



October 2024 Board of Directors Regular Meeting

10/17/2024 - 06:30 PM

Monument Academy East Campus Gym
4303 Pinehurst Cir.
Colorado Springs, CO 80908

MEETING MINUTES

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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Attendees

Voting Members

Craig Carle, Director
Lindsay Clinton, Board Vice President
Jilinda Dygert, Board Secretary
Karen Hoida, Director
Matthew Ross, Director
Ryan Graham, Board President

Non-Voting Members

Collin Vinchattle, Executive Director
Laura Polen, Finance Director
Glenn Gustafson, Chief Financial Officer-virtual attendance

I. Call to Order / Mission Statement / Pledge of Allegiance / Roll Call / Quorum

President Graham called the meeting to order at 6:30pm, read the mission statement, and led the Pledge of Allegiance. He then proceeded to take roll call and declared a quorum.

II. Additions to / Approval of Agenda

No additions were suggested.

Voting:

Unanimously Approved

The agenda was approved as distributed by unanimous consent.

III. Citizen's Comment Pertaining to Agenda Items

None.

IV. School Spotlight

Officer Dustin Williams served as the SRO of our West Campus. Our sincerest gratitude goes to him for his service to our school and community. His presence helped to ensure the safety and well-being of our students and staff, and his dedication to them has been deeply appreciated. The relationships he built within this community are impactful and heartfelt. The positive influence he had on the students was shown through the gift of many thank you cards, written by our students, given to him as he moves on to his next assignment. Officer Williams will be missed. We appreciate all he did to help create a safe and positive learning environment at Monument Academy. We wish him the best in his next endeavor.

V. Consent Agenda

The minutes for September 12, 2024 were submitted to the Board electronically, and were approved as distributed with unanimous consent.

Voting:

Unanimously Approved

A. Approve minutes from September 12, 2024 Regular Board Meeting

The minutes from the September 12, 2024 Regular Board Meeting were distributed to the Board electronically. There were no corrections or requests for the minutes to be read aloud. The minutes were approved as distributed by unanimous consent.

VI. Reports of Administration and Committees

A. Executive Director Report

Mr. Vinchattle celebrated the closing of our West Campus Skytree Book Fair. The Librarians put a lot of work into the experience, and lots of positive feedback was received from parents. We are looking forward to growing this partnership over the coming years as Skytree grows as a provider of quality book fairs for students.

He was excited to give a shout out of gratitude to the Monument Academy supporters. The athletic field fund grew a little over \$70,000 during the course of the month of September.

Finally, he wanted to thank the administrative staff. The school has been going through an operational audit which will be presented next week to the Board. There was a lot that went into this audit and much appreciation is due to the team for attending extra meetings, welcoming the auditing company into the buildings with hospitality, being forthright and honest in answering questions, and for the cooperative collaboration that took place in order for the most detailed information to be put into the audit. We look forward to hearing the results of the audit at the October 24, 2024 MA Board Special Meeting.

B. Chief Financial Officer Report

Mr. Gustafson reported that in the month of August, while there was a monthly loss of around \$68,000, the actual year-to-date income is roughly \$285,000 ahead. We have approximately \$3.5 million in our bank and investment accounts. We typically see greater expenditures in July and August with all our start-of-the-school-year expenses, but then expenditures start to level off for the remainder of the year.

We continue to work well with the Preschool fund, seeing a profit in the month of August.

For the building corporation and the foundation, we continue to use the intercept program. We've had no debt-service payments so far this year, so we are just earning interest on those accounts.

Our student activities fund took a slight loss in August as beginning-of-the-year athletic expenses were paid, and student fundraising doesn't take place until usually later in the year.

All in all, the financials look good. Statements can be found in the Board Meeting Highlights which are posted on the MA website.

A few noteworthy items:

- The secondary campus had positive net income for the month of August.
- We completed the closing on the dirt lot at West Campus, that will be reflected in September financial statements from that closing.
- We are really pleased with the improvements made in accounts payable in our SDS accounting system.

C. Committees

1. Highway 105

Mr. Graham received some calls from MA parents about where they should direct questions, comments, and concerns in regard to the highway 105 project. The answer is that anyone may sign up for project updates at hwy105aconstruction@gmail.com.

Otherwise, no report.

2. Curriculum West

Mr. Ross reported that the Curriculum West Committee had their first meeting that afternoon. Mrs. Leone presented that she discovered an old curriculum binder from the 2011-2012 academic year. It contained a subcommittee report on vertical curriculum alignment that the Board approved in 2013. They were able to review that and get a better understanding of that concept.

The next meeting will consist of the committee attending the November Board meeting to hear the results of the internal audit regarding curriculum. The committee would like to request a copy of the portions of the internal audit that pertain to their purpose. Mr. Vinchattle will follow up on that with Mrs. Leone.

The Curriculum West Committee will meet again in January.

3. Curriculum East

Mrs. Clinton reported that the Curriculum East Committee met a few weeks ago and discussed an overview of the focus of the committee since it is a new committee this year. The focus being vertical alignment. A lot of the scope of the work the committee will do this year will come from the results of the internal audit.

