858,177 in its General Fund bank accounts and certificates of deposits. The general fund balance is up \$365,168 or 17.43% from the same period last year.

## **3. Principal's Report: Mr. Richardson**

### **ELEMENTARY SCHOOL and FACILITIES**

- Completed hiring
- Revise all crisis/disaster plans
- Library remodel
- Playground construction
- Classroom and lunch schedules
- Work with Facilities Team to ready grounds and building for students
- SRO discussions

## **MIDDLE SCHOOL**

- Coordinated Pre-Service Training with Dean Richardson and Carol Skinner
- Reviewed and Revised (as needed) Student/Parent and Staff handbooks with Dean Richardson and admin team
- Attended to beginning of school year details (duty schedules, locker assignments by House, Middle School bulletin boards, meet and greet logistics, PTO/House shirts for advisors and students, discipline plans, Summer Lynx edition, etc.)
- Interviewed and hired Middle School PE teacher
- Planned and designed Monument Academy vision work with Carol Skinner
- Met with Vision committee for vision pre-work
- Planned and designed vision work with Carol Skinner to include entire staff on August 12

## **TECHNOLOGY**

- Summer Tech requests completed
- Single sign-on (Classlink) setup for staff and students
- All computers on lower level and almost 300 ipads refreshed
- Grade passback setup between IC and Canvas
- Online professional development courses/modules created in Canvas for teachers, paras, and admin
- All copiers upgraded
- Trained new MS teachers to use Canvas (online and in-person)
- Attended 3 conferences: coding, innovative technology education, and cybersecurity
- Finished creation of Global Trek elective
- Prepared pre-service training and materials covering Classlink, IC and Canvas
- Planning for iPad deployment and iLicense trainings
- Participated on a team led by Julie Seymour and Carol Skinner to work on an all school vision

## **INSTRUCTIONAL COACH**

- Created pre-service training schedule for new teachers (August 8-9) and returning teachers (August 12-16).
- Planning and organizing new teacher orientation on August 8<sup>th</sup> and 9<sup>th</sup>.
- Planned and designed Monument Academy vision work with Julie Seymour.
- Met with Vision committee for vision pre-work.
- Planned and designed vision work with Julie Seymour to include entire staff on August 12.
- Interviewed four candidates for the middle school P.E. teacher position.
- Met with and continuing to meet with new teachers in preparation for the upcoming year. Discussed/discussing classroom management, content planning, and organization.

- Organizing PARA morning and afternoon carline jobs with Charlie Richardson in preparation for elementary PARA meeting on August 20<sup>th</sup>.

## **EXCEPTIONAL STUDENT SERVICES**

### **July 2019 end of month ESS needs before start of 19/20 school year:**

#### Staffing Needs:

- 2 full-time ESS Teachers
- 2 part-time (29 hours/week) ESS Paraprofessionals
- 1 part-time (~29 hours/week) Speech Language Therapist
- 1 part-time (~20 hours/week) Occupational Therapist
- 1 part-time (~10 hours/week) School Psychologist

### **Extended School Year (ESY) Session 2:**

- 100% signed up student attendance
  - Curriculum coverage: IEP goals, social/life skills, gardening/outdoor observations (students planted flowers and vegetables at Nature Trail and worked up-keeping the area)
    - Students continued to work on goals and maintain the garden – we were all excited to see sprouts!

### **July “Ongoings”:**

- 6 interviews held from received applications
  - 3 paraprofessional interviews
  - 1 teacher interview
  - 2 OT interview
- Preparations for the year
  - Lesson planning
  - IEP transition paperwork to case managers
  - Teacher/staff training creation

### **18/19 End of Year Data:**

Students staffed off IEPs: **2 students**

Initial evaluations completed: **25 evaluations**

Students put onto IEPs: **10 students**

New students to MA this year on IEPs: **6 students**

Total students on IEPs at EOY: **54 students**

Total ESS staff members at EOY: **10 staff**

- 1 Director of Exceptional Student Services
- 1 ESS teacher
- 1 COTA
- 1 Social Worker
- 6 paras

Needed ESS staff members before 19/20 school year: **6 staff**

- 2 ESS teachers
- 1 SLP
- 1 OT
- 2 paras

EOY service data:

