

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

December 8th, 2022 at 6pm MST
Monument Academy East Campus Band Room

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/MISSION STATEMENT/PLEDGE OF ALLEGIANCE/ROLL CALL/QUORUM**
- B. ADDITIONS TO/APPROVAL OF AGENDA**
- C. INTERIM COO INTRODUCTION**
- D. SCHOOL SPOTLIGHT**
- E. CITIZEN’S COMMENTS PERTAINING TO AGENDA ITEMS** *Limit 3 minutes per person*
- F. CONSENT AGENDA:**
 - a. Approve minutes from November 10, 2022.
 - b. Approve minutes from November 18, 2022.
 - c. Approve minutes from December 1, 2022.
 - d. Approve next meeting date of January 12, 2022 at 6:00pm in the East Campus Gym.
- G. REPORTS OF ADMINISTRATION & COMMITTEES:**
 - a. COO: Mr. Brocklehurst
 - b. CFO: Mr. Brocklehurst
 - c. Committees
 - i. Highway 105 Committee Report: Mr. Graham
 - ii. Curriculum: Mrs. Belisle
 - iii. SAAC – West: Mr. Geers
 - iv. SAAC – East: Mrs. Belisle
 - v. Governance: Mr. Buczkowski
 - vi. Finance: Mr. Buczkowski
 - vii. Buildings & Facilities: Mr. O’Brien
 - viii. Volunteer: Mrs. Clinton
 - ix. RDC: Mr. Carle
- H. ITEMS REQUIRING BOARD DISCUSSION/ACTION:**
 - a. East Campus Watch D.O.G.S.
 - b. Preschool Policy 7.702.31.B.4 (Inclement Weather)
 - c. Employee Handbook Revisions (Extended Leave and Administrative Leave)
 - d. Athletic wear presentation from Athletic Director Mike Svendson
 - e. East Campus Modulars
- I. BOARD COMMENTS/ANNOUNCEMENTS**
 - a. Lynx Fund Information
 - b. December Café Chat: 12/12, 9am at Serrano’s
 - c. COO Fireside Chat
- J. NEW BUSINESS**
- K. MOTION TO ADJOURN TO EXECUTIVE SESSION:**

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- a. Executive session pursuant to C.R.S. 24-6-402(4)(a, c, d, and e) to discuss property interests related to West campus; to discuss matters required to be kept confidential under federal and state law to convey student and HR issues to school leadership; to discuss details of security arrangements; and to determine matters subject to negotiations related to property interests and Independent Contractor matters.

L. BOARD DISCUSSION/ACTION

- a. Action taken on items discussed in executive session

M. ADJOURNMENT

N. CITIZEN COMMENTS NOT PERTAINING TO AGENDA ITEMS

ADMINISTRATION REPORTS

A. COO REPORT – December 8, 2022

- a. Staffing Needs
 - i. Elementary Paraprofessionals
 - ii. Exceptional Student Services Paraprofessionals
 - iii. Secondary Math Teacher
 - iv. Secondary English Teacher
 - v. Secondary Science and Social Studies Teacher
- b. Property Appraisal Report
 - i. The appraisal report has been received from our appraiser. We are comparing the results with the county's appraisal submission. Legal counsel will review the county's submission.
- c. Recirculation Project
 - i. MA met with the county engineer to discuss and review the lowest bid to verify that it meets our needs.
 - ii. We will be moving forward with a Notice to Proceed and a Notice of Intent

Respectfully submitted,

Marc Brocklehurst, CPA
Monument Academy – Chief Financial Officer (Acting Chief Operating Officer)

B. HIGH SCHOOL REPORT

December 5, 2022

David Kennington

Monument Academy High School has enjoyed a very successful semester, thanks to the efforts of our dedicated staff and superb students. We especially thank our caring parent community and PTO, whose comprehensive efforts to plan enjoyable celebrations and gifts for our teachers is warmly appreciated.

Academics remain our top priority and we are focusing our students on finishing well. Yet we are also ensuring the last weeks of the semester are an enjoyable experiencing for our high school, and there was plenty of merriment to be had by our student body.

The Arts

The high school production of Clue! will open on Friday, December 9. A large cast of eighteen students have been rehearsing all semester under the direction of Mr. Zach Engelman, and this will be a not-to-miss event.

Miss Crystal Sebastian and her skilled art students have their work displayed at the Lewis-Palmer District-38 Administration Building. Artwork will be on display through December 14th.

This week Monument Academy High School musicians performed holiday Band and Strings concerts, under the expert instruction of Mr. and Mrs. Patterson. There is nothing like hearing children performing Christmas music to put one in the holiday spirit.

Athletics

Our first high school boys basketball team has enjoyed a strong start to the season and is currently 2 and 1 under the direction of head coach Patric Massey and assistant coach Derrick Rodgers. The team departed Wednesday for a tournament in Meeker, CO and will play its first home game on December 22 at 11 am in the MA West gymnasium.

