

**MONUMENT ACADEMY**  
**"A Charter School, a public school of choice"**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Multi-Purpose Room**  
**September 12, 2019 – 1150 Village Ridge Point**  
**Board meeting at 6:00 PM**

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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 6:07 PM by Mark McWilliams.

Members present:

Chris Dole  
Dwayne Cooke  
Mark McWilliams  
Mike Molsen  
Melanie Strop

Others present:

Charlie Richardson, Elementary School Dean  
Julie Seymour, Middle School Dean

Excused: Megghan St. Aubyn

Quorum declared.

**B. ANNOUNCEMENT OF LOCATION OF CITIZEN'S COMMENTS SIGN-UP SHEETS**

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

Mr. McWilliams made a request to adjust the agenda and move "Status of Secondary School Construction" from F.3 to F.1. Mr. Molsen made a motion to approve the agenda as amended, Mrs. Strop seconded, and the motion carried.

**D. CITIZEN'S COMMENTS PERTAINING TO AGENDA:**

No comments pertaining to the agenda were made.

**E. BUSINESS:****1. SRO Introduction**

Mr. McWilliams introduced Deputies “JJ” Hodge and Josie Haag of the El Paso County Sheriff’s Office as MA’s School Resource Officers. Deputy Hodge is our interim SRO until Deputy Haag is cleared for duty. Deputy Haag has 12 years experience with the Sheriff’s office and is starting her 3<sup>rd</sup> year as an SRO. She is currently recuperating from shoulder surgery and will be on campus full time starting October 1<sup>st</sup>.

**2. Welcome & Introduction of Teacher Representatives to the Board**

Mr. McWilliams introduced the new teacher representatives who were elected by their MA peers. Joy Maddox, 4<sup>th</sup> grade teacher, is the representative for K-5. Mike Herbert, representing the Middle School representative, Cristin Patterson, read a prepared “thank you” statement from her since she was not able to attend the meeting.

**3. Citizen Comments & Board Meeting Structure: Mark McWilliams**

Mr. McWilliams explained the new structure of the Board meetings regarding citizen comments on non-agenda items. The Board will stay after adjournment to talk with anyone who has additional topics that were not discussed during official business of the formal meeting.

**4. Treasurer’s Report: Nancy Tive, Monument Academy Foundation**

The size-able net incomes for August 2019 and August 2018 reflect the fact that instructional salaries, PERA and Medicare were accrued at June 30, 2018 and June 30, 2019. The contract period for instructional personnel runs September 1 through August 31.

**Revenue through August 31, 2019 for the 2019/2020 School Year**

Revenue for the month and two months ended August 31, 2019 were \$784,086 and \$1,472,041, respectively. This is 18.58% of budgeted revenue compared to a monthly budgeted amount of \$729,993 and a run rate of 16.67%. The School’s share of District 38’s MLO revenue (\$41,110) was received with the August 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 August wire from D38.)

**Expenses through August 31, 2019 for the 2019/2020 School Year**

For the month ended and two months ended August 31, 2019, MA expended \$454,119 and \$799,329, respectively, which equated to 10.09% of budgeted expenses, compared to a monthly budgeted amount of \$410,332 and a run rate of 16.67%. The actual expenditures were greater than the budgeted expenditures partially due to the payment of 50% of the cost of the School Resource Officer. This was amortized evenly over twelve months in the budgeted expenditures. The actual expenses also include the administrative fee charged by D38. Expenditures for the same periods last year were \$329,898 and \$686,762.

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

Net income for the month ended and two months ended August 31, 2019 were \$329,967 and \$672,712, respectively. Budgeted net income for the month ended August 31, 2019 was \$319,661. Net income was \$713,703 for the same period last year. The large net incomes for August 2019 and August 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 August 31, 2019, MA maintained a fund balance of \$2,789,808 in the General Fund, as well as \$2,939,808 in its General Fund bank accounts and certificates of deposits. The general fund balance was up \$284,543 or 11.36% from the same period last year.

### **5. Auditor's Report: Kevin Kimball, of the accounting firm CliftonLarsenAllen**

MA's audit was conducted in July and Kevin discussed the process and procedures. He was extremely complimentary of Nancy Tive and the business team for being very well organized and exceptionally easy to work with. He cited MA as being a "trendsetter" when it came to audits, as we were the first charter school in the state to be audited. His report was slightly delayed in being presented since the accounting firm was dealing with the PERA liability disclosure issue and completing field work associated with it.