**Students with IEPs:** 54 students

**Students on watchlist for evaluation:** 4 academics, 6 speech, 1 mental health

**Speech services:** 25 students on IEPs, 0 students on RtI

Speech direct time: 2480 minutes/month

Speech indirect time: 325 minutes/month

**Occupational Therapy services:** 28 students on IEPs, 1 student in MTSS

**Students undergoing evaluation:** 2 students

**Students on watchlist for evaluation:** 2 student

OT direct time: 1428 minutes/month

OT indirect time: 415 minutes/month

Motor Lab: 3 groups/day M-Th. for 30 min. per day, 4 days per week

General Education: push-in for support services as needed

**Mental Health services:** 22 students on an IEP, 4 students in MTSS, 5 students on 504

Social/Emotional Groups: 11 groups

Scheduled 1:1: 18 students

MH direct time : 840 minutes a month

MH indirect time: 240 minutes a month

**ESS Academic service time:**

**Case load #1: 6-8**

- 19 students: 54.5 hours/week (serviced through Reading Labs, Math Resource, and resource periods)
- **Case load #2: 4-5**
- 12 students: 32 hours/week (serviced through Wilson reading groups, pull-out instruction, and push-in instruction)
- **Case load #3: K-3**
- 16 students: 24 hours/week (serviced through pull-out and push-in services, Wilson and Foundations groups)

### **LITERACY and INTERVENTION**

- Planning for the 2019-2020 school year
- Creating *Dibels* assessment schedule for staff
- Creating a scheduling framework for intervention groups
- Continuing professional development surrounding best practices in literacy

## COUNSELING DEPARTMENT

### Phyllis

Completed 12 hours towards PsyD degree including courses:

- Advanced Theories of Personality
- History and Systems of Psychology
- Ethical and Professional Issues
- Advanced Psychopathology

Training:

- Assisted with teaching at a Trauma Informed Care conference at the Colorado Professional Development Center, including discussing Trauma Informed Care in the school setting.

### Jim

Training:

- Treating Complex Trauma with Internal Family Systems: A comprehensive certificate training course
- Personality Disorders: Advanced Diagnosis, Treatment & Management
- Differential Diagnosis, Documentation and Medical Necessity
- Ego States Interventions
- Dialectical Behavior Therapy (DBT) Skill Building: Creating Safety, Distress Tolerance, and Relapse Prevention Plans
- Emotional Freedom Techniques (EFT) and Tapping

### Assessments:

Our spring CMAS assessments went smoothly and I am planning to pursue the same process this year. Our final assessment refusal rate was near 74% for the 2018-2019 school year.

We worked to finalize the assessment schedule this summer. Equipment and technology upgrades continue to help us pursue an aggressive assessment process that will allow us to complete NWEA assessments quickly this fall. I know the teachers are happy they will be able to get right into regular classroom instruction.

We've continued to perform intermittent admission screenings for students interested in enrolling at Monument Academy with the most recent group completing the screenings on Saturday, August 3<sup>rd</sup>.

We are hoping to begin making use of a tool called MapSkills offered by NWEA. We will pilot using this in a limited capacity this year to help with differentiated classroom instruction, self-directed learning, skills development, and performance growth in math and reading over the course of the year. NWEA is not charging us to use this service for the 2019-2020 school year.

If you'd like to see the generic assessment information we provide to the parents visit our assessment page on our website at <http://www.monumentacademy.net/assessments/>

Thank you as always for your support. If you have any questions/suggestions, please feel free to communicate them to me.

### **Athletics:**

Athletics is busy preparing for the start of the 2019-2020 school year with Cheer already underway, Football officially starting on August 5<sup>th</sup>, and Girls Volleyball and Cross Country beginning on August 12<sup>th</sup>. Several more programs will begin a few weeks later.

Typical duties this time of year include:

- Communication with parents, program coaches and MA staff members related to the coming athletic season, schedule and facility conflicts, etc.
- Deciding which programs to offer
- Budget allocations
- Practice and game facility arrangements
- Assembling coaching staffs
- Organizing and processing online registrations and associated, necessary paperwork
- Equipment orders
- Concession orders
- Spiritwear store offerings
- Volunteer recruitment
- League meetings

All duties are part of putting together a fun and rewarding season as we strive to help our kids enjoy their time and build necessary life skills at Monument Academy.

We are well situated with coaches for the early fall program offerings with most of our coaches from last year returning, and of our “new faces” many were involved in some capacity as either volunteers last year or coaches in the past. We only need a single assistant coach for Cross Country to fill out our early fall season staff, and we already have a good candidate we are pursuing. I feel very good about the quality of the people that will be working with our kids. We had much success last year as evidenced by the increasing number of banners in our gym and the energy shown by the kids responsible for the success of each program. I believe we will compete very well within our league again this season.

