



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

April 20, 2017

- I. Preliminary
 - a. Call to Order
Pursuant to proper notice of the meeting, the meeting was called to order in the library at 5:49 pm.
 - b. Welcome Guests
Maria Berman, Mairi McCormick, Lisa Plowright, Melanie Stewart-Lopes, and Ms. Selina Ramos were present.
 - c. Roll call
A quorum was present as follows:
Board Members: Ms. Brandy Haskins, Ms. Jessica Brody, Mr. Chris Kanapackis, Mr. Sergio Duran, Ms. Carolina Franco, and Ms. Adey Dimalanta were present. Ms. Tammi Mobley, Mr. Troy Pierson, and Ms. Ann Massengill were also present.
 - d. Public Comments
Lisa Plowright, took leave of absence following death of a parent. Interested in being an extended substitute. She asked about the status of her offer letter for next year.

Maria Berman commented that she would like to do a welcome event for new families in July to let families know that we care about them. She would also like to reach out to departing families to determine if there is anything the school can do to retain them.
 - e. Announcements
None
 - f. Approval of Agenda

A motion was made and seconded to approve the agenda as amended.

Vote: Yes – 6, No – 0

II. Consent Agenda

A motion was made and seconded to approve the proposed March 17, 2017 Board of Director's Meeting Minutes.

Vote: Yes – 6, No – 0

III. Reports

a. Operations Report

Melanie Stewart-Lopes reviewed the marketing activities to date. She previewed the new tour folders and discussed new advertisements. She also talked about the importance of parent engagement.

Regarding operations, Mr. Troy Pierson indicated that offer letters went out to Charter staff and that First Steps letters should go out in the next couple of weeks. Troy is working to wrap up Title funding for Charter. He ordered furniture (rugs, dividers, etc.) as well as some additional Chromebooks. With the Bond, he trying to finish work to get our permanent certificate of occupancy.

b. PTO Representative Report

Ms. Carolina Franco delivered the PTO report. She wants to recruit new parents to the PTO.

c. Financial/Treasurer Report

Ms. Brandy Haskins presented the Financial/Treasurer report. February is 75% of the way through the year. Charter is at 73% for revenues, and expenses are at 74%. We are still expecting certain mill levy funds in April. Salaries run a month behind.

First Steps is at 66% for revenue, or 76% against the trending budget. Expenses are at 68%, or 73% against trending budget. Food service is running lower than budgeted.

d. Charter Report

Ms. Ann Massengill delivered the Charter report. PARCC testing is complete except for makeups. Book Buddies elective was started by the librarian. Students are reading to a primary classroom. Earth day is on Saturday. Ann also reviewed the UIP action steps.

e. First Steps Report

No report was presented.

- f. President's Report
No report was presented.
 - g. School Accountability Committee Report
No report was presented.
 - h. Building Committee Report
No report was presented.
 - 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. Contract Renewal Discussion
Troy discussed that going forward, he would prefer not to offer annual contracts to year-round staff.
 - b. ED Search Update
Jessica provided a status update on the executive director hiring process. The hiring committee has reviewed applications and is scheduling interviews.
 - c. Bond Closeout
Troy is in the process of completing the last items for the bond.
 - d. Charter Enrollment Update
As of 4/20, our projected headcount is 227.
 - e. Charter – Approve FY18 MMDC Budget
A motion was made and seconded to approve the FY18 Charter budget.
Vote: Yes – 6, No – 0
 - f. First Steps – Review FS draft FY18 Budget
Tammi provided a preview of the new budget model. It will include a proposed budget as it relates to tuition rates.
 - g. Approve FS Time Off Requests
A motion was made and seconded to approve the extended leave request for Teacher A.

Vote: Yes – 6, No – 0

A motion was made and seconded to approve the extended leave request for Teacher B.

Vote: Yes – 6, No – 0

- h. Approve Audit Service Provider for Charter and First Steps

A motion was made and seconded to approve as John Cutler and Associates as Audit Service Provider for the FY17 audit.

Vote: Yes – 6, No – 0

- i. Board Member intent to establish board openings for next year
The Board discussed current and potential openings on the Board.

- j. Distribute and set date for board self-evaluation
Adey will send out the self-evaluation through survey monkey for the Board to complete prior to the next Board meeting.

- k. Teacher Appreciation
Adey and Brandy will bring coffee and cinnamon rolls on May 4th.

VII. Executive Session

A motion was made and seconded to go into executive session for the purpose of discussing personnel matters pursuant to 24-6-402, C.R.S.

Vote: Yes – 6, No – 0

The board went into executive session at 9:29 PM to discuss personnel matters.

The board re-convened the meeting at 10:05 PM.

VIII. Recap Action Items & Assignments

N/A

IX. Adjourn Meeting

The meeting was adjourned at 10:06 PM.