Semester Final Exams

Final exam week will begin Monday, December 12th for all high school students. A normal class schedule and times will be maintained this week. However, final exams will be sequenced throughout the week so that students will have no more than two final exams per day.

Students will be able to view their final grades in IC upon their return from winter break on January 4th. A hard copy of report cards will be sent home with students on Friday, January 6th.

C. MIDDLE SCHOOL REPORT

December 5, 2022

D.A.A.C.

Monument Academy East hosted District 38 at the East Campus on November 15th for the District Accountability Advisory Committee. Our high school student council members gave tours of our building to the community. During the meeting, Mr. Kennington and I gave a presentation about Monument Academy and the great things that are occurring in the building and steps we are taking to improve. It was a well-attended meeting and there were former Monument Academy families that were excited to see the product of the building and the high school.

Study Tables

The middle school is in full swing of conducting study tables for students that are struggling academically and for students that are looking for some extra support. This is a 45-minute to 60-minute session once a week where students are invited and provided support to get back on track academically. Thank you to the teachers that are taking the extra time to do what is best for our students.

8th Grade Trip

The 8th grade trip has been confirmed! The team will be heading to YMCA of the Rockies in Estes Park for a three-day trip to experience some team building activities and some beautiful nature with their peers. This trip will be occurring at the end of April. Unfortunately, the 8th grade group has missed out on experiences due to COVID issues, but we wanted to give them an experience towards the end of their 8th grade year before they head off to high school.

Watch D.O.G.S.

A brief presentation will be presented to the board on the Watch D.O.G.S. program for the East Campus, but we are excited to announce that the program launch will be held on January 10th. There has been a great group of dads that have been meeting to prepare the program for this moment and as a team we are excited to see the impact this program has on the school.

Athletics

Congratulations to the Boys' Basketball team for bringing home another CCAL championship for Monument Academy. The team claimed victory over a previously undefeated Vanguard team in a dominant fashion. Once again, congratulations on continuing the dominant run of our athletics program this year.

Girls' Basketball has started their tryouts this week and their season will kick off to start the second semester. Can't wait for the team to get out there and compete.

Upcoming

December is a busy time for performances; at the end of the semester there will be an orchestra, band, and choir performances. The staff is wrapping up the first semester and working with students to make sure they are prepared for success.

Respectfully,

Collin Vinchattle

D. ELEMENTARY SCHOOL REPORT

MA West Elementary Board Report- 12/8/22

MA West is always busy with our traditional Core Knowledge Days. In November our 4th graders had a Medieval Day that correlated with their history lessons. On Friday, 12/9/22 our 3rd graders will have Rome Day to correlate with their history lessons.

Our music teacher worked with 3rd graders and put on a wonderful Thanksgiving Play for the students during the day and to parents at night. We are happy that the students were able to perform that night as the next day was a weather day and we started our Thanksgiving Break early.

On 11/15/22 we had a site visit from Capturing Kids Hearts. Our CKH strategist, O'Neil Arrington started with Mr. Walker at 7:25 greeting students as they came into the school. After our morning announcements, the two of them walked the hallways, visited classrooms and talked about the good things he observed here at the West Campus. He was impressed with the staff in the morning greeting students, which brought great energy into the school.

Last week was our traditional Student Craft Fair. It is amazing to see the products that our students were selling. This is a great moral booster for students and an economic real life learning experience. The students were happy and parents showed up to show their support.

We had a second grade teacher resign and will be leaving us at the end of this quarter. We have been busy interviewing candidates for this position and have made an offer to a top candidate. She will be starting with us when we come back from the Winter Break.

We are still in need of paraprofessionals in our 3rd grade, Kindergarten, 1st grade and our lunchroom.

Kurt Walker Laura Barrette
Principal Assistant Principal

CFO's Report

November 30, 2022

A. FINANCIAL RESULTS BY MONTH AND YEAR-TO-DATE

a. Revenue through November 30, 2022 for the 2022/2023 School Year

Primary School (919):

Revenue for the month ended and five month(s) ended November 30, 2022 was \$510,276 and \$2,856,151, respectively. This is 44% of budgeted revenue, compared to a monthly budgeted amount of \$ 543,286 and a run rate of 42%.

Secondary School (939):

Revenue for the month ended and five month(s) ended November 30, 2022 was \$424,696 and \$2,266,306, respectively. This is 39% of budgeted revenue, compared to a monthly budgeted amount of \$ 480,919 and a run rate of 42%.

Combined:

Revenue for the month ended and five month(s) ended November 30, 2022 was \$934,972 and \$5,122,457, respectively. This is 42% of budgeted revenue, compared to a monthly budgeted amount of \$1,024,205 and a run rate of 42%. Budget variances are due to the following: Fundraising revenue will occur in batches throughout the year, resulting in some month(s) with lower revenue and some month(s) with higher revenue.

b. Expenses through November 30, 2022 for the 2022/2023 School Year

Primary School (919):

Expenses for the month ended and five month(s) ended November 30, 2022, were \$498,267 and \$2,307,552, respectively, which equates to 37% of budgeted expenses, compared to a monthly budgeted amount of \$525,309 and a run rate of 42%.

