

Monarch Montessori of Denver Charter School Board of Directors' Regular
Meeting
11200 E. 45th Avenue, Denver, CO 80015

I. Preliminary

a. Call to Order

Pursuant to proper notice of the meeting, the meeting was called to order in the Board Room at 5:15 pm on May 28, 2013.

b. Welcome Guests

c. Roll call

A quorum was present as follows:

Board Members: Mr. Trevor Phillips, Ms. Courtney Goertz, Ms. Brandy Haskins and Mr. Michael Kilgore. Ms. Kristy Mullins joined us at 6pm. Ms. Nancy Radkiewicz, Lori Deacon and Guests Marissa Dabney and Noel Giametta were also present.

d. Public Comments

None

e. Announcements

None

f. Approval of Agenda

The Agenda was approved with the removal of the Approve Budget from the Action Items under the Financial section.

II. Consent Agenda

a. Approval of April's Minutes

A motion was made and seconded to approve the proposed April 16, 2013 Board of Director's Meeting Minutes as presented.

Vote: Yes – 4, No – 0

III. Reports

a. Principal's Report

Ms. Radkiewicz handed out her Principal's report based on her upcoming evaluation review format areas. The report included highlighted items as examples of her work in those areas. Ms. Radkiewicz highlighted the Academic Accountability, specifically her RtI's. She also discussed the school culture and the board requests that she add more team building and professional development. The board asked Ms. Radkiewicz if she could add Action items to her future reports. She also discussed the organizational chart

for the Charter as well as how she is tracking parent involvement and encouraging parents to be more involved. Ms. Radkiewicz discussed the Tyco Security System contract, from which she gave the bids to the Board President and Leonard (the General Contractor) for a one year security contract. She also informed the board that the security system at the new location is owned entirely by Tyco including all internal/external cameras, swipe card access points, fire alarm, burglar alarm and CC TV viewer. Ms. Radkiewicz informed the board that she is looking into having High Tech store boxes prior to the move to the new location instead of in a truck and she will know for sure which storage she will be using by May 29th. She also reviewed the success of the first Charter Field Day event.

b. Financial Report

Ms. Deacon reported that the Charter is on track with an 83% Revenue baseline on the working budget. She informed the board that she is still collecting the Capital Construction Fund monies under the state funding line on the financials. She also reported that the federal line on the financials will hit in May when we start collecting from the start up grant. Ms. Deacon discussed the Expense baseline of 73% which will increase as Ms. Radkiewicz finishes spending the start up grant monies by buying furniture and supplies. She mentioned that they will be submitting Title II and III grant funding requests at the end of the month.

c. Accountability Report

None

IV. Discussion Items

a. Construction Update

Ms. Mullins reported that she is the main point of contact for the General Contractor Leonard. She informed us that things are moving forward and they are on schedule for the Charter to move into the building in early August.

b. Moving Plan

Ms. Radkiewicz notified the board that the Charter is on target for moving and almost completely boxed up.

c. Roles and Responsibilities

Ms. Goertz reminded the board and the school leader the need for everyone to know and follow their specific roles and responsibilities. She read the slides from the recent board training documents regarding the Board definition, Board Functions as well as the Principal definition and functions.

d. Board Classroom Observation and Feedback

Mr. Phillips highlighted areas he would like to see improvement on including: professional development days together between First Steps and the Charter, Culture, teachers focused on kids, teachers intermingling between the two organizations. He also asked Ms. Radkiewicz to work on providing a known problem items and action steps for culture with ideas like teacher swapping, children going between classes. He also addressed the PTO fundraising rift and called for an upfront division before the money is raised and open division of money throughout the organization.

Ms. Goertz's reported her observations that the Charter needed to work on building ownership and responsibility for the kids. This was based on her observation of the kids going back to the teachers over and over in the classrooms. She also saw many children working on the same lessons in the classroom. Her overall observation was great.

Ms. Haskins repeated many of the same items that Ms. Goertz reported such as working on same lessons in the classrooms, waiting for checkouts from the teachers and missing or incomplete work items in the classrooms. Her overall observation was also very complimentary.

e. Principal Responsibilities and Evaluation

Ms. Haskins stated that she would be working on Ms. Radkiewicz's evaluation and wanted feedback from the other board members. Her intent is to provide the evaluation to the Principal by the end of June with the Board President.

V. New Business

a. Approval Items - Budget

The board addressed the need to look at the new budget for 2013/2014. They discussed the need for 11 teachers and that the school is no longer Title I qualified for this upcoming year. A motion was made and seconded to approve the current budget.

Vote: Yes – 5, No – 0, Abstain – 0

b. Board Elections

The Board President presented an inquiry to the board on their intentions of involvement on the board for the upcoming year. Mr. Phillips informed the board that he would be resigning as Treasurer, but continuing on the board. Ms. Goertz, Ms. Haskins and Mr. Kilgore reported that they would be continuing on the board. Ms. Mullins announced that she would be resigning after the school moves to the new location. The discussion ended with the idea of reaffirming positions at the next board meeting.

c. Committee Reports

i. Curriculum & Accountability – None

- ii. Marketing & Public Relations – None
- iii. Facilities – None
- iv. Finance and Accounting –

Ms. Deacon informed the board that the Charter would need to obtain a loan from First Steps to fund their cash flow deficit in June/July. It was discussed that it would be a loan of \$100,000 for 60 days or less. No decision was made at this time. Ms. Radkiewicz handed out copies of the IT contract and Time Report from the current vendor. Ms. Haskins noted that the contract was vague and that the vendor cannot charge us for fees from years past that he never reported to us until we terminated his contract. No decision was made at this time. Ms. Deacon reported to the board that Hamlin was asking for \$60,000 for start up fees reimbursement from First Steps. It was discussed that it did not apply to the Charter. Ms. Mullins reported that she is working on getting First Steps off the Bond and getting the Charter or First Steps on the new building bond. She also discussed that she would be taking the building construction costs to the upcoming Finance Committee meeting.

- v. Strategic Planning & Fundraising – None
- vi. PTO – Fund Raising Event April 28, 2013

VI. Action Items
None

A motion was made and seconded to move to Executive Session at 8:20 pm.
Vote Yes – 5, No – 0

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

The Board exited Executive Session at 8:52pm

VIII. Principal Retention
a. Vote on Principal Retention 4.7.B.

A motion was made and seconded to retain Ms. Nancy Radkiewicz as Principal for the 2013-2014 school year.
Vote: Yes – 5, No – 0

IX. Upcoming Events
a) Bond document signing in June.
b) CDE modules will be back up next week.

X. Public Comment
None

- XI. Adjourn Meeting
The meeting was adjourned at 8:57 pm.