### **6. Principal's Report: Charlie Richardson**

#### **Elementary School:**

All the Back to School prep  
Meet and Greet  
Back to School nights  
Safety/Security PD for staff  
504 meetings

Numerous parent meetings  
Hired 2 new PARAs  
Boo-Hoo breakfast  
Kindergarten Meet and Greet  
Summer Workbook party  
Playground grand opening  
New employee orientation  
New family orientation  
Fire drill  
Data dig with District

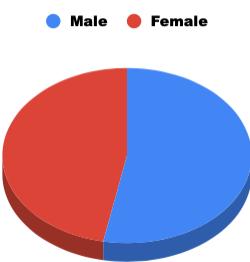
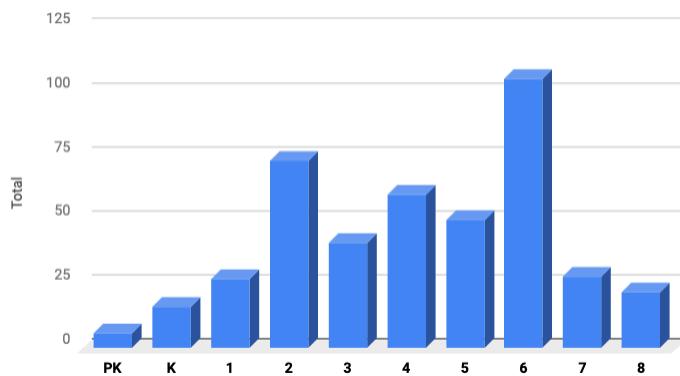
### **Middle School:**

Professional Development for Pre-Service Staff days (Vision work & Middle School Character Education, House mission, vision, & Structure, Discipline Core Beliefs and Processes in classroom and office)  
Meet and Greet Procedures for Middle School  
Middle School Orientation Day  
First Friday House Day with Desiree Floyd and Middle School teachers  
Welcome to 6<sup>th</sup> grade Parent meeting  
Back to School Night (approximately 130 middle school families in attendance)  
Participant in hiring team for Senior Accountant position  
Middle school teacher meeting to discuss High School architecture

### **Preschool:**

All preschool staff received the necessary training to begin our year. Our staff consists of 8 wonderful and experienced ladies. They truly are gems.  
We currently have a waiting list for our Level 2 Pre-K Program.  
The Colorado Board for Community Based Licensing visited our school on the 2<sup>nd</sup> day of school. After a 4-hour visit, we are happy to report that no violations were cited. Our Evaluator was very pleased and impressed with our program. We are working toward our accreditation and are hoping to receive a validation visit before Christmas.

### **Counseling:**

**Gender****Students seen by grade****Notable statistics:**

2 suicide assessments completed (1 elementary, 1 middle school)

94 students seen individually

Top student issues:

Transition

Behavior

Family issues

Sad/Depressed

50 Parent contacts/consultations

277 Teacher/staff contacts/consultations

**Upcoming:**

Developing suicide/self-harm guidelines for staff

6 Parent education nights planned for 2019-20

ES and MS guidance lessons begin week of Sept 9

ES and MS groups to begin in September

2 staff education tips sent

**Trainings/Meetings:**

Attended Sources of Strength with LPHS and PRHS staff (Carrie)

- Attended Mental Health First Aid (Carrie)

- Attended Psych meeting with district Psychologists (Carrie)

Multidimensional Inventory of Dissociation (MID) assessment training for dissociation and complex trauma (Jim)  
Continuing Ph.D. classes, including Cultural Diversity (Phyllis)

### **Assessments:**

Our spring CMAS assessment results were released and we are happy to report that Monument Academy was granted a performance status with low participation, which is typical for D-38.

NWEA assessments went very smoothly. If not for a handful of kids that have been sick or on family vacations we would be finished entirely, but it appears we'll need just a little longer to wrap it up. NWEA trainers will be conducting professional development for our teachers soon to help them best use our most recent assessment data to inform classroom instruction.

Our first and second grade classrooms are making use of NWEA Math screeners and K-2 Growth assessments to help differentiate student math classes for the year.

DIBELS reading assessments are currently being conducted in the hallways for elementary students and should be wrapping up soon.

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.

