

MONUMENT ACADEMY
“A Charter School, a Public School of Choice”
Board of Directors Regular Meeting

Thursday, November 12th, 2020 at 6:00 pm
Virtual Zoom Meeting
Streamed on MA YouTube Channel

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:

- a. Role Call, meeting called at: 6:01pm by Mrs. Strop

Board Members in Attendance:

1. Megghan St. Aubyn
2. Misty McCuen
3. Chris Dole
4. Ryah Graham
5. Melanie Strop

Others in Attendance:

1. Tanja Curtis
2. Janyse Skalla
3. Tiffiney Upchurch
4. Christianna Herrera
5. Cristin Patterson
6. Charlie Richardson
7. Julie Seymour
8. Jackie Burhans
9. Marc Brocklehurst
10. Sherry Buzzell
11. Kim Stoltenberg

B. ADDITIONS TO/APPROVAL OF AGENDA:

- a. **Item added: E. b.**

- b. **Tabling board approval of revised budget for special meeting on Nov 19th @ 9:00 am to 11:00 am**

C. CITIZEN’S COMMENTS PERTAINING TO AGENDA ITEMS RECEIVED VIA EMAIL: *Limit 3 minutes per person*

- a. *No citizen comments submitted*

D. BUSINESS:

- a. Treasurer’s Report: Marc Brocklehurst, CPA
- i. Present Revised Budget
 - ii. Highlights below:
 1. Impacts to revenue:
 - a. PPR is \$7,762
 - b. West - decrease 40 students, impacted rev
 - c. East - increase 5 students,
 - d. Changes in expenses: additional teachers, reclassification of staff, decreases to some of the est for utilities/maint at both campuses to reflect real time cost, increases for equ and furn at west to help support hybrid and remote in order to better support staff, etc. \$810k

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- net loss expected to come from reserve leaving us w/\$2 mil balance (high level changes)
- e. Mrs. St. Aubyn - why haven't we received grant \$ for East?
 - f. Mr. Brocklehurst - working with CDE, we were reduced based on enrollment of HS impacted dollars allotted, forced us to reduce grant budget for HS, shift caused us not to get the \$ expected.
 - g. Mrs. St. Aubyn - is the \$ lost or delayed?
 - h. Mr. Brocklehurst - not lost, we're in negotiations with CDE
 - i. Mrs. Herrera - we had to submit our renewal proposal, due 09/09, just started school and didn't have all the info they were requiring - had to follow up later with the data. We addressed some issues and were affected by COVID. Fed has asked states to extend grace due to COVID - will adj grant.
 - j. Mrs. St. Aubyn - what is the min req for reserves for bond and days cash on hand - combined or confined?
 - k. Mr. Brocklehurst - 2014 bond 50 days cash \$1 mil, for 2019 bond 30 days cash - best practice is confined
 - l. Mr. Dole - what is the date that we'd get the funds?
 - m. Mrs. Herrera - 2022
 - n. Mr. Graham - what day next week will we hear?
 - o. Mrs. Herrera - we don't know exactly, CDE is super busy, could be next month til we hear back
 - p. Mrs. St. Aubyn - what's the amount of funds not received?
 - q. Mrs. Herrera - Year 0 furniture budget, we have the funds but aren't able to spend, not reimb for \$200k, year 1 funding reduced by \$170k, altogether \$370k
 - r. Mr. Graham - they have to give an answer by 12/7?
 - s. Mrs. Herrera - yes, they can delay it a bit, if we don't get the results desired have to go to the commissioner, and then beyond that the State BOE appeal.
 - t. Mr. Graham - is there any advantage or disadvantage if we approve the revised budget next week and then find out we do get funding to help cover some of the offset of that grant - is there anything we need to be concerned with as a board?
 - u. Mr. Brocklehurst - depending on the amount of the change, we might want to request another revised budget.
 - v. Mr. Dole - as the board considers the \$810k dip into the reserves, \$370k potentially being recouped through the grant if those funds are awarded - could you update what the district announced re: PPR and how this plays into potential funds that would help us?
 - w. Mr. Brocklehurst - DAAC mentioned \$7,762 ppr, we are using \$7,762, which the current district pays out to us. Left VM w/Shanna Sealy if we are off by \$100 to verify. If off, we will get \$190k more which would cut the amount we need to use in reserves