Secondary School (939):

Expenses for the month ended and five month(s) ended November 30, 2022, were \$518,231 and \$2,327,563, respectively, which equates to 38% of budgeted expenses, compared to a monthly budgeted amount of \$512,282 and a run rate of 42%.

Combined:

Expenses for the month ended and five month(s) ended November 30, 2022, were \$1,016,498 and \$4,635,114, respectively, which equates to 37% of budgeted expenses, compared to a monthly budgeted amount of \$1,037,592 and a run rate of 42%. Expenditures for the same periods last year were \$860,639 and \$3,542,403, respectively. Budget variances are due to the following: Several small variances contributed to the difference.

c. Net (Loss) Income

Primary School (919):

Net income for the month ended and five month(s) ended November 30, 2022, were \$12,009 and \$548,599, respectively. Budgeted net income for the month ended November 30, 2022 was \$17,977.

Secondary School (939):

Net (loss) for the month ended and five month(s) ended November 30, 2022 were \$(93,536) and \$(61,256), respectively. Budgeted net (loss) for the month ended November 30, 2022 was \$(31,364).

Combined:

Net (loss) income for the month ended and five month(s) ended November 30, 2022 was \$(81,526) and \$487,343, respectively. Budgeted net (loss) for the month ended November 30, 2022 was \$(13,387). Net income was \$934,149 for the same period last year.

B. FINANCIAL HIGHLIGHTS/INFORMATION

- a. Requests for Qualifications for a Municipal Financial Advisor: MA received two Qualifications for review. Qualifications will be reviewed at the finance committee meeting. The advisor will be asked to support efforts to secure funding for the start of Phase II and plan for the Re-Finance of Series 2019 Bonds when the balloon payment comes due.
- b. The financial Audit should be completed in December.
- c. MA has received an appraisal from the County for the purchase of the land adjacent to Highway 105
- d. Review of contractors for the Recirculation Plan has been completed and will be presented at the board meeting.
- e. The FY22/23 revised budget will need to be voted on at the board meeting.

C. REPORTS, GRAPHS and/or METRICS SUBMITTED

- a. November 2022 GF Balance Sheets pdf
- b. November 2022 GF Income Statement pdf
- c. November 2022 Expenditure Budget vs Actual – 919 pdf
- d. November 2022 Expenditure Budget vs Actual – 939 pdf
- e. November 2022 Revenue Budget vs Actual – 919 pdf
- f. November 2022 Revenue Budget vs Actual – 939 pdf

Respectfully submitted,

Marc Brocklehurst, CPA
Monument Academy – Chief Financial Officer



CLASSROOM POLICIES, PROCEDURES AND PHILOSOPHY

7.702.31.A and 7.702.31.B

Welcome to Monument Academy Preschool, where Core Knowledge learning for children ages 3 to 5 years is incorporated into a fun, loving and caring environment. Monument Academy Preschool is a place where your child can grow-physically, mentally, and emotionally! Our classes encourage a healthy balance of self-autonomy, academics, and creative play. In addition to following the Core Knowledge sequence, Monument Academy Preschool also uses beginning elements of Saxon Math and the Love & Logic discipline system.

According to the Colorado Department of Human Services, 7.702.31, the following preschool policies shall be available for parents to review:

SCHEDULES/HOURS OF OPERATION

7.702.31.B.3

Monument Academy Preschool offers a variety of student schedules with varying class contact hours. Please refer to the preschool section of the Monument Academy (MA) website for specifics regarding available programs and hours of operation. The preschool also follows the MA calendar regarding school holidays. Please refer to the school calendar link at of the MA website for specific information.

ADMISSION/REGISTRATION/FEEES

7.702.31.B.6

Monument Academy Preschool offers a variety of part and full day classes. Fees vary depending upon the specific program. Please visit the preschool section of the MA website and click on "ENROLLMENT" to begin the registration process by filling out a letter of interest form. Intent to enroll and preschool registration packets are also available for download by visiting the "PRESCHOOL" section of the MA website. Classes will be filled on a first-come, first-served basis.

INCLEMENT WEATHER

7.702.31.B.4

Monument Academy Preschool may be closed unexpectedly due to severe weather, power failure, heating issues or other unforeseen circumstances. School closings due to weather will follow those of D-38 and Monument Academy grades K-5. Additionally, if a delayed start is called for grades K-5, morning preschool classes will still be held as normal. Report time for a delayed start is 2 hours after the normal schedule. In the case of excessively hot or inclement weather, preschool staff will modify outside time in the daily schedule. Student safety is always the first priority in all decisions.



CHILD LOCATION/LOST CHILD PROCEDURE

7.702.31.B.7

Monument Academy wants to always ensure the safety and well-being of all preschool students. Teachers will count the preschool children throughout the day. Count is taken during the classroom time to make sure everyone is present. A name-to-face count is done before and after each transition. Children are counted going out to the playground and coming in from the playground. In the event a child cannot be located, preschool staff will advise other team members of the situation and re-check the preschool facility. If the child still cannot be located, preschool staff will advise the front office of the situation and follow school and local law enforcement guidelines for locating a child on the Monument Academy campus or in the surrounding off-campus area.

