

Monarch Montessori of Denver Charter School Board of Directors' Regular
Meeting
4895 Peoria Street, Denver, CO 80239

I. Preliminary

a. Call to Order

Pursuant to proper notice of the meeting, the meeting was called to order in the Art Room at 7:36 pm on June 24, 2013.

b. Welcome Guests

No guests attended the meeting.

c. Roll call

A quorum was present as follows:

Board Members: Ms. Courtney Goertz, Ms. Brandy Haskins. Ms. Monica Badget and Mr. Michael Kilgore. Lori Deacon and Guests Tammi Mobley and Noel Giametta were also present.

d. Public Comments

None

e. Announcements

None

f. Approval of Agenda

The Agenda was approved with the addition of adding SPED and UIP State requirements under the Discussion Items section.

II. Consent Agenda

a. Approval of May's Minutes

A motion was made and seconded to approve the proposed May 28, 2013 Board of Director's Meeting Minutes with the changes noted.

Vote: Yes – 4, No – 0

III. Reports

a. Principal's Report

Ms. Haskins read Ms. Radkiewicz Principal's report to the board, as Ms. Radkiewicz could not be present for the meeting. The report included highlighted items on Leadership in discipline events and the steps taken by Ms. Radkiewicz, the teachers and the parents. An outline of the discipline steps will be shared with the board in more detail in August. She also discussed the fact that DPS Food Services did not want to renew their contract with Monarch for this upcoming year due to conflicts they had over the prior

school year. In light of that situation Ms. Radkiewicz was looking to design a position to cover the responsibility. She also discussed that she and Noel are actively looking for a day custodian. Ms. Radkiewicz reported that the Charter is out of the prior building as of June 4th and that they have one truck load left to unload into the new building. She went on to discuss that the moving costs have been minimal to date. Ms. Radkiewicz highlighted that the school currently has a wait list of 9 students. She also detailed that Barry negotiated a settlement with the prior IT guy and he is now releasing our information to our new IT company. Ms. Radkiewicz discussed meeting with the phone company and the security company for the new school location. She also highlighted that she read every report card and made sure the teachers updated their ILP's (Individual Literacy Plans) at the year end. She arranged a tour of the new location for her staff and would like the Board to consider a ribbon cutting ceremony for our new location with a BBQ. Ms. Radkiewicz reported that the Denver City Government recently contacted the Charter and asked if they could contribute school supplies. She also highlighted her concern for the Board hiring a CEO with the lack of budget. She reported that she is close to completing her search for Assistant Teachers and is still advertising for 2 Lower El Lead Teachers. She also pointed out that she is hiring a full time secretary position who she would like to task with taking minutes at Board meetings. Ms. Radkiewicz informed the Board that they still needed one more Board credit before June 31st to be in compliance with the CDE Grant requirements.

b. Financial Report

Ms. Deacon reported that the Charter is on track with a 92% Revenue baseline on the working budget. She informed the board that she is finished collecting the Capital Construction Fund monies under the state funding line on the financials. She also reported that the Federal Title II and III grant funding requests are still outstanding. Ms. Deacon discussed the Expense baseline of 81% which may not increase as Ms. Radkiewicz's spending of the grant monies will probably not be delivered or reimbursed by the end of the fiscal year, but they would be a net zero affect on next year's budget.

A motion was made and seconded to approve the Working FY13 proposed budget as presented.

Vote: Yes – 4, No - 0

c. Accountability Report

None

IV. Discussion Items

a. Principal Reports

Ms. Goertz presented a one page report titled Director/Principal Report Expectations to the Board. This report described what the Board expects Ms. Radkiewicz to report on at each Board meeting. Ms. Haskins added a Report grid format for the Board to consider as well. Mr. Kilgore asked that the report be received by the Board one week prior to the Board meeting.

A motion was made and seconded to approve the expectations and format that the Board would like to see for the Principal's Report from Ms. Radkiewicz at all future Board Meetings and for the report to be sent to the Board at least one week prior to the meeting.

Vote: Yes – 4, No - 0

Ms. Haskins will follow up with Ms. Radkiewicz to follow the above approved items.

b. Roles and Responsibilities – Board of Directors

Ms. Goertz presented a Board Member Officer Responsibilities list to the Board. This list included splitting up the Board Chair and the President position's to make it easier on the upcoming President. It also outlined the regular responsibilities from each Board Member position. The Board discussed and tabled the decision for the time being.

c. Board Elections

The Board discussed postponing Ms. Mullins' resignation until the end of August pending the need for additional Board members and assigning a new President. Ms. Mullins accepted the proposal.

d. CEO Discussion

Ms. Haskins presented the idea of hiring a CEO over both of the school leaders to retain knowledge and to oversee the non-academic areas of the school. The Board decided to table the thought until December when better financial information for support of the position is available.

e. Proposed New Board Document

Ms. Goertz supplied the Board with a list of upcoming dates for 2013-2014 from Ms. Radkiewicz.

f. Construction Update

Ms. Mullins reported earlier in the First Steps meeting that the construction budget is \$315,000. First Steps will pay the largest portion of the construction bills, but the Charter portion is currently \$27,000 for the update of the HVAC system, Fire System, and various other building wide updates required by law. She informed us that things are still on schedule to move into the building in early August.

g. Unified Improvement Plan

Ms. Goertz presented the Board with the State requirements for a UIP with the idea that Ms. Radkiewicz would be responsible for preparing and presenting the data she has collected to date for the Charter's UIP.

A motion was made and seconded to have Ms. Radkiewicz prepare and report the UIP data at the August Board meeting.

Vote: Yes – 4, No – 0

h. SPED Data

Ms. Goertz notified the board that the Charter is responsible for reviewing SPED Data each year. She proposed that Ms. Radkiewicz prepare the data and present it by the August Board meeting.

A motion was made and seconded to have Ms. Radkiewicz prepare and report the SPED data per State Requirements at the August Board meeting.

Vote: Yes – 4, No – 0

V. New Business

a. Committee Reports

- i. Curriculum & Accountability – None
- ii. Marketing & Public Relations – None
- iii. Facilities – None
- iv. Finance and Accounting – None
- v. Strategic Planning & Fundraising – None
- vi. PTO – None

VI. Action Items

- a. The Board would like Ms. Radkiewicz and Ms. Giametta to work together to prepare a ribbon cutting ceremony and pot