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- x. Mr. Graham - as a board do you feel we need additional understanding from Marc on this last budget before we meet.
 - y. Mrs. Strop - Yes, I need to spend more time understanding these numbers as its not clear where the \$810k is coming from.
 - z. Mrs. McCuen - Yes, I also need more time to discuss what's actually being cut. I'd like to key in on what's actually being cut
 - aa. Mrs. Strop - asked Mr. Brocklehurst to discuss for us more and then we can vote on it.
 - bb. Mr. Brocklehurst confirmed the special meeting date and time works for him as well.
 - cc. Mr. Dole - asked Mr. Brocklehurst "last year we approved a budget that would dip \$400k in reserve and had no impact on salaries. What we're reviewing, the \$800k cut does not impact salaries correct?"
 - dd. Mr. Brocklehurst - affirmed that to be correct - no cuts to salaries or benefits as we looked to other areas for these reductions.
- b. Elementary Principal's Report: Principal Richardson, Beth Weber
- i. Highlights below
 - ii. Mr. R - had to send 4th grade to quarantine last night
 - iii. Mrs. Strop - faculty parking lot sparce, how many staff out today?
 - iv. Mr. R - 11 out today, teachers and staff have been superb in dealing with this.
- c. Middle School Principal's Report: Principal Seymour
- i. Highlights below
 - ii. Dealing with Quarantine, filled sub positions and they're doing amazing, some teachers from home via zoom with live students, AP's huge part of coordinating this effort.
 - iii. Mrs. St. Aubyn - I have 3 kids in quarantine (2 at MA at each campus and 1 at other school), I am so impressed and truly thankful for all that our school has done with the DL and its great and I am confident that it's going to work. Comparing my MA kids to my student at other school - our program is night and day.
 - iv. Mrs. Strop - you guys are doing an exceptional job, thank you! We had a rough start but you guys have overcome!
- d. COO Report: Mrs. Herrera
- i. Highlights below
 - ii. Budget Review Update
 - iii. Current level 2 state level - discuss and hear update from CH. We have 11 teachers/staff out at west and 13 teachers/staff out at east Asking the question "Have we reached the tipping point? Is the State going to ask schools to close after thanksgiving?" If so we want to continue with in-person as long as we can. Recommends that we discuss this at next week's special board meeting as we'll have more information on this.
 - iv. Mrs. Strop - with current levels, we had our 1st quarantine at East campus and 102 students went out, of those what have come back positive?
 - v. Mrs. Herrera - 2 additional positive cases at east and 1 staff member
 - vi. Mrs. Strop - is our quarantining working?
 - vii. Mrs. Herrera - when we did tracing, we are not seeing a lot of transmission, all appear to be independent cases.

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- viii. Mrs. Strop - do we have any data as far as state outbreaks in any schools?
- ix. Mrs. Herrera - "In person learning in the time of Covid" has some statistics. But it's not clear if the transmissions are happening in the school environment.
- x. Mrs. Strop - trying to get realistic info for our own school info, if we're quarantining groups of teachers due to 1 positive case what % is coming back + in addition to the initial + case
- xi. Mrs. Herrera - if our students don't come up with symptoms they come back to school on Monday.
- xii. Mrs. Strop - this is after their 14 days. I'm trying to get real data for our own organization. Are our implementations being effective? It sounds like they are. Are you seeing that as well?
- xiii. Mrs. Patterson - this data won't be known before Monday return, are we requesting students/families to report updates?
- xiv. Mrs. Strop - but what about the teachers that are in quarantine, they have to be communicating with the office. I'm getting after real data for our own school if we are being proactive enough to keep us all in school.
- xv. Mrs. Herrera - nothing is 100%, but what we are doing is incredible, we can't be better at what we are doing within the school environment, but so much unknown with how transmitted, we're not seeing the cases are b/c of each other, we see them coming out of individual positives. We work with EPCH to determine this. Collaboration to determine these groups, this is why we haven't had any outbreaks b/c they weren't deemed to have transmitted it to each other.
- xvi. Mrs. Strop - thank you, I'm looking to get info specific to us as that is our sphere so thank you for all you are doing.
- xvii. Mrs. McCuen - Christianna can you clarify if we are quarantining after thanksgiving and if so how long are we looking at?
- xviii. Mrs. Herrera - clarified not quarenting, more stay at home if you can. What's being discussed is having schools go to DL plans and no in-person learning from now until winter break.
- xix. Mrs. Stoltenberg - this is only if its a county state request, its not that MA is going to do this on our own initiative?
- xx. Mrs. Herrera - no, at this point schools are able to determine whether or not they've reached the tipping point. Staffing is a big factor. Based on our own resources and what the tipping point is. Currently we are able to provide in-person. We are fighting for this. Not likely to see a statewide, it's going to be according to areas with hot spots. Looks more like counties making the call. If I have to ask the board to consider a change it would be due to a staffing issue.
- xxi. 2021-2022 enrollment - Highlights below
 - 1. Advertising is critical, need to be very careful with how spending
 - 2. Focusing on retaining current families
 - 3. New homes got stopped in spring and caused a stall of new families we built our studies on
 - 4. Re: Budget, consider how funds affect enrollment
 - 5. Mrs. Strop - regarding new to MA families, can we track where they are coming from
 - 6. Mrs. Herrera - yes we can track that, will get this info
 - 7. Mrs. Strop - can we have open house nights?