BEHAVIOR AND DISCIPLINE

7.702.31.B.8(a-d) and 702.31.B.9(a)

Monument Academy preschool follows the discipline guidelines set forth for elementary and middle school as described in the discipline section of the student handbook. Preschool staff strives to cultivate self-autonomy and a positive learning environment by implementing Character First, Capturing Kids' Hearts, and Love & Logic principles (<https://www.loveandlogic.com/>) in the classroom, including:

- Recognizing and highlighting positive choices made by students
- Allowing students to learn via natural consequences within safety constraints and guidelines Rules for behavior are kept simple and to a minimum.

Our rules are as follows (and are repeated daily):

1. Keep yourself safe.
2. Keep each other safe.
3. Keep our things safe.

If there is a serious behavioral issue with a child, a conference with the parents will be requested. Together the teacher, director and parents will put together a plan to correct the behavior. If needed, the school principal, vice principal and/or school counselor will also be consulted. If a child's behavior is unable to be corrected, the following steps will take place:

- a. Behavior observation documentation will be kept by teacher and shared with parents
- b. Written behavior action plan
- c. Guidance provided by an Early Childhood Mental Health Specialist or Consultant

If a resolution cannot be made within a reasonable time frame, Monument Academy Preschool reserves the right to dismiss any child for the inability of the child or parents to adjust to the school program or if the behavior of the child or parent is unsuitable or interferes with the safety and/or welfare of other children and/or staff members.



HEALTH/MEDICAL INFORMATION

7.702.31.B.10 and 702.31.B.19

Monument Academy Preschool follows the health and medical policy as stated in the student handbook regarding accidents, illnesses, and immunization requirements. Please refer to the health and medical information section of the student handbook for further information. If preschool staff determines your child is not feeling well enough to participate in normal class activities, you will be notified to pick up your child as soon as possible. Parents will be notified in writing of accidents or injuries that occur at school. The staff member observing the accident will complete a report explaining how the accident or injury occurred and what action was taken, including any first aid that was administered. A copy of the incident report will be given to the parent and a copy will be placed on file at the school.

Any medicine needed by children will be stored in the nurse's office and handled in compliance with Section 12-38-132, C.R.S. of the Nurse Protection Act.

SUN PROTECTION/SUNSCREEN

7.702.51.C(1-5)

Because CO receives some of the strongest UV sunlight in the nation, licensing regulations stipulate all preschool students must have sun protection before going outside. Parents/guardians may choose:

- To apply the sunscreen of their choice to their child's exposed skin EVERY DAY before he/she comes to class. If the child attends school full days, preschool staff will re-apply center-supplied sunscreen to children at the appropriate time throughout the day.
- To dress their child in a wide-brimmed hat and sun-protection clothing labeled UPF 30 or more EVERY DAY they come to class.
- To have Monument Academy preschool staff apply center-supplied sunscreen to children's exposed skin at the appropriate time before students go outside each day they are in class.

All parents/guardians must sign an authorization form detailing their choice of sun protection for their student. Authorization forms and specific product details of center-supplied sunscreen will be available at the student "Meet and Greet" event before school starts or as part of the student's registration packet.

INCIDENT ACTION PLAN

7.702.31.B.11

Monument Academy preschool will follow the school's incident action plan. Incident plans are accessible in each classroom. Fire Drill Procedures and Tornado Drill Procedures are clearly posted in the classrooms near the door. Fire, tornado, and other incident drills are routinely practiced in accordance with the requirements of the CDHS.



FIELD TRIPS/EXCURSIONS

7.702.31.B.13

There may be occasions when preschool classes will take walking excursions to areas on or immediately surrounding the MA campus. The preschool does not take off-campus field trips requiring transportation and/or parent/guardian permission slips currently. Preschool staff will maintain established child to adult ratios during all excursions, as well as following child location/lost child procedures in the event a child becomes separated from the group.

TELEVISION, COMPUTER & VIDEO POLICY

7.702.31.B.14

Monument Academy Preschool may on occasion use age-appropriate educational videos and computers during rest times, or to supplement curriculum activities. Preschool staff will maintain established child to adult ratios during video viewing activities.

VEHICLE PROCEDURES

7.702.31.B.15

Monument Academy Preschool does not provide transportation to students, nor are staff able to buckle children into vehicle safety restraint systems. Parents/guardians are responsible for following Colorado law regarding child seat safety restraint requirements, as well as properly seating and supervising children in private vehicles, and in following proper traffic/emergency procedures on the road.

PERSONS AUTHORIZED TO PICK UP STUDENTS

7.702.31.B.16

Parents/guardians are required to fill out an "Authorization to Transport" form when registering their child. Parents/guardians are asked to confirm and/or amend this information at the beginning of the school year and throughout the school year if there are any changes. Preschool students will only be released to persons who have written authorization to pick up students. Parents are responsible for notifying preschool staff in writing regarding any changes to persons authorized to pick up their student.

