



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

Minutes from September 12, 2024 at 6:30pm MST
Monument Academy East Campus Gym

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

- a. *Mr. Graham called the meeting to order at 6:30 pm, read the mission statement, led the Pledge of Allegiance, took roll call, and declared a quorum. Board Members in attendance: Craig Carle, Lindsay Clinton (virtual attendance), Jilinda Dygert, Ryan Graham, Karen Hoida, and Matt Ross. Others in attendance: Collin Vinchattle, Glenn Gustafson, Laura Polen, Kurt Walker, Angela Duca, and Jessie Davis.*

B. ADDITIONS TO/APPROVAL OF AGENDA

- a. *No additions were suggested. The agenda was approved as distributed by unanimous consent.*

C. CITIZEN'S COMMENTS PERTAINING TO AGENDA ITEMS

- a. *Mr. Justin Kaminski spoke regarding concerns pertaining to disciplinary actions and parent support of such actions especially when they are taken to maintain educational focus and a well-structured classroom environment.*

D. SCHOOL SPOTLIGHT

- a. *Mr. Carle recognized Ms. Casey Heinbuch for her impactful 8th grade history lessons and for always being on the lookout for new and engaging learning opportunities for her students. Thank you Ms. Heinbuch!*

E. CONSENT AGENDA

- a. *Minutes from August 8, August 16, & August 29, 2024 were all approved as distributed with unanimous consent.*

F. REPORTS OF ADMINISTRATION & COMMITTEES

a. Executive Director Report:

- i. Mr. Vinchattle reported that both schools received their School Performance Frameworks (SPF) from the Colorado Department of Education. Information is provided on the CDE website. He was pleased to announce that the elementary school scored in the performance range with a score of 65 points which is an increase from last year by about 17.5 points. The secondary school increased their score in the performance range by 5 points from the previous year to a total of 79 points. It is exciting to have seen these increases; we will celebrate with staff and then focus on our areas of improvement for this coming school year.*
- ii. Mr. Vinchattle gave a shout out to senior Charlotte Weitzel, for being a National Merit Scholar semifinalist. She is one of 16,000 students in the nation to achieve this accomplishment. Congratulations Charlotte!*
- iii. Mr. Vinchattle announced that the school secured the purchase of the dirt lot at West Campus today. This has been a priority for the school as we wanted to ensure that our staff and families had space to park, and we are now able to utilize that land for our parking needs.*
- iv. Finally, Mr. Vinchattle read a letter that was sent out to the MA community announcing the kickoff to our \$3.5 million dollar fundraising project for our future athletic track and field project. Please reach out to Mr. Vinchattle if you are interested in joining a committee for the development of this project and be on the lookout for more updates and ways to contribute.*

b. Chief Financial Officer Report:

- i. Laura Polen reported that ERTC claims have begun being processed, and we are still hopeful to receive funds from this.*
- ii. Financial details can be seen on the Monthly Financial Summary reports which can be found on the school website. Please note that these financial reports reflect the first month of our fiscal year which represents 8.3% of the year. It is also good to note that when looking at the month-to-date and year-to-date numbers, while the amounts will be the same this month, the percentages will be different because the monthly percentages represent 1/12 of the budget while the annual percentages represent the full budget.*
- iii. Looking at the July General Fund report:*
 - 1) PPR is based on our approved projected budget of 1,103.5 FTE for our enrollment.*
 - 2) It is also worth noting that D38 has adopted a new MLO distribution formula based on the actual tax collection cycle so the MLO revenue this year will look different than in previous years.*
 - 3) The Federal Revenue line shows that we did not receive MLO monies in July. However, we did receive double in August. So, the expected amount for July was placed in Accounts Receivable to reflect this.*
 - 4) The lower than expected Local Revenue is due to the fact that we have not yet started collecting student fees. As they are paid throughout the school year, that percent will go up.*
 - 5) Under Expenditures by program, School Administration is at 123.37% MTD. This is due to the payroll changes that we were making with the payroll dates.*
 - 6) Looking at the Expenditures by Object, the Capital Outlay is at 130.75%, and that is due to the purchase of the modular buildings at East Campus.*
- iv. Looking at the Preschool Fund Report:*
 - 1) We are not receiving universal preschool enrollment funding, but with the staff's advertising efforts our enrollments have gone up which is encouraging.*
 - 2) Just as in the General Fund Expenditures, the Preschool School*

Administration Expenditures are high due to the payroll changes and double paychecks that occurred in July.