We will not offer a Boys Soccer program this fall due to lack of interest; competition from club teams seems to be our biggest challenge although the recent success of our football team seems to have drawn some kids as well. We are communicating with coaches for programs that begin a little later in the school year to ensure we have proper staffing and backup plans for any unforeseen changes.

Thank you as always for your support, if you have any questions or suggestions please feel free to pass them along!

### **Registrar:**

GRADE	Total Enrolled 2019-2020	FTE	Seats 2019-2020	Waitlist Available
PRE-SCHOOL				
Ps-3	10			
Pre-K	43			

Total Preschool	53	NA		
<b>KINDERGARTEN</b>				
K-1/2	28		0	
K-Full Day	58		2	3
Total Kinder	86	70.56	2	
<b>ELEMENTARY</b>				
1	86		14	0
2	100		0	4
3	98		2	1
4	100		0	10
5	108		12	0
Total Elementary	497	492	23	
<b>MIDDLE SCHOOL</b>				
6	106		12	0
7	116		2	4
8	118		0	8
Total Middle School	345	344	9	
Total FTE		902.56	78	

#### **4. High School Building Update: Mr. McWilliams**

- a) Construction started, listening to concerns, architect and owner's rep will present on Tuesday, Aug. 13<sup>th</sup>, 6:00PM, MPR, encouraged everyone to attend and hear them out. Bring list and what we can't check off, will be addressed in the future.
- b) Kristen Bennington asked question about vision for academic side of new high school. Mr. McWilliams said this will be addressed at the next Board meeting.

#### **5. Next Meeting – September 12, 2019, 6:00PM**

#### **F. CONSENT AGENDA:**

##### **1. Approve minutes from July 18, 2019 meeting.**

Mr. Molsen made a motion to approve the agenda. Ms. Strop seconded, and the motion passed unanimously.

##### **2. Committee and other reports (Building/Facilities, Curriculum, RDC, Governance, SAC, Principal, Finance, Foundation, PTO, Teacher Reps.).**

a) Ms. Strop asked questions about committees. Will they include new school as well?

b) Mr. Cooke thinks curriculum should include K-12. Board needs to discuss. How to get volunteers? Recommended bringing in volunteers from school committees.

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

**1. New procedure:** Asking for email and phone numbers so board can follow up. The Board will be following up ASAP. Mr. McWilliams asked that people be gracious with this as we [Board] are trying to respond as quickly as possible. Mr. Molsen reminded people that the Board cannot comment on some things due to legal concerns.

### **2. One-time waiver regarding class size for 5<sup>th</sup> grade:**

Mr. Richardson gave background. Enrollment is down to 107; expects 105 or less by the time school starts. Will not be able to have five 5<sup>th</sup> grade classes next year based on current 4<sup>th</sup> grade enrollment.

a. Mr. Dole – number cannot be greater than 27; not accepting new enrollments

b. Ms. Strop – what percent are on IEP? (5%)

(1) IEP is not biggest problem.

(2) Already have two Paras (one more than other grades).

(3) Mr. Hutto (teacher), “We can handle it.” Would like extra

compensation.

(4) Ms. Silva asked for parents to step up and volunteer more. Mr. Hutto said they welcome volunteers.

(5) Mr. Dole introduced “Watch D.O.G.S.” (Dad’s of Great Students) to promote dads to volunteer. May help get more volunteers at the school.

(6) Ms. Strop made a motion to approve 27 with students enrolled now. If we go below, cannot accept new students tot hat grade. It’s 107 (where it is now) or less., with max 25 going forward.

### **3. Administrative structure discussion:**

a. CAO & CBO structure proposal – CAO explicitly states that they are there to serve academics. Academics are most important to our school. Both positions would report to the Board.

(1) Mr. Molsen liked that multiple people report to the Board. Proposed safety valve where Dean’s, teachers can report abuses to the Board without punishment.

(2) Mr. Dole – are we doing away with Principal position? CAO would have the certification, not title.

(3) Mr. Cooke – if we remove the title of Principal, does that affect retirement options? Mr. McWilliams did check; need verbiage in contract, and require license, they will be eligible for retirement.

(4) Ms. St. Aubyn – what is the ratio of admin to students? Is this in line with other charter schools? Ms. Buzzell will let the Board know.

