



Monarch Montessori of Denver Charter School and
First Steps at Monarch Montessori of Denver
Board of Directors' Meeting
11200 E. 45th Avenue, Denver, CO 80015

October 24, 2013

- I. Preliminary
 - a. Call to Order
Pursuant to proper notice of the meeting, the meeting was called to order in the Board Room at 5:07 pm.
 - b. Welcome Guests
Ms. Christina Meadows, Ms. Addy Dimalanta, Ms. Jessica Brody and Ms. Tammy Mobley
 - c. Roll call
A quorum was present as follows:
Board Members: Ms. Brandy Haskins, Ms. Monica Badgett and Ms. Courtney Goertz and Mr. Michael Kilgore. Ms. Nancy Radkiewicz and Noel Giametta were also present.
 - d. Public Comments
None
 - e. Announcements
None
 - f. Approval of Agenda
A motion was made to amend the Agenda to add an item g. under New Business to discuss Employee Discounts for First Steps.
Vote: Yes – 4, No – 0
The Agenda was approved.
- II. Consent Agenda
A motion was made and seconded to approve the proposed August 28m 2013 and the September 26, 2013 Board of Director's Meeting Minutes as presented.
Vote: Yes – 4 No – 0

III. Reports

a. Financial/Treasurer Report

The board discussed Mr. Michael Kilgore's Charter school report from the October Finance Committee meeting. Mr. Kilgore reported that the Charter audit was complete and would be stored in the Board dropbox. He also reported that the budget will be discussed at the Finance Meeting on November 20th and asked the board to participate in the November 20th Finance Committee meeting. Mr. Kilgore reported that there was 221 students enrolled in the Charter school, well over the 191 projected last year and that the budget will be revised accordingly. He also noted that the Mill Levy funds will be adjusted during the year along with the approved CDE year 2 grant. Mr. Kilgore pointed out the worst case scenario for food service cost overruns which could be as high as \$100,000. This expense was previously unbudgeted. He also noted that lease payments for the building would begin in January.

The board discussed Mr. Michael Kilgore's First Steps school report from the October Finance Committee meeting. Mr. Kilgore reported that the First Steps audit was scheduled for October 28, 2013 and that it was the first audit in the history of First Steps. He noted that the committee is hoping the Samsonite Building spindown will be complete in time for the audit. Mr. Kilgore pointed out that Revenues are at 17% at this time, but more funds will come in from the Mill Levy payments which are 4 months past due. He also noted the construction costs will show on the revised budget in the November 20th Finance Committee meeting and that any cash flow concerns will be addressed on that date. Mr. Kilgore asked the board to participate in the November 20th Finance Committee meeting.

b. Principal's Report

The board viewed Ms. Radkiewicz's Principal's report. The report highlighted items such as Ms. Radkiewicz bids for an awning outside of the cafeteria to shelter Charter students at pickup. She also informed the board regarding her inclement weather plans for the Charter. Ms. Radkiewicz also reported on the OSRI meeting, day spent observing the Charter classrooms and report afterwards. She also presented the SAC reading plan at the last staff meeting. The plan is closing reading gaps, letter sounds, alphabet and sight words. She reported that they are sending sight word lists home to all families now. They are also working on guided reading, increasing fluency and the staff is discussing this plan twice monthly at staff meetings. Ms. Radkiewicz noted that she recently surveyed the staff and made changes to the student schedules due to this survey. She also noted the State Level Changes, Read Act in place of ILPs along with the new library books.

c. Director's Report

The board viewed Ms. Giametta's Director's report. The report included the focus on quality improvement, policies and procedures in addition to team building activities. She noted the October 11th staff training day was a success. Ms. Giametta reminded the board that Qualistar will be coming in soon to perform the school rating. She also told the board about a new quality score from a group called TQRIS. She is looking into it along with NAEYC and AMS to see if First Steps should pursue any other ratings. Ms. Giametta informed the board that First Steps is now using a child assessment and tracking system called Teaching Strategies Gold. They are piloting TSG with our 4 year olds this year with the help of grant funds. This will give us data for when our students start Kindergarten as well as track how Montessori standards compare with traditional schools. Teachers keep documentation including pictures and work samples on computers provided through the grant. It is a very slow set up process and has taken 3 months to upload student info, but she is hoping to roll it out for the entire school next year. Ms. Giametta also reported on Book Buddy dates for November and December. She also remarked on the success of her Parent University nights which are presenting a broad range of issues. Ms. Giametta informed the board of her new enrollment/marketing employee Kylie. She also reported on the Emergency Response Plan written with Ms. Radkiewicz and the upcoming lock down drill for November. She also reported that they improved their fire drill time to 5 minutes. They plan to practice 2 lock down drills each year.

d. PTO Representative Report

Ms. Meadows reported on the Trunk or Treat success. She also reported that the International Peace Festival was handed back to the school leaders. Ms. Meadows reported the Tony P's restaurant night was a great fund raiser and that the Book fair was held in the cafeteria during the September parent teacher conferences.

e. School Accountability Committee Report

Ms. Radkiewicz reported that the Committee has met and created a reading plan that is currently in use in the charter classrooms.

f. Building Committee Report

Ms. Radkiewicz reported that she is working on forming the Committee. She will be looking into getting a report on what is being worked on in the building as well as what needs work, like the lighting rod that has pierced the roof, causing leak issues. She also recently had the parking lights fixed. She is looking into hiring a Operations/Building manager possibly as a part time position for now.

IV. Discussion Items

a. Board Agreement

The board finished signing the Board Agreement for the 2013/2014 school year.

V. Q&A

VI. New Business

a. Employee Concern

The board discussed that they would go into Executive session to discuss the request made by Tom Skelley.

b. New Board Members

A motion was made and seconded to approve Ms. Adey Dimalanta to the board.

Vote: Yes – 4, No – 0

c. Cell Phone Reimbursement

A motion was made and seconded to add cell phone reimbursements to the Charter and to First Steps leaders at the rate of \$50/month per leader and Assistant leaders.

Vote: Yes – 5, No – 0

d. Mileage Reimbursement

A motion was made and seconded to add mileage reimbursements to the Charter and to First Steps leaders and marketing staff.

Vote: Yes – 5, No – 0

e. Forming Committees

The board discussed the need for a Building Committee.

f. Review Board Policy Manual

The board discussed the need to finalize the Board Policy Manual. The board President has prepared the manual and needs the school leaders to enter the lottery process, discipline ladders, etc. After the final pieces are added, the President will send a copy of the manual to the board, preferably by November 30th and the item will be placed on the December 5th, 2013 board meeting agenda for discussion and approval.

g. Employee Discounts for First Steps

The board discussed Ms. Giametta's request to waive before and after care expenses for employees. She noted that it is difficult for the staff to work the early and late shifts without childcare. The board asked Ms. Giametta to prepare a policy and to notify the board of the final policy.

VII. Recap Action Items & Assignments

A motion was made and seconded to move to Executive Session at 7:17 pm.
Vote Yes – 5, No – 0

VIII. Executive Session

a. C.R.S. §24-6-402(4)(e) Administrator Evaluation

The Board exited Executive Session at 8:02pm

IX. Employee Concern Tom Skelley

A motion was made and seconded to table the discussion and decision for
Tom Skelley's request for the Charter until the 12/5/13 board meeting.
Vote: Yes – 5, No – 0

X. Adjourn Meeting

The meeting was adjourned at 8:03 pm.