Next on the list of assessments will be CogAT which is administered to third and sixth grade students to fulfill a state requirement to administer a screener for students that may be identified for Advanced Learning Plans (ALPs). CogAT will be administered in early October.

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:**

Our CCAL Football team opened the season with a tough loss to a very good team from Banning Lewis Ranch and then bounced back to trounce CSCS the next week. We have a strong team and will do very well the rest of the season. The officials commented on the good character our boys showed in the loss. Our CCAL Girls Volleyball team is also very strong and have easily defeated their first two opponents. There was an emergency that affected one of our officials for the most recent game, so we only had a single official. The official remarked that she was unconcerned having officiated many games for Monument Academy before noting the good character our girls always show.

Our Cheer team has been hard at work supporting our CCAL Football and Girls Volleyball teams whether they are at games cheering or putting good luck signs on the kids' lockers. Coach Thompson does a nice job every year with the girls! Our CCAL Cross-Country team has many new faces including many sixth-grade students, but it doesn't seem to matter as the boys won the first CCAL meet at Peyton and the girls finished second. We always have strong running programs here so we're just picking up where we left off last year. We host the next CCAL meet at Palmer Lake this Friday.

Our Junior Lynx Girls Volleyball team has their first game this Friday and they are very excited to play!

We're working to gauge interest in our next batch of programs and lining up coaches. This is always the busiest time of the year for Athletics but somehow, we always manage to ensure the kids have a good time. Thank you as always for your support, if you have any questions or suggestions please feel free to pass them along!

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

## **ESS:**

### **August 2019 end of month ESS needs:**

Staffing Needs:

1 part-time (~20 hours/week) Speech Language Therapist

Currently negotiating contract with staffing company

1 part-time (~10 hours/week) School Psychologist

This is currently being fulfilled by a staffing company.

1 full-time ESS Teacher (currently being fulfilled by Jessica Coote)

### **August 2019 Data:**

Students staffed off IEPs: **0 students**

Initial evaluations completed: **0 evaluations**

Initial evaluations requested/started: **1 evaluation**

Watchlist: **6 students**

Students put onto IEPs: **0 students**

New students to MA this year on IEPs: **7 students**

Total ESS staff members: **14 staff**

1 Director of Exceptional Student Services

1 ESS teacher

1 para receiving CO licensure & 1 acting teacher for middle school

1 OT  
1 COTA  
1 Social Worker  
8 paras

Service Data:

**Students with IEPs:** 48 students

**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:** 22 students on IEPs, 1 student in MTSS

.0OT direct time: 1245 minutes/month  
minutes/month

OT indirect time: 310 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:** 20 students on an IEP, 5 students on 504

Social/Emotional Groups: N/A at this time

Scheduled 1:1: N/A at this time

MH direct time: 1260 minutes per month

MH indirect time: 300 minutes per month

**ESS Academic service time:**

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

16 students: 45.25 hours/week (serviced through Reading Labs, Math Resource, and resource periods)

**Case load #2: 4-5**

13 students: 41.75 hours/week (serviced through Wilson reading groups, pull-out instruction, and push-in instruction)

**Case load #3: K-3**

8 students: 12 hours/week (serviced through pull-out and push-in services, Wilson and resource groups)

**Speech case load:**

11 students

**Human Resource:**

Reviewing current policies on:

Grievance  
Evaluations  
Exit interviews

**Technology:**

Teacher Professional Development Course Modules in Canvas  
Teacher and Staff Back-to-School Trainings  
Middle School iPad Deployment  
Middle School iPad Agreement  
Middle School Password Set Up  
Middle School iPad Set Up  
Middle School iLicense Training  
4th and 5th Grade Technology Acceptable Use Policy Presentation  
4th and 5th Grade AUP Agreement  
4th and 5th Grade Password Set Up  
3rd Grade Classlink QR Codes  
NWEA Testing Support  
Five New Copiers Installed

**Instruction and Evaluation:**

Observing and evaluating morning and afternoon carline  
Observing and evaluating lunchroom procedures and class schedules  
Met with elementary and middle school PARAs to discuss beginning of the year performance and successes  
Created PARA carline schedule  
Observed and made positive comments to 31 out of 46 teachers via an informal walk through  
Planned and organized elementary LA Frameworks introduction/training and work time  
In the process of setting up Reflex math facts online practice program in grades 2-6 (7-8 as needed).  
Preparing information and set-up for NWEA training on September 13  
Taught the “Ownership” key of excellence to all four second grade classrooms and implementing this key during lunch time  
Coached one middle school teacher on time management and classroom management  
Planning **Dare to Lead** all school book study to begin later in the month

