

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

Minutes from May 9, 2024 at 6:30 pm 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, Ryan Graham, Karen Hoida and Matt Ross. Others in attendance: Collin Vinchattle, Glenn Gustafson.

- B. ADDITIONS TO/APPROVAL OF AGENDA** – The agenda was approved as distributed by unanimous consent.

- C. CITIZEN’S COMMENTS PERTAINING TO AGENDA ITEMS** – none.

- D. SCHOOL SPOTLIGHT** – Mr. Carle recognized MA’s first valedictorian, Scott Kohlase.

E. CONSENT AGENDA

- a) Minutes from April 11 and April 25, 2024 were approved with unanimous consent.

F. REPORTS OF ADMINISTRATION & COMMITTEES

- a) Executive Director Report – Mr. Vinchattle read a letter from Mrs. McClelland in her absence.
b) Chief Financial Officer Report – Mr. Gustafson made his report.
c) Committees:

- i. Highway 105 Committee - Mr. Graham updated the community about the construction project at West campus. He said everything is on schedule.
- ii. Curriculum - Mrs. Clinton announced that the committee met on April 25th. Discussion centered around the continued use of Saxon Math for the next school year and how to best implement grade level configurations. Possible adjustments to the curriculum policy were also discussed. CKLA framework alignment and high school curriculum and programming were also discussed.
- iii. SAAC - West – Mr. Ross read the end of year West SAAC survey results letter.
- iv. SAAC - East – No report.
- v. Governance – Mrs. Hoida stated that the committee met on May 2nd to present the finance policies coming later in the agenda.
- vi. Finance - Mr. Carle gave his report.
- vii. Buildings & Facilities – no report.
- viii. RDC – no report.
- ix. HR Subcommittee – no report.

G. ITEMS REQUIRING BOARD DISCUSSION/ACTION

- a) Board of Directors Election Update – Mr. Ross announced that the two empty board seats will go to Lindsay Clinton and Jilinda Dygart.

- b) FY23/24 Fundraising and Resource Development update – Mr. Dicus updated the board on results of the Gala. He also announced other fundraising efforts and events. These combined efforts have exceeded our goal of raising \$200,000.
- c) Personnel Action Report and New Job Descriptions – Ms. Pelley updated the board on changes in personnel.
- d) Contract Awards:
 - i) HVAC Contract for West Campus - Mr. Dicus updated the board on the HVAC contracts. Mrs. Hoida made a motion to move forward with the Haynes Mechanical System contract in the amount \$160,323. Mr. Carle made a second. The motion carried unanimously.
 - ii) MA Employee Benefits Plan – Mr. Gustafson and Ms. Pelley presented the plan along with a presentation from Peak Benefits. Mr. Graham made a motion to approve a special meeting Tuesday the 14th virtually at 3 pm. Mrs. Hoida made a second. The motion carried unanimously.
- e) Public Hearing: FY24/25 Proposed Budget – Mr. Graham read the proposed budget letter and asked for public comment. There was no public comment.
- f) FY 24/25 Proposed Budget and Organizational Chart –
 - i) Mr. Gustafson presented the proposed budget to the board. Mr. Graham made a motion that the board approve the fiscal year 24/25 proposed budget which authorizes the appropriation resolution, the use of beginning fund balance resolution and the interfund borrowing resolution. Mr. Carle made a second. The motion carried unanimously.
 - ii) Ms. Pelley presented the organization chart to the board. Mr. Graham made a motion to approve the fiscal year 24/25 organizational chart along with the athletic director and dean assistant, registrar assistant, and secondary principal job descriptions. Mrs. Clinton made a second. The motion carried unanimously.
 - iii) Policies DJ (Purchasing & Contracting) and DK (Compensation) – Mr. Gustafson presented the policies. Mrs. Hoida moved that the board adopt Policy DJ Contract Expenditure Authorization with the edit that we replace paragraph 3 with paragraph 4 and say that “Purchases of \$30,000 or above shall be based on at least three documented price quotes that are supported by written confirmation. Examples of written confirmation include a screenshot of pricing from the vendor’s website, an email from the vendor’s representative, or a quote on the vendor’s letterhead. These purchases must be approved by the board prior to contract execution. And then lower in the paragraph under, “Monument Academy’s Best Interests,” the dollar of \$50,000 be changed to \$30,000. Mrs. Clinton made a second. The motion carried unanimously. Mrs. Hoida moved that the board adopt Policy DK Payroll Procedures as presented. Mr. Graham made a second. The motion carried unanimously.
 - iv) Date for Board Retreat – Mrs. Clinton moved to move the formally approved retreat date of June 14th to July 12th starting at 9 am. Mr. Graham made a second. The motion carried unanimously.

H. BOARD COMMENTS/ANNOUNCEMENTS

- a) May 13th Café Chat with Craig Carle and Lindsay Clinton – Mrs. Clinton announced that this will be the final café chat of the school year. It will be held at Serrano’s.

I. NEW BUSINESS – none.

J. ADJOURNMENT – Mr. Graham adjourned the meeting.

K. CITIZEN COMMENTS NOT PERTAINING TO AGENDA ITEMS – none.