LATE ARRIVAL/LATE PICK UP

7.702.31.B(17-18)

Parents who arrive late with their children should try to be as unobtrusive as possible when bringing their child into the classroom. If parents deliver children late to school on a day that the school has gone on an excursion, the parent may elect to take their child with them or leave their child with the front office staff, if necessary, until the class arrives back in the classroom. If a child is not picked up by dismissal time, a preschool staff member will remain with the child. The parent and/or guardian will be called 10 minutes after dismissal and may be subject to a late fee of \$10 after 10 minutes and a \$1 per minute fee until the child is picked up. We understand that there may be extenuating circumstances. If you are caught in a storm, traffic accident, or event that may delay you from picking up your child on time, please call the school office at (719)481-1950 and inform us of your circumstances. Parents who arrive late will sign a



separate sign-out sheet, which will be turned in to the finance office for billing. If preschool staff cannot contact a parent and/or guardian or the child's emergency contact within a reasonable amount of time (approximately 40 minutes after class dismissal), the preschool director will notify MA administration and appropriate steps, including calling the authorities, will be taken.

CHILDREN'S PERSONAL BELONGINGS/MONEY

7.701.31.B.20

All children enrolled in the preschool program will be assigned a cubby in which to store their personal belongings. Parents/guardians are asked to clearly label their child's belongings and keep their valuables at home, as cubbies are not secure. Monument Academy Preschool will not be responsible for lost or stolen items.

MEALS AND SNACKS

7.702.31.B.21

Parents/guardians are asked to provide a water bottle and snack for their child. We ask that snacks be healthy. Monument Academy will provide water to students throughout their time at school.

Children attending both morning and afternoon sessions and children attending school full-day bring their own lunches, including a beverage. Lunch containers should be as small as possible and be clearly marked with your child's name. We can neither heat nor refrigerate lunches, which are stored in the classroom or your child's cubby. Teachers will assist children with their lunches as needed but self-help containers are encouraged. "Lunchables" are very teacher intensive and for this reason we request that you do not send "Lunchables".

TOILET TRAINING AND TOILET ACCIDENTS

7.701.31.B.22

Toilet training is required as a condition of enrollment at Monument Academy Preschool. However, we understand that young children occasionally have accidents. Each child should have a change of clothing that is kept at preschool, including: socks, underwear, pants, and a shirt. If a child has more than three toileting accidents within a two-week period, preschool staff will begin discussions with parents/guardians regarding continuing current class enrollment or postponing enrollment until child is properly toilet trained.

VISITOR'S POLICY

7.701.31.B.23

All volunteers and visitors, including family and friends, must sign in and out at the front office and wear a Monument Academy Visitor Badge during their stay. This is a security measure to keep our school, students, parents, and staff safe.



CONFERENCES

7.701.31.B.24

Parents/guardians are notified of classroom happenings via periodic class e-mail updates. Additionally, preschool staff may inform parents/guardians of their child's behavior, progress, social and physical needs via written or oral communication. Level I students will receive a written progress report once a year, and Level II students will receive a written progress report twice a year. Formal conferences are held once a year for all students, but parents/guardians may contact teaching staff for additional conferences at any point during the school year.

WITHDRAWALS

7.701.31.B.30

Parents/guardians who wish to withdraw their child from any portion of the preschool program are requested to notify the preschool director and MA registrar in writing at least two weeks prior to any changes being implemented. Withdrawal notices can be e-mailed to: lgross@monumentacademy.net

FILING A COMPLAINT

7.701.31.B.25 and 7.701.55

You have the right to file a complaint on any childcare center that your child has attended, either in writing or via telephone. A complaint may be reported to:

Colorado Department of Human Services (CDHS)
1575 Sherman Street, 2nd Floor
Denver, CO 80203-1714 303-866-4511

REPORTING CHILD ABUSE

7.701.31.B.26 and 7.701.53

All Monument Academy Preschool staff members are required by law to report all incidents of child abuse and/or neglect to the El Paso County Department of Human Services or local law enforcement agencies. Parents/guardians wishing to report suspected child abuse or neglect may also make a report to the El Paso County Department of Human Services or local law enforcement agencies. To report child abuse or neglect through the El Paso County Department of Human Services contact:

719-444-5700 (Child Abuse Hotline); childabusereport@elpasoco.com
El Paso County Department of Human Services Citizens Service Center
1675 West Garden of the Gods
Colorado Springs, CO 80907



POLICIES AND PROCEDURES SIGNATURE STATEMENT

7.702.31

Written copies of Monument Academy Preschool's Policies and Procedures are available in each preschool classroom. Parents/Guardians are also provided a printed copy of current policies and procedures at the preschool "Meet and Greet" event before school starts and/or upon enrollment in class.