4. SAAC - West

Mr. Ross reported that SAAC - West met on September 26th. The Chair of the committee is Mrs. Kelly Turner, and Vice Chair is Mrs. Jamie Harding. The committee decided to submit only 1 parent satisfaction survey this year. That can be expected to go out to West Campus families mid-year.

5. SAAC - East

Mrs. Dygert reported that the last meeting was held on October 7. Our SAAC - East Chair, Mrs. Char Sellers, sent a letter to be read out loud. That letter is attached below.

The committee received a presentation from the vice principal, Mrs. Jessie Davis, on the East Campus' UIP. The biggest takeaway was that we would like to have more students take the standardized tests (CMAS specifically) in order to procure a more accurate reflection, in our Student Performance Frameworks report, of what our students are capable of.

Mrs. Dygert also wanted to note that one of Principal Duca's concerns at the beginning of the year still lingers. Our teacher's work load is very high. There are 7 class periods a day, and many of the teachers instruct full classes during 6 of those, leaving only 1 period to plan and grade. They stay late to keep up, and frequently take work home. One of the best ways we, as parents, can help them is by volunteering for carline and lunch duties, as these also frequently fall on teachers' shoulders. Please reach out to East Campus administration to find out more about how to volunteer at the school.

6. Governance

Mrs. Hoida reported that the Governance Committee met and continued to work on the Library Review Policy which will be brought back to the Board tonight, along with 6 other policies that we reviewed, for discussion and action.

7. Finance

Mr. Carle reported that the Finance Committee met on September 25th. He reiterated the profit made at the secondary campus shows good financial growth and improvement, and gave a shout-out to Glen and Laura for all their efforts and hard work.

8. Buildings and Facilities

No report.

9. Resources and Development

Mr. Carle gave a shout-out to Mr. Dicus and Mr. Svendsen who put together a campaign for the Colorado Gives that we advertised in September. Through it, we were able to raise around \$80,000 to go towards our turf field.

VII. Items Requiring Board Discussion / Action

A. Financial Audit Presentation

Tom Sistare, from Hoelting and Company, presented a summary of the independent auditor's report of the financial statements of Monument Academy. Hoelting and Company was on-site in late July to perform the audit. They audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Monument Academy as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively

comprise Monument Academy's basic financial statements. In their opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Monument Academy, as of June 30, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

B. Unified Improvement Plan Presentation

Mrs. Angela Duca presented the Unified Improvement Plan, for the Monument Academy Secondary Campus, to the Board for approval. This UIP encompasses grades 6-12, and can be found in the supporting Board documents attached to this meeting's agenda.

Mr. Kurt Walker presented the Elementary Campus Unified Improvement Plan for Board approval. Grades included in this UIP were Kindergarten-5th. The Elementary UIP can be found in the supporting Board documents attached to this meeting's agenda.

Approval of these UIPs, each on their own, will allow the Principals to present them to Lewis-Palmer District 38 Board of Education for approval, which will in turn then be packaged with all D38 UIPs and presented to the State Board of Education.

Mrs. Hoida moved that we accept the UIP plans for Monument Charter Academy Secondary School and Elementary School. Mr. Carle seconded that motion. No discussion was had. President Graham called the vote.

Motion made by: Karen Hoida

Motion seconded by: Craig Carle

Voting:

Unanimously Approved

The motion was carried unanimously.

C. October Count Presentation

Mrs. Lena Gross presented on our October count.

- The count window ran from Tuesday, September 24 to Tuesday, October 8.
- During those two weeks, diligent attendance was taken, and documentation was obtained for any absent students. We have accounted for all our students.
- Next week, on October 22 Mrs. Bennette and Mrs. Gross will present their finalized October count binder to Lewis-Palmer School District 38, who will in turn submit it to the Colorado Department of Education.

Here is a closer look at Monument Academy's October count FTE:

- MA Home School Program budgeted FTE = 10.5, actual FTE = 15
- MA West Campus budgeted FTE = 546, actual FTE = 544.6
- MA East Campus budgeted FTE = 547, actual FTE = 540
- Total MA budgeted FTE = 1103.5, actual FTE = 1099.6

*Additionally, we are entering arbitration discussions with other school districts regarding funding for two students. If funding for these students is not secured, our final FTE will be adjusted to 1097.6.

Mrs. Gross also reported that during the 2023-24 school year, 25.96% of our K-12 student body

resided outside the Lewis-Palmer 38 school district. This year, that percentage has risen to 27.07%, reflecting a slight increase in the number of school districts represented at Monument Academy.

D. Integrity Bank Signature

Mr. Gustafson reported that as a result of the recent departure of our business manager, we needed to change our bank signatures. This change would entail swapping out Diane Smith for Dawn Bartlett as an authorized signer on all Monument Academy Integrity Bank accounts.

Mr. Graham motioned to approve the resolution "Bank Authorized Signatures". He read the resolution out loud. Mr. Carle seconded the motion. No discussion occurred. President Graham called the vote.

Motion made by: Ryan Graham

Motion seconded by: Craig Carle

Voting:

Unanimously Approved

The motion carried unanimously.