(5) Mr. McWilliams stated that the Dean’s/administration proposed this new structure.

(6) Timeframe? Hire right person, not the first person. Deans have said they can handle it until we find the right person for the job.

(7) Ms. Strop – likes having two report to the Board

(8) Mr. Dole/Ms. Strop seconded the motion. Mr. Cooke opposed; believes Board needs to have input and discussion from the staff.

#### **4. Announcement of “topic based” meetings:**

Mr. McWilliams will request from the Deans a certain topic to be presented each month.

- Ms. Strop motioned to approve topic-based meeting; Mr. Dole seconded; motion passed unanimously.

### **H. Comments regarding non-agenda items:**

#### **1. Three people made comments.**

**Amy Torrence**, parent – thanked Board and admin. Encouraged by update email. Can Board give an official count and how does it compare to years past? Thanked teachers who have stayed. Ideas to hearing teacher and staff concerns? Exit interview? Board receives copy? Annual anonymous survey to teachers and staff?

**Cristin Patterson**, teacher – would love to see SACC take a more active role in the school and have their input on committees. Pointed out Board does not have a teacher rep. Mr. Richardson noted that teacher reps do not normally attend summer meetings. Election will be held and rep will be assigned to the Board for the 2019-20 school year.

**Holly Loningbach** – Question about donation of the land. Mr. McWilliams will speak to that. Concern over amount of teacher turnover.

#### **Mark McWilliams addressed summer update questions:**

##### **2. Dr. Griffin** – why did we rehire?

a) Bond council and bond holder specifically requested his involvement. Why? His experience. Board believed he was the best person to do the job, build the school, and finish the vision he has been working on for three years. His salary is coming out of the construction budget as an independent contractor, not from the school budget. He is under very strict oversight and zero fiduciary responsibility. Mark McWilliams & Nancy Tive are on the MA Foundation Board and have final oversight.

b) Don has taken a new job and did not have that job before he was contracted. He is still working on the project after hours. If he is in default of his contract, the Board will do something about it. He is a contractor acting on our behalf to ensure the school is built on-time/on-schedule. He works alongside the owner’s rep so that no one on the staff is burdened with that many questions that will come up daily.

c) Why didn’t the Board delay? \$1.5M had already been spent on the project and decided that it was best to move forward with the project.

##### **3. Dr. Davis** –

Mark met with her the day before her resignation, laid out plans and strategy. Dr. Davis believes she was not the best person to take MA through the year. Board talked to Deans, etc., and they assured the Board that they are ready and willing to take on the 2019-20 school year. Everyone is looking forward to finding new leadership. No one is in a rush.

#### **4. New school –**

Matt Dunston stepped down from the Board back in 2018 in order to purchase the acreage from D38. There was a joint decision between D38 and MA to build the new school. The Cost for infrastructure was over \$3M for just our share (which is in the budget). However, the bond holder would only allow a maximum of \$1.5M toward infrastructure. The bond counsel did offer up the option for MA to spend \$1.5M for the purchase of the land as a way to offset the infrastructure costs. The Board came to an agreement with Mr. Dunston, to buy the land in order to contribute to the over \$3M cost of infrastructure. The board feels this was a very good “deal” for MA.

#### **5. Moving forward –**

Meeting with architect and owner’s rep next week.

#### **6. Comment brought about the bond at the last meeting; going to WI for the bond –**

There are only a few entities in the country that can put forth a government-issued bond. The Board selected PFA; they are not where the money came from. The bond was purchased by a gentleman who lives in Parker. The interest rate was less than what was expected because he liked the project.

#### **7. School Resource Officer (SRO) –**

The Board wants an SRO desperately and appreciates the Safety Solutions committee and all they have done. Please support the event being held in Oct.

#### **8. Final comments –**

Please ask questions at Board meetings instead of Facebook so you get information straight from the Board. The Board will do their very best to answer or find the answer.

### **I. ADJOURNMENT:**

Ms. Strop made a motion to adjourn the meeting. Mr. McWilliams seconded, and the motion passed unanimously.

### **J. Executive Session pursuant to C.R.S. 24-6-402(4)(b, e & f) to receive legal advice on specific legal matters, to discuss negotiating positions and to advise negotiators, and to discuss personnel matters related to facility financing, charter contract matters, and performance of school administrators.**

MA did not have counsel at the meeting and did not enter Executive Session.