I certify that I/we have read the current Monument Academy Preschool Policies and Procedures as outlined in this document. I understand that I may question Monument Academy staff about any part of the document I do not understand. By signing this document, I/we agree to follow, accept the conditions of, and give authorization and approval for the activities described therein.

Printed Name(s): _____

Signed Name(s): _____

Date: _____

Employees who are called to serve on a jury will be paid in full for the first three days of jury duty. After the three days, Monument Academy will no longer pay the employee's daily rate. However, jury duty compensation may be available from the court office.

Employees who are required to serve for more than five working days may take time off, without pay, or use accrued personal leave time, for the balance of the time. Upon completion of jury duty, a Verification of Attendance Form must be presented to Monument Academy. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal educational and business operations, the employee may request a one-time postponement of jury duty. Please consult local laws regarding the rules and processes of jury duty postponement.

Employees will be required to use ReadySub to request jury duty leave. Please refer to ReadySub instructions for further information.

Bereavement Leave – All regular full-time personnel shall be entitled to Bereavement Leave for the death of immediate family members. The immediate family is limited to spouse, child, stepchild, parent, grandparent, siblings, mother-in-law, father-in-law, brother-in-law, and sister-in-law of the employee. Each employee is entitled to forty (40) hours of bereavement pay annually.

Military – a leave of absence for required military service. Monument Academy complies with applicable state and federal law concerning leaves for military service.

Worker's Compensation – a leave of absence for a work-related illness or injury

Extended Leave (without FMLA)

Any employee who must take the following leave without FMLA needs to adhere to the policy regarding paid time off and leave without pay.

• **Medical Leave:** Employee is unable to perform the functions of his or her position due to a serious health condition.

• **Family Leave:** Employee's incapacity due to pregnancy, prenatal medical care or child birth; to care for the employee's child after birth, or placement in adoption or foster care, if within twelve (12) months following birth, adoption or placement in foster care; or to care for a spouse, child (under 18 years old or disabled), or parent of the employee who has a serious health condition.

• **Service member Leave:** to care for a covered service member; or for certain qualifying exigencies related to a spouse, child or parent who is on covered active duty or call to covered active duty in the Armed Forces. Qualifying exigencies may include, for example, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post deployment reintegration briefings.

Employee may choose to use all accrued paid time off including sick and personal leave. Once the paid time off accrual reaches zero hours, employee will not be paid until he/she returns to work.

The entire duration of the leave after the paid time off is used, will be unpaid leave. Employees do not have paid holidays; therefore, any breaks or days that are included in employee's employment agreement will be considered contract days that will fall under unpaid leave. Employee can choose to continue receiving benefits offered through Monument Academy. Employee will pay his/her benefit contributions directly to Monument Academy. If employee is termed at any point or at the end of the leave taken, employee will be provided information regarding the termination of benefits under Monument Academy and the option and timeline to transition to COBRA.

Employees who are taking leave due to medical reasons that leave them unable to perform the functions of his or her position due to a serious health condition can request to utilize the sick bank as long as they have contributed to the bank as well.

Employees who take extended leave who do not qualify for FMLA are not guaranteed an equivalent position in pay and benefits nor are they guaranteed employment upon date of anticipated return. Employees can be subject to termination at any point throughout the leave period who do not qualify under FMLA. As stated in the employment agreement Section 3 - "At-Will Employment" signed by employee and employer, employee can be terminated without cause, reason, or warning.

Section 3. This is an "At Will" employment agreement. That means that either the Employee or the Employer may terminate the employment relationship at any time with or without cause, reason, or warning. Nothing contained in this Agreement shall be construed to be a contract of employment for any definite term, nor shall it confer upon the Employee the right to continue as the Employee of Employer in any capacity.

Use of Short-Term Disability

The short-term disability benefit provided by Monument Academy is an employer-funded plan providing income replacement for employees unable to work due to illness, pregnancy, or injury.

Eligibility

A regular, full-time employee who is unable to work due to illness, pregnancy or injury is eligible. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work.

Medical Certification

The employee must provide medical certification of the disability that includes the start and expected end date of the disability. This certification must be submitted to the office manager.

Benefit Payment

An employee may elect to take paid time off in conjunction with short term disability. Employees may select one of the following options:

remedy all violations of this policy. Monument Academy will notify school district officials of harassment allegations as and when appropriate.

In addition, conduct of a sexual nature directed toward students may be reported as child abuse for investigation by appropriate authorities.

Non-retaliation

Persons who make good faith claims of discrimination or harassment under these policies or who provide evidence related to such claims shall not be subject to reprisal or retaliation. Good faith sexual harassment complaints or reports shall not reflect upon an individual's status, affect future employment, or work assignments.

