



Monument Academy

Traditional Education For Modern Times

Dear Board of Directors,

This letter requests and recommends approval of extra duty pay for the following employees for their extra duty.

Dawn Bartlett in the amount of \$2,500, awarded for human resource coursework she completed from May 1, 2026, to June 30, 2026, to implement human resource practices over the summer. Mrs. Bartlett's work was outside the expectations of her job description, as she created a course that took on the main human resources contact; therefore, she qualifies for extra-duty pay for this work.

Lena Gross in the amount of \$3,500, awarded for the high school counselor work that she completed from June 1, 2026, to August 21, 2026, to ensure high school students meet the credit requirements for graduation for all students enrolled in various high school programs run and supported by Monument Academy. The work Mrs. Gross completed was outside the expectations of her job description; therefore, they qualify for extra duty pay for extra duty work.

Kristin Grieshaber in the amount of \$4,500, awarded for curriculum coursework she completed from July 1, 2026, to August 13, 2026, to ensure high school students can participate in AP PreCalc, AP Calc AB, and AP Calc BC. The work Ms. Grieshaber completed was outside the expectations of her job description to create a course that meets AP standards; therefore, she qualifies for extra-duty pay for this work.

Deborah Kappel in the amount of \$3,000, awarded for curriculum coursework she completed from July 1, 2026, to August 13, 2026, to ensure high school students can participate in Biology and Honors Biology. The work Ms. Kappel completed was outside the expectations of her job description as a middle school teacher creating high school courses; therefore, she qualifies for extra-duty pay for this work.

Kristi Hays, in the amount of \$6,650, awarded for taking on a special education role with preschool, which she will complete from August 13, 2026, to May 30, 2026, to ensure preschool students with special education needs will be serviced. The work Mrs. Hays completed was outside the expectations of her job description, as she provided services previously provided by the school district; therefore, she qualifies for extra-duty pay for this work.

Please consider the amount listed above as a one-time stipend for the extra-duty support work listed.

Respectfully,

Collin Vinchattle
Executive Director
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