- v. *Looking at the Facilities Corp Fund (52) Report:*
 - 1) *The MTD net loss is \$74,004. That loss is due to the transfer of \$157,987 that we had leftover in the principal and interest accounts. These funds were transferred over into our General Fund to put them in ColoTrust to earn interest, and that transfer is reflected in Other Financing Uses - Transfers Out line.*
 - 2) *We do have \$77,678 in our Intercept 2014 monies. As a reminder, those are the monies taken out by the State Treasurer and they pay our principal and interest directly.*
 - vi. *Looking at the Foundation Fund (53) Report:*

This fund also had some excess monies which we transferred over to the General Fund where they will earn interest in the ColoTrust account. This transfer was \$75,864 and is reflected in the Other Financing Uses - Transfers Out line
 - vii. *Looking at the Student Activity Fund Report:*

Expenditures are significantly low because of the slow summer months.
 - viii. *For the month of July the Elementary School had a net profit of \$109,638, the Middle School had a net profit of \$223,314, and the High School had a net loss of \$277,598.*
 - ix. *We are budgeted to book the \$200,000 towards the bonds for finance this year. Purchase orders are live and everything is going well with that as well as with our SDS software. We have a couple of new vendors we started using in July and those are due to the switches we made in healthcare; we are now using Pinnacle for primary care services and Redirect Health for health insurance coverage. Finally, we can now accept fees through Parent Square using Stripe.*
- c. *Committees*
- i. *Highway 105 Committee Report:*

Mr. Graham reported that our portion is pretty much wrapped up. The financial aspect of that should be completed in the next few months. We should then be able to disband this committee.
 - ii. *Curriculum West:*

Mr. Ross had nothing to report.
 - iii. *Curriculum East:*

Mrs. Clinton had nothing to report.
 - iv. *SAAC West:*

Mr. Ross reported that SAAC West will be meeting once every quarter with 2 meetings in quarter 3 where the focus will be on the mid-year parent survey and the UIP.
 - v. *SAAC East:*

Mrs. Dygert reported that SAAC East met and elected officers. Mr. Jeffery Henry was nominated and elected be the Vice Chair and Mr. Kurt Wolfe the secretary. The committee heard an introduction for the Unified Improvement Plan (UIP) from Mrs. Duca and Mrs. Davis. They spoke about the successes the school saw on their School Performance Frameworks (SPF), and ways the SAAC might be able to communicate more effectively with the community about why it is important to take the CMAS, PSAT, and SAT tests. One of the influencing "dings" to our SPF score is our low participation rate. They asked the committee to think of some ways we could build a more positive attitude towards testing and bring them back to the next meeting where they will present our UIP to the committee.
 - vi. *Governance:*

Mrs. Hoida reported that the committee met and has 6 items that we are bringing forth later under G. Items Requiring Board Discussion and Action.

- vii. *Finance:*
Mr. Carle reported that the committee met in late August. He gave a shout out to Glen and Laura for the excellent work they have done to give us a strong financial foundation and positioned us to start raising money for our multi-purpose field which we will hear more about later on in the RDC report.
- viii. *Buildings & Facilities:*
Mrs. Hoida had nothing to report.
- ix. *RDC:*
Mr. Carle reported that the committee met in August. There are a lot of exciting things coming to fruition including the multi-sport field. There were a lot of different fundraising opportunities that went on this month that allowed us to match dollars to make the field a quicker reality. We are very excited for where we are headed when it comes to these portions of Phase 2, and what's to come for this school and giving our students more opportunities.