E. November Regular Meeting Date Change

Mr. Graham reminded the Board that at our last meeting we had mentioned changing the November regular meeting date from November 14 to November 21. The purpose of that change was so that we could have Lis Richard present the audit findings. Mr. Ross stated that he would be unable to attend. Mr. Graham motioned to approve that we move the November 14th meeting date to November 21st, 6:30pm at the East Campus. Mrs. Clinton seconded the motion. No discussion took place. President Graham called the vote.

Motion made by: Ryan Graham

Motion seconded by: Lindsay Clinton

Voting:

Unanimously Approved

The motion carried unanimously.

Mr. Graham clarified that the November 21st meeting will be our regular meeting, and the Board will conduct action and business in addition to hearing Mrs. Richard's audit report.

F. Policy

1. KECL-MA - Library Policy

Mrs. Dygert expressed gratitude to all the minds that worked together to form the Library Review Policy, especially our librarians Kelly Huffman and Linh Kuo for their input on the creation of this policy. Mrs. Dygert motioned that we approve the Library Materials Parental Review Policy KECL-MA as it is presented tonight. Mrs. Hoida seconded the motion. No discussion occurred. President Graham called the vote.

Motion made by: Jilinda Dygert

Motion seconded by: Karen Hoida

Voting:

Unanimously Approved

The motion carried unanimously.

2. GBGG-MA - Staff Leave

Mr. Vinchattle stated that this policy explains the different types of leave, how that leave can be used, and what happens to people who run out of leave, etc., all referencing the Monument Academy Staff Handbook. The main reason to adopt this is so that we have an explanation of the number of leave days available to employees.

Mrs. Hoida moved that the Board adopt Policy GBGG-MA - Staff Leave. Mrs. Dygert seconded the motion. No discussion occurred. President Graham called the vote.

Motion made by: Karen Hoida

Motion seconded by: Jilinda Dygert

Voting:

Unanimously Approved

The motion carried unanimously.

3. GBGH-MA - Sick Leave Bank

Mr. Vinchattle explained that this is a place-holder policy, since Monument Academy does not have a sick leave bank.

Mrs. Hoida moved that the Board adopt Policy GBGH-MA - Sick Leave Bank. Mrs. Dygert seconded the motion. No discussion occurred. President Graham called the vote.

Motion made by: Karen Hoida

Motion seconded by: Jilinda Dygert

Voting:

Unanimously Approved

The motion carried unanimously.

4. GBGH-R-MA - Sick Leave Bank Regulation

Mr. Vinchattle explained that this policy is a place-holder policy referring to Policy GBGH-MA.

Mrs. Hoida moved that the Board adopt Policy GBGH-R-MA - Sick Leave Bank Regulation. Mrs. Dygert seconded the motion. No discussion occurred. President Graham called the vote.

Motion made by: Karen Hoida

Motion seconded by: Jilinda Dygert

Voting:

Unanimously Approved

The motion carried unanimously.

5. GBGI-MA - Staff Military Leave

Mr. Vinchattle explained that this policy was just updated to reference that Monument Academy has an Executive Director etc. It is a standard policy that has been reviewed by the Governance Committee.

Mrs. Hoida moved that the Board adopt Policy GBGI-MA -Staff Military Leave. Mrs. Dygert seconded the motion. No discussion occurred. President Graham called the vote.

Motion made by: Karen Hoida

Motion seconded by: Jilinda Dygert

Voting:

Unanimously Approved

The motion carried unanimously.

6. GBGJ-MA - Staff Bereavement Leave

Mr. Vinchattle stated that this policy was reviewed by legal last year and states that bereavement days will now be taken as either paid or sick leave days.

Mrs. Hoida moved that the Board adopt Policy GBGJ-MA - Staff Bereavement Leave. Mrs. Dygert seconded the motion. No discussion occurred. President Graham called the vote.

Motion made by: Karen Hoida

Motion seconded by: Jilinda Dygert

Voting:

Unanimously Approved

The motion carried unanimously.

7. GBGK-MA - Staff Legal Leave

Mr. Vinchattle stated that there was an error in the policy presented to the Board. The error is that the policy is titled GBGJ-MA - Staff Legal Leave, but it should be GBGK-MA - Staff Legal Leave. Mr. Vinchattle will ensure that the error is corrected before posting it publicly. The policy is a standard policy that was provided by legal last year.

Mrs. Hoida moved that the Board adopt Policy GBGK-MA - Staff Legal Leave. Mrs. Dygert seconded the motion. No discussion occurred. President Graham called the vote.

Motion made by: Karen Hoida

Motion seconded by: Jilinda Dygert

Voting:

Unanimously Approved

The motion carried unanimously.

VIII. Board Comments / Announcements

Mrs. Clinton announced that Mr. Carle and Mrs. Dygert will do the Board Cafe Chat with our community this month at Wesley Owens on October 24, at 9:00am.

Mrs. Dygert announced that Monument Academy East Campus will be hosting the District PCAC meeting on November 12 at 5:30pm.

IX. New Business

None.

X. Adjournment

President Graham adjourned the meeting.

XI. Citizen Comments Not Pertaining To Agenda Items

None.