Title IX Coordinator

The Director of People Operations or his/her designee shall serve as Monument Academy's Title IX Coordinator. The COO can appoint deputy coordinators. The deputy coordinators can perform the investigation but cannot make a final decision regarding the outcome of the investigation without the overview and approval of the coordinator and the COO. The coordinator and the deputy coordinators have the obligation to adhere to the Academy's efforts to comply with its Title IX responsibilities.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or harassment), in person, by mail, by email, or by telephone, using this contact information, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the Title IX Coordinator's contact information. **Monument Academy's**

Deleted: |

Procedures for Administrative Leave Investigations

1. Monument Academy will conduct a formal investigation into the claims made regarding the incident on (Date of Incident). A term (or probationary) at-will employee may be suspended with pay or placed on administrative leave by the school administration and/or Monument Academy Board of Directors **during an investigation of alleged misconduct** by the employee or at any time the school administration and/or Board of Directors determines that the school's best interest will be served by the suspension or administrative leave. Legal may be consulted at any point in the investigation to ensure Monument Academy is adhering to the school's and the employee's rights and responsibilities.
2. The initial investigation team will be the employee's direct supervising principal, assistant principal, and director of people operations
 1. If one of the aforementioned employees on the investigation team is the employee on administrative leave, another administrator will be appointed to the investigation team
3. Chief Operating Officer will be brought in to review the findings of the investigation

4. The investigation findings will be presented to the Board of Directors or an elected committee of board members. The initial investigation team, the COO, and the board or board committee will make a decision based on the evidence available
5. Once a final decision is made, employee is given either 48 business hours notice of a return to work, or employee is informed of the termination of the at-will employment agreement signed by employee and employer
6. If employee is cleared to return to work, employee is responsible to schedule a meeting with administration and technology support to regain access to the facilities and property of Monument Academy that is assigned to employee. Activation of employee's email will be done at this time
7. If employee is cleared to return to work, he/she may be required to undergo further training and/or be placed on a performance improvement plan. This training and/or improvement plan will be required as a way to support the employee in his/her professional growth and not as a disciplinary action
8. If employee is terminated as a result of the findings of the investigation, employee will be provided a time to return to the school building to gather personal belongings. Employee will be escorted by supervisor to ensure he/she has access to all areas of the building in which he/she has personal belongings stored

We do need a written statement from the employee detailing the alleged incident. This statement will be considered a formal submission to the investigation; however, the employee may be asked to come in for further questions if the investigation requires it. Employee has the right to terminate the at-will employment agreement at any time throughout the paid administrative leave or suspension.

**Monument Academy is committed to doing its due diligence to investigate any incident that requires an employee to go on administrative leave with integrity, honesty, impartiality, and the goal to come to the conclusion that provides the truth and is in the best interest of students and the school.*

Section III: General Personnel Policies


Absence and Late Arrival

It is imperative that employees work their assigned schedules as consistently as possible. Regular attendance and punctuality are two especially important considerations in reaching our objectives.

Excessive absenteeism and late arrivals are grounds for disciplinary action up to and including termination.

If an employee is unable to report to work leave time must be entered in the ReadySub online system. If an employee needs a substitute, they **MUST** use the ReadySub substitute system. Please refer to the ReadySub online instructions for further information. This system is available 24/7. If there is an emergency and a substitute is required for the day, employees must log into the system no later than 6:00 AM in order for a substitute to be located. **DO NOT** leave a message on the

Youth Items



Royal/White

Holloway Youth Limitless Jacket
\$59.00

Single Item **Multiple Quantities**

Quantity: + -
1 minimum





Color:


Size:

LOGO ATHLETICS:

MA LOGOS:

Name on Back (Optional)



Royal

Augusta Sportswear Youth Chill Fleece 2.0 1/2 Zip Pullover
\$43.00 \$44.80

Single Item **Multiple Quantities**





Quantity: + -
1 minimum

Color:


Size: Size C

LOGO ATHLETICS:

MA LOGOS:

Men's Items



True Royal

~~Black~~ ~~True Royal~~ ~~Black~~

Sport-Tek Sport-Wick Stretch 1/2-Zip Pullover

\$39.00

Single Item Multiple Quantities

Quantity: - +

1 minimum


Color:

Size: [Size Chart](#)

Name on Back (Optional):

Add \$8.00

LOGO ATHLETICS



Black

~~Black~~ ~~Grey~~ ~~Black~~ ~~Blue~~

Sport-Tek Posicharge Competitor 1/4-Zip Pullover

\$27.00

Single Item Multiple Quantities

Quantity: - +

1 minimum


Color:

Size: [Size Chart](#)

Name on Back (Optional):

Add \$8.00

LOGO ATHLETICS



Court Blue

~~Black~~ ~~Court Blue~~ ~~Black~~

Nike Dri-Fit Classic Polo

\$53.00

Single Item Multiple Quantities

Quantity:


1 minimum

Color:

Size:

LOGO ATHLETICS

MA LOGOS



Russell Adult Legend Polo
\$41.00

Single Item Multiple Quantities

Quantity


 1 minimum

Size

Color

LOGO ATHLETICS

Black

Russell Athletic Essential Polo
\$37.00 \$44.40

Single Item Multiple Quantities

Quantity

 1 minimum

Color

Size

LOGO ATHLETICS


MA LOGOS

Black



Also has a white option

Ladies Apparel



Black

Micropique Sport-Wick Polo
\$31.00

Single Item Multiple Quantities


Quantity: 1 (1 minimum)


