



Monarch Montessori of Denver Charter School and
First Steps at Monarch Montessori of Denver
Board of Directors' Meeting
4895 Peoria Street, Denver, CO 80239

January 19, 2017

- I. Preliminary
 - a. Call to Order
Pursuant to proper notice of the meeting, the meeting was called to order in the library at 5:45 pm.
 - b. Welcome Guests
Christopher Kanapackis attended.
 - c. Roll call
A quorum was present as follows:
Board Members: Ms. Jessica Brody, Ms. Adey Dimalanta, Ms. Carolina Franco, Ms. Brandy Haskins, and Mr. Sergio Duran were present. Mr. Rob Clemens, Ms. Ann Massengill, and Ms. Linda Arnold were also present.
 - d. Public Comments
None
 - e. Announcements
None
 - f. Approval of Agenda
A motion was made and seconded to approve the agenda.
Vote: Yes – 5, No – 0
- II. Consent Agenda
A motion was made and seconded to approve the proposed December 1, 2016 Board of Director's Meeting Minutes as presented.
Vote: Yes – 5, No – 0
- III. Reports

- a. PTO Representative Report
Ms. Carolina Franco presented the PTO report. PTO will be assisting with International Day next week.
- b. Financial/Treasurer Report
Ms. Linda Arnold presented the Financial/Treasurer report. As of December, we are 50% of the way through the year. Revenue is at 54%. Expenses are at 50%. We will do a revised budget next meeting, when we anticipate receiving updated numbers from DPS.

First Steps is at 42% for revenue. First steps 46% for expenses, which is on track.
- c. Executive Director's Report
Mr. Rob Clemens delivered the Executive Director's Report. Rob noted that on the Best grant (from CDE for facilities to improve security) and E-rate (reduced costs for telecom). We are going through re-approval with licensing for the new rooms. We are working to adjust our EOPs with support of another grant. Next Wednesday is the Board matching program.
- d. Chief Academic Officer Report
Ms. Ann Massengill gave the Chief Academic Office report. She noted that she is beginning to meet with teachers for goal setting, in preparation for teacher observations. Tutoring starts on Monday. Electives start next week. MAPS and STARS testing are complete. ACCESS testing is underway now.
- e. First Steps Program Director Report
Mr. Rob Clemens reported that we have one new hire coming in for toddlers with a lot of experience.
- f. President's Report
Ms. Adey Dimalanta gave the President's Report. Recruiting for board, we are seeking expertise in marketing and talent acquisition/retention.
- g. School Accountability Committee Report
No report was presented.
- h. Building Committee Report
We have a temporary certificate of occupancy through July. There are two repairs needed: sidewalk and potentially the sewer line. So far, we are under budget.
- i. Technology, Infrastructure & Security Report
No report was presented.

- j. Strategic Planning & Fundraising Report
No report was presented.

IV. Q&A
N/A

V. New Business

- a. Approve new board member – Christopher Kanapackis
Mr. Kanapackis provided a brief background and described his interest in joining the Board. A motion was made and seconded to appoint Mr. Christopher Kanapackis to the Board of Directors.

Vote: Yes – 5, No – 0

- b. Discuss Charter Status for Renewal
Mr. Clemens noted that the contracting process will start soon. He noted that we are seeing growth, but not as much as some students need to “close the gap.” We will continue to pursue strategies to enhance academic growth.

- c. Discuss Amended FY17 Budget and FY18 Methodology
Ms. Linda Arnold noted that for Charter, the amended budget will have some variance in it. More information will be presented at the next board meeting.

- d. First Steps Status
This has been a challenging year so far for First Steps. Teacher turnover has been higher than our norm, and enrollment is running lower than projected. The Board discussed strategies to address these issues.

- e. Approve Bond Resolutions
A motion was made and seconded to authorize Adey Dimalanta as Board President to certify that Monarch Montessori of Denver Charter maintains reserves and working capital as required by Lease 10.08.

Vote: Yes – 6, No – 0

- f. Discuss Marketing Plan
Mr. Rob Clemens discussed current challenges to maintaining full enrollment. Word of mouth is not as strong as a driver as it used to be. We are doing more social media ad buys. The big events haven’t happened due to space constraints. The Board discussed options to enhance marketing efforts.

- g. Discuss Business Operations Manager Position
Mr. Rob Clemens discussed the anticipated role of the business manager and informed the Board that he plans to move forward with interview/hiring process.
- h. Discuss Draft Calendar for 2016-17
The Board discussed options for the calendar (when to start, when to end, length of winter break).
- i. Leadership Team Evaluation (Tabled from December)
Mr. Rob Clemens noted that the feedback is generally consistent with prior years.
- j. Approve PTO Policy Around Professional Development for FS Handbook
To be discussed at the next Board meeting.

VII. Recap Action Items & Assignments
N/A

VIII. Adjourn Meeting
The meeting was adjourned at 10:07 pm.