G. ITEMS REQUIRING BOARD DISCUSSION/ACTION

- a. *Policies - The following policies were electronically distributed to the Board prior to the Board meeting.*
 - i. *KECL: Library Materials Parental Review Policy*
Mrs. Dygert went over potential edits and asked for the Board's feedback. Mrs. Hoida stated that these edits are based on parent/guardian feedback on the policy.
More questions were asked and discussion was had.
Mr. Graham requested that the Governance Committee compile the parent/guardian feedback given on the policy and distribute that along with the policy to the Board for further consideration, and then to bring back a final draft to the October regular Board meeting. Support was given for Mr. Graham's request and no motion was made.
 - ii. *GBEB-MA Staff Conduct*
Mr. Graham made an edit suggestion of including a space between "school and employees" in the second sentence of the first paragraph under "Notification Concerning Arrest". Mr. Vinchattle made that change on the spot. Mrs. Hoida motioned that the Board adopt Policy GBEB-MA Staff Conduct. Mr. Carle seconded the motion. President Graham called the vote. The motion was carried unanimously.
 - iii. *GBGA-MA Staff Health*
Mr. Graham made two punctuation edit suggestions which Mr. Vinchattle made on the spot. Mrs. Hoida moved that the Board adopt Policy GBGA-MA Staff Health. Mr. Carle seconded the motion. President Graham called the vote. The motion was carried unanimously.
 - iv. *GBGA-R-MA Staff Health*
Mr. Vinchattle noted that this is a placeholder policy; that the Governance Committee didn't feel it was necessary but also didn't want to default back to the District's policy thus creating this policy that refers back to Policy GBGA-MA. Mrs. Dygert motioned that the Board adopt Policy GBGA-R-MA Staff Health. Mr. Carle seconded the motion. No further discussion was had. President Graham called the vote. The motion was carried unanimously.
 - v. *GDE/GDF-MA Support Staff Recruiting/Hiring*
Mr. Graham made an edit suggestion of including a period at the end of the last sentence of the second paragraph under "Background Checks". Mr. Vinchattle made the edit. Mrs. Dygert motioned that the Board adopt Policy GDE/GDF-MA Support Staff Recruiting/Hiring. Mr. Carle seconded the motion. No further discussion was had. President Graham called the vote. The motion was carried unanimously.
 - vi. *GDE/GDF-R-MA Support Staff and Recruiting/Hiring*
Mrs. Hoida motioned that the Board adopt Policy GDE/GDF-R-MA Support Staff

and Recruiting/Hiring. Mr. Carle seconded the motion. No further discussion was had. President Graham called the vote. The motion was carried unanimously.

- b. Contract Award - Abacus, LLC - Accounts Payable Processing*
 - i. Mr. Gustafson gave words of thanks to the school's business manager, Diane Smith, for all that she has done for the school over the past several years. He then announced that due to her retirement the choice to outsource all accounts payable to Abacus would be in the best interest of the school. MA already works with Abacus for our outsource payroll needs and so going forward with Abacus for the remainder of the year for all our accounts payable should allow for us to have efficient continuity.*
 - ii. Mr. Graham motioned that we approve the contract for services with Abacus, LLC for accounts payable processing services for the remainder of fiscal year '24-'25. Mr. Carle seconded the motion. No discussion was had. President Graham called for a vote. The motion was carried unanimously.*