**Director of Literacy and Intervention:** 90 Students being serviced through the Literacy Dept.

**Literacy**

46 READ plans

5 MTSS plans

39 K-5 students receiving Literacy Intervention

Providing professional development to K-2 teachers using their BOY Dibels data

Completed all BOY Dibels testing for K-6 students

Students who scored partially proficient or unsatisfactory will be progressed monitored every 2 weeks

Weekly Friday morning meetings with reading interventionists

Organized all reading intervention students into flexible groups

**Intervention**

Homebound parent meeting

Met with ESS Director in regard to students who have been in the MTSS framework and need to be further evaluated

**Other**

Coordination with Deans, Nurse Chelsea, & secretary. to schedule September 504 meetings

Conducted 13 504 meetings

Met with Michael Brom (D38 Assessment and Accountability) and Data Team to review CMAS State data results and CMAS School data results

**Facilities:**

Assist the Elementary Music Teacher set up for Piano Recital in MPR. Put up curtains, set up table/chairs and keyboard.

Organized volunteers to help with putting the library back together after carpet replacement and repaint.

Put the computer lab in library back together after remodel.

Touch up walls in hallways on all levels.

Installed new blinds in conference room.

Cleaned out remaining supplies in the facilities shed and restocked teachers' lounge.

Assisted Delivery Company with pulling in EduKit Pallets and placing them in the gym.

Unloaded Bulk supplies off pallets and stored in facilities shed.

Set up tables for EduKit distribution.

Repaired carpet in Middle School math room.

Repaired various middle school desks.

Adjusted heights of desks in various elementary classrooms.

Assisted 5th Grade teacher Mrs. Heine's in relocating her classroom (desk, bookcases and teaching materials to Room 220.)

Assisted Elementary Spanish teacher in relocating classroom (furniture, desks, and teaching materials) to another room on lower level. Cleaned, vacuumed and touched up her walls.

Made two trips to Grace Best to pick up middle school desks and kindergarten tables and legs. Dropped off Core knowledge bins from last year.

Assisted kindergarten teacher Mrs. Council with putting her room together after carpet install and wall demo.

Responded to numerous emails and text from teachers throughout the month regarding repairs, furniture needs, and facilities questions for their classrooms. Removed old/broken water fountain out of the gym. Repaired drywall and repainted.

Repaired damaged drywall in gym. Put up wood panels and painted.

Assisted tech department with LifeTouch set up for Middle School I pad licenses by putting up table and chairs.

Set up tables in gym Middle School I pad distribution.

Assisted the Middle School staff with Middle School meet and greet.

Greeted Parents and students by directing them to the proper places.

Helped parents/students with school supply collection.

Laid out collection boxes and put out labels and signs for school supply drop off.

4)Boxed up and put away school supplies and reams of papers into facilities shed and teachers' lounge.

5) Helped middle school students with their lockers. Assist with how to use locker combo or adjusted locker doors.

Cleaned and touched up walls in Preschool/ Kindergarten hallways.

Collected and packed up school supply donations in Preschool and Kindergarten and took them to facilities shed.

Removed chairs, furniture, and trash out of hallways in preparation for school to start.

Catered and set up tables for New teacher training and Welcome back breakfast. Aug 8 & Aug 12th.

Cleaned out, organized and set up tables in MPR for Middle School Orientation.

Set up library for board meeting and Q& A sessions.

Set up tables and chairs for Architectural Meeting in MPR.

Cleaned restrooms, restocked toilet paper/paper towels, mopped/vacuumed floors, cleaned windows, take out trash throughout the building and cleaned stairwells. (Daily/nightly throughout the month of Aug.)

Set up Gym for Middle School meet and greet.

Oversee and assist as needed in lunchroom during daily operations now that students have returned.

Hung white boards in Mrs. LoBosco's Room.

Replaced two middle school locker slides.

Installed community board and community pamphlet holder in teachers' lounge.

Replaced clocks in 202 and 208.

Helped organize and execute first fire drill of the school year.

Clean/Mop & disinfect preschool and kindergarten bathrooms daily.