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8. Mrs. Herrera - not in person, we can do zoom and are currently working on this
 9. Mrs. McCuen - is there collaboration happening with our athletic department for ways we can utilize our sports programs for (specialized sports as we are competing with PR and LP in football baseball, basketball) both retaining current students and attracting new students?
 10. Mrs. Herrera - yes, Mr. Venticinque will report on this next month. We have the turf field for this reason. Couldn't grow facilities bigger or build the 2nd gym yet that's in phase (2 bigger gym), everything's put out a year.
 11. Mr. Graham - Our straight line of communication is coming from EPCPH and not CDPHE is that correct? We are talking with local health when it comes to these covid outbreaks or positive cases in the school?
 12. Mrs. Herrera - yes this is correct, EPCH are very responsive and want to keep open, very professional and very good at clarifying with us and collaborating with us on best practices. We report to EPCH.
 13. Mr. Graham - so we don't have an obligation to report to CDPHE just direct to EPCPH correct?
 14. Mrs. Herrera - yes we report positive cases to them. We need to make sure we have done this right and so we rely on their coverage. It's been a good collaboration so we can be as conscientious as we can be. At the end of the day we know it's out there. We can't stop it coming into our doors but we're doing everything we can to make sure it's not transmitted as much as possible.
- e. Distance Learning Update: Janyse Skalla
 - i. Highlights below
 - ii. Data and graphs provided in attached report
 - f. Governance Meeting Update - Melanie Strop
 - i. Highlights below
 - ii. Meeting held with Mrs. Strop, Mrs. Buzzell, Mrs. Herrera and Mr. Graham to put together a plan for policy updates
 - iii. 4- 5 policies to be reviewed each month
 - iv. Cristin Patterson is the teacher rep in this committee to review policies as well
 - v. Next month we'll have the first 4 policy revisions.
 - g. SAAC West Report: Chris Dole
 - i. No sept meeting, allow school to get going. Looking at the school as a whole. Advisory role only. Held 2 meetings 10/14 and 11/10, led by Mr. Richardson. First meeting was introductory. Jennifer Roth chair person, Jamie Harding VP, Jolinda DAggert secretary, Kim Stoltenberg is PTO, Mrs. Blair is teacher rep. Still missing community member at large position 3rd party rep - it is a D38 boundary requirement. Went over bylaws, how often meeting, various topics, role of SAAC, UIP discussed, national standards, decided to meet every Tuesday prior to board meeting. 2nd meeting - update on the board activity, worked on the survey, produce before winter break, discuss results and

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participation level and how to increase that. Keeping survey short. Added questions to get feedback on the learning options. Mid-December roll out. Close window just prior to the new year. UIP is a huge focus for SAAC. We need parents to participate so we can continue to improve our school.