- c. School Advisory Accountability Committee (SAAC) Parent Survey Questions and Task Emphasis for 24-25 School Year:*
 - i. Mrs. Dygert recommended that the Committees review the SAAC by-laws and update/edit them.*
 - ii. Mr. Graham charged the Committees to dig deeper into their parent survey results that insinuated that parents are concerned about and for the teacher/staff morale.*
 - iii. Mr. Ross noted to the Board that if there are specific questions the Board would like to see on the mid-year parent survey, to let the Committees know by our next regular Board meeting so they can be passed on to the appropriate committee.*
 - iv. Mrs. Clinton would like to form some questions to gauge feedback on the school's fundraising efforts.*
 - v. No action was taken. Further review is desired.*

- d. Staff Handbook: Classroom Culture Revision*
 - i. Mr. Vinchattle read the following suggested verbiage addition to the '24-'25 MA Staff Handbook:
"Any substantive classroom displays and decorations, including without limitation any banners, posters, pictures, symbols, iconography, or depictions, must have a connection to the curriculum or content of the coursework being taught in the classroom, unless approved by an administrator. If a teacher plans to display any materials or items that have the potential to be divisive or controversial, for example any displays of a political or religious nature, must not only have a curricular purpose, but must also be balanced and be approved by an administrator in advance."
This verbiage would be added to the "Classroom Environment Section" of the current handbook.*
 - ii. Mr. Graham motioned to approve the verbiage as presented and be added to the classroom environment section under the '24-'25 MA Staff Handbook. Mr. Carle seconded the motion. No discussion was had. President Graham called for a vote. The motion was carried unanimously.*

- e. Board Management System*

Mr. Vinchattle presented an overview of Simbli Module software, a Board document management system, and proposed that the Board use \$7,687 from Board professional development funds to purchase this year's subscription of Simbli. Mr. Graham motioned that we approve the Simbli Modules as presented tonight with meetings, planning, policies, evaluations, communications, and documents. Mrs.

Clinton seconded the motion. Mr. Carle clarified that we will only be using the meetings, policies, and document portions of the modules offered. Mr. Graham withdrew his previous motion. Mr. Graham motioned that we approve Simbli Module with meetings, policies, and documents as presented tonight. Mrs. Clinton seconded the motion. No further discussion was had. President Graham called for a vote. The motion was carried unanimously.

f. *Emergency Operating Procedures Review*

Mr. Vinchattle spoke that with the Board's emphasis on security, each year the Board is to review the Emergency Operating Procedures for any necessary edits. This living document was voted through for approval last year, and was digitally distributed to the Board prior to the meeting.

g. *Board Meeting Dates Revision*

- i. Mr. Graham proposed the addition of a special meeting for Elizabeth Richard to present her audit findings to the Board. Mr. Graham motioned that we approve I will call this as a special meeting not a work session October 24, at 6:30pm. Mr. Carle seconded the motion. No further discussion was had. President Graham called for a vote. The motion was carried unanimously.
- ii. Mr. Graham proposed that the November 14 regular meeting be held until November 21 at 6:30pm. This would be for a second meeting for Elizabeth Richard to come in and present to the community on her audit findings. Mr. Ross has a conflict and would not be able to attend. Mrs. Dygert has a potential conflict, but will work on adjusting. Mr. Graham tabled the proposal to the October meeting.

H. BOARD COMMENTS/ANNOUNCEMENTS

September Board Cafe Chat:

Mrs. Hoida and Mrs. Clinton will host the chat. A date will be determined and put out to the community.

I. NEW BUSINESS

None.

J. MOTION TO ADJOURN TO EXECUTIVE SESSION

President Graham motioned to adjourn to executive session pursuant to C.R.S. 24-6-402(f)(d) to discuss specialized details of security arrangements. Mrs. Hoida seconded the motion. No further discussion was had. President Graham called for a vote. The motion was carried unanimously. The Board adjourned to executive session.

K. ADJOURNMENT

No further action was taken. President Graham adjourned the meeting at 8:41pm.

L. CITIZEN COMMENTS NOT PERTAINING TO AGENDA ITEMS

a. *None.*

*Monument Academy Regular Session Board meetings are recorded and uploaded to our YouTube Channel Here: [Monument Academy Charter School](#)