Clean/Mop and disinfect teachers' lounge and teacher's bathroom.  
 Replaced light bulbs in Choir portable.  
 Assist admin with Back to school night prep.

**Registrar:**

GRADE	Total Enrolled 2019-2020	FTE	Seats	Waitlist
		2019-2020	Available	
<b>PRE-SCHOOL</b>				
Ps-3	10			
Pre-K	43			
<b>Total Preschool</b>	<b>53</b>	NA		
<b>KINDERGARTEN</b>				
K-1/2	28		0	
K-Full Day	58		2	3
<b>Total Kinder</b>	<b>86</b>	<b>70.56</b>	2	
<b>ELEMENTARY</b>				
1	86		14	0
2	100		0	4
3	98		2	1
4	100		0	10
5	108		12	0
<b>Total Elementary</b>	<b>497</b>	<b>492</b>	23	
<b>MIDDLE SCHOOL</b>				
6	106		12	0
7	116		2	4
8	118		0	8
<b>Total Middle School</b>	<b>345</b>	<b>344</b>	9	
<b>Total FTE</b>		<b>902.56</b>	78	

**7. Next Meeting – October 10, 2019, 6:00 PM, Library**

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

**1. Status of Secondary School Construction – Kurt Connelly, Owner's Rep**

Mr. Connelly stated installing the foundation has started and concrete has been poured. He explained the structure of the team involved in building the secondary school and compared it to a three-sided table: owner's rep (himself),

architects (JHL), and the contractors. He introduced Amy, the project manager, and John, the project engineer. Amy encouraged the Board to select a school representative to be available every Wednesday at 10:00 AM for the weekly OAC (owner, architect, contractor) meetings. All three representatives expressed their goal to “come in on time and under budget.” Scheduled completion date is August 4, 2020. Fifteen weather days are built into the construction schedule.

## **2. Discuss/Approve addition of Melanie Strop to MA Foundation Board:**

This agenda item was tabled from the August Board meeting to determine if the Board was within its boundaries to appoint Melanie Strop as a replacement for Nancy Tive. There was no further discussion. Mr. Dole made a motion to appoint Melanie Strop to the MA Foundation Board, Mr. Molsen seconded, and the motion carried unanimously.

## **3. Changes to Secondary School Building Plans:**

Mr. McWilliams explained that changes have been made to the original secondary building design based on discussions with the Board, Leadership Team, teachers and the OAC. He handed out copies of the updated plans. 5500 square feet have been altered by moving some walls and creating more useable space for fine arts. Extra toilets have been added and plumbing has been roughed in for the science rooms. These changes had minimal budget impact. No more design changes will be made. Shared space with the “Y” is no longer included in Phase 1; the option remains a possibility for Phase 2.

## **4. Discuss/Approve Hiring Strategy for Administration Position:**

Mr. McWilliams opened the discussion on the hiring of two Administrative positions, Chief Academic Officer (CAO) and Chief Operating Officer (COO). There was much discussion among Board members on which position to focus on and hire first. All members agreed to focus on hiring a COO first; however, both positions will be advertised, and applications will be accepted for both.

## **5. Discuss/Appoint Recommendation Committee for Administration Position:**

Mr. Molsen suggested forming a committee to ensure quality candidates are put forward. Mr. Molsen made a motion to begin the hiring process and form a committee consisting of himself, Deans Seymour and Richardson, Sherry Buzzell (HR), Cheryl Darnell (parent), and Joy Maddox and Cristin Patterson (teacher reps); Mrs. Strop seconded, and the motion carried unanimously. The committee will conduct interviews and forward recommendations to the Board. Mrs. Strop made a motion that two applicants per position be submitted to the

Board for the second round of interviews, Mr. Molsen seconded, and the motion carried unanimously.

**6. Monthly Topic – Assessment Data Overview:**

Dean Richardson commented that CMAS results were released to the District only, not the general public. MA's Director of Assessments, Marty Venticinque, will hold a parent meeting in two weeks to discuss these results.

**G. CONSENT AGENDA:**

**Approve minutes from August 8, 2019 meeting:**

Mr. Dole made a motion to approve the minutes from the August 8<sup>th</sup>, 2019, meeting, Mr. Cooke seconded, and the motion carried.

**H. ADJOURNMENT:**

Mr. Cooke made a motion to adjourn the meeting, Mrs. Strop seconded, and the motion carried. The meeting adjourned at 7:17 PM.