Color: Select Color

Size: Select Size

LOGO ATHLETICS: Select LOGO ATHLETICS

MA LOGOS: Select MA LOGOS





Black

Sport-Tek Ladies Sport-Wick Stretch 1/2-Zip Pullover
\$39.00

Single Item Multiple Quantities


Quantity: 1 (1 minimum)


Color: Select Color

Size: Select Size (Size Chart)

LOGO ATHLETICS: Select LOGO ATHLETICS

MA LOGOS: Select MA LOGOS





Black

Sport-Tek Ladies Posicharge Competitor 1/4-Zip Pullover
\$27.00

Single Item Multiple Quantities


Quantity: 1 (1 minimum)

Color: Select Color

Size: Select Size (Size Chart)

LOGO ATHLETICS: Select LOGO ATHLETICS

MA LOGOS: Select MA LOGOS



Also has a white option



Black



Russell Athletic Ladies Essential Polo

\$37.00 \$37.40

Single Item Multiple Quantities

Quantity: -

1 minimum

Color:

Size:

LOGO ATHLETICS:

MA LOGOS:

Also has a white option



Black



Russell Athletic Ladies Legend Polo

\$41.00 \$44.20

Single Item Multiple Quantities

Quantity: +

1 minimum

Color:

Size:

LOGO ATHLETICS:

MA LOGOS:



Black



Russell Athletic Ladies Essential Polo

\$37.00 \$37.40

Single Item Multiple Quantities

Quantity: - +

1 minimum

Color: ▾

Size: ▾

LOGO ATHLETICS: ▾

MA LOGOS: ▾



MA BOARD CAFE CHAT

**MONDAY, DECEMBER 12
9:00AM**

With Board Members Emily Belisle and Joe Buczkowski

Serrano's Coffee Company,
625 W Highway 105, Monument

RSVP:

<https://forms.gle/SGVHBoAFdeY7ZQAG9>

THE MONUMENT ACADEMY BOARD OF DIRECTORS HOLDS MONTHLY CAFE CHATS WITH OUR COMMUNITY. THIS IS AN OPPORTUNITY TO ASK QUESTIONS, GIVE FEEDBACK, AND MEET YOUR BOARD MEMBERS.



December 1st, 2022

To the community of Monument Academy,

I am honored to introduce myself to your school community as the interim COO for Monument Academy. My name is Kim McClelland, and I am a proud Monument resident and look forward to serving your school community.

I have served in education for more than 24 years in various roles, from a teacher, principal, district leader, and now charter leader. I am passionate about parent choice and partnering with parents in their child's education. I serve as the Executive Director of New Summit Charter Academy, authorized in Academy School District 20. I am more than willing to help both schools in a leadership role and support quality choices in the charter school sector.

Although this will be a temporary leadership role, I will work closely with the school board, leadership team, and parent community to build trust and lasting relationships with the school and Monument community.

There will be an opportunity to meet and learn from each other in the upcoming months. Monument Academy is built on excellence and a firm foundation of solid learning. I look forward to building on that foundation and being a part of your excellence.

With Gratitude,
Kim McClelland



Kim McClelland Bio

Kim McClelland is a native of Colorado Springs and graduated from the University of Northern Colorado with a Bachelor's degree in Social Sciences, including an emphasis in Elementary Education. Kim holds a Masters in Education, Leadership, and Administration from Jones International University. She has worked as a teacher or principal in all levels of education, from Pre-K through High School, throughout her career in education, with over 20 years of experience in education.

McClelland served as the Executive Director of the Colorado Digital BOCES in Colorado and founded the organization in 2013. Formerly, she served for four years as the Zone Superintendent of the iConnect Zone in Falcon District 49 in Colorado Springs, Colorado. She has created and led innovative Colorado state programs that reach out to high-quality school programs, from Charter schools, homeschool programs, alternative education programs, credit recovery, summer school, and thriving online and blended learning schools. McClelland has been a part of creating an opportunity for every student and parent in Colorado to have access to quality choice in education options.

While serving as the iConnect Zone's superintendent in District 49, McClelland earned a national award for innovation and transformation in education and has been a speaker for the District Administration Leadership Institute, EdWeek, Colorado Blended, and Online Learning conference, and other districts throughout the country. She has served on a statewide committee to support authorizers for the Colorado League of Charter Schools and NACSA and served on state-level legislative commissions for online and blended learning. McClelland is a strong proponent of school choice, recognizing the enormous benefits and providing options for all families and students while preparing students for a successful post-secondary pathway.

Kim's passion for education and school choice has led her to return to a school role as an Executive Director of a charter school in Colorado Springs at New Summit Charter Academy, where she is currently serving in her fifth year. In addition to her duties as the Executive Director, she is a Leadership Strategist for Capturing Kids Hearts, bringing her all over the country to train school leaders and all school-level staff in creating productive relationships with every student and member of their school community.