- h. SAAC East Report: Misty McCuen
 - i. SAAC East did the same as what Chris shared above. We’ve also had 2 meetings. Julie S led, Corrie Dunkerton saac chair, Roby Roberson saac vice chair, Cathy Edwards teacher rep, Patty Foster community member, Rebeckah Lawrence is secretary and PTO member. Discussion re: survey going over questions and working on getting more parent involvement. Discussed new ways to get the survey out: text, facebook, multiple emails to keep at the top of folks inbox. Also discussed incentivizing parents in ways that benefit the students so they can have free dress days, etc. I’m very impressed with the SAAC team, learning a lot and grateful for Chris’s mentorship in this role.
 - ii. Mrs. St. Aubyn - where are we at with compiling previous years answers to find trends?
 - iii. Mr. Dole - the intent was to do this but we still don’t have a high enough participation level yet to justify a focus group which is why we are working so hard to increase participation levels from parents. WE don’t yet have a good cross section yet of what the community is thinking. If we4 don’t have enough people participating it almost invalidates the results.
 - iv. Mrs. St. Aubyn - What is the goal # we are going for to have a valid survey?
 - v. Mr. Dole - if we can get 50% - I’ll ask Mary V.
 - vi. Mrs. Herrera - Tiffiney Upchurch clarified the correct PPR is \$7,664
- i. Finance Committee Report: Ryan Graham
 - i. I want to reiterate that Marc has been extremely gracious to take me through all of this. Next week we’ll be able to dive deeper into the budget which will be very helpful for us.
 - ii. We aren’t able to find the funds in the budget for the christmas fund
 - iii. PTO and parents are needed for this fund - we need donations by the Dec 11th holiday gathering. We need parents help with this, checks and monies needed by 12/3
 - iv. Update from Teacher Gift Fund Committee
 - v. Mrs. Strop - even though we aren’t able to take funds from the budget, we are fighting to find ways to show our support and appreciation of our teachers. Thank you Mr. Graham, PTO, for helping to spearhead this. Parents, any amount is appreciated so we can bless our teachers.
- j. PTO West Report: Kim Stoltenberg - Highlights below
 - i. Raised over \$21k through fun run
 - ii. In order to provide 150 staff members with a \$100 check we need to bring in at least \$15k. Mr. Graham has already given \$1k to start off the fund. 100% of funds given to teachers and staff
 - iii. Communication on teacher fundraiser coming out next week
 - iv. Mr. Dole - suggests that we set some goals for this fund, at certain increments individual board members take pies to the face (Mr. Graham 1st, then Mr. Dole :) Asked Mrs. Stoltenberg to get back to us with some goals/numbers.
 - v. Mrs St. Aubyn - we really appreciate PTO helping us. The board will be taking on the role of this fundraiser. We’ll communicate out about this next week once Harvest of Love is finished.

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- k. PTO East Report: Tanya Curtis - Highlights below
- l. Teacher Representative Update:
 - i. Cristin Patterson - teachers are exhausted, being very flexible and heavy lifting. 1st Qtr is behind us. Working extremely hard to make sure no one is slipping through the cracks. Happy to be in person with our students. Idea for marketing, what if it's put out to put out to parents to record what they love about MA. We are doing the best we can with the circumstances. There is concern about keeping effective face coverings, especially gaiters. Asking parents to keep on encouraging students to follow the covid guidelines.
 - ii. Joy Maddox - self quarantining, coming up with a game plan to roll out Monday.

E. ITEMS REQUIRING BOARD DISCUSSION/ACTION:

- a. Follow up re: board emails - are we all set up and moving forward can we solely utilize these email addresses for all board business?
 - i. Mr. Graham, Mrs. McCuen, Mr. Dole, Mrs. St. Aubyn and Mrs. Strop all confirmed that they are set up on board emails.
 - ii. Mrs. St. Aubyn - working with P. Ross to make sure all tech issues are worked out before the next meeting at the school.
 - iii. Mr. Graham - confirmed that any non-admin/typo errors, such as policy changes, will be presented to the board
 - iv. Mrs. Strop - confirmed that any policy changes will be presented to the board, this is more administrative errors we will make freely
 - v. Mrs. St. Aubyn - motioned to give the Governance Committee authority to make any typographical/administrative changes. Mrs Strop 2nd the motion, role call taken to confirm. Motion passed.

F. CONSENT AGENDA:

- a. Approve minutes from 10-08-2020 - Chris Dole motioned to approved minutes as presented, Mrs. St. Aubyn 2nd the motion, role call taken to confirm. Motion passed.
- b. Approve next meeting 12-10-2020 - Mrs. St. Aubyn motion to approved the minutes, Mrs. Strop 2nd the motion, role call taken to confirm. Motion passed.
- c. Approve Special Meeting 11-19-2020 - Mrs. St. Aubyn motion to approved, Mr. Graham 2nd the motion, role call taken to confirm. Motion passed.

G. ADJOURNMENT - meeting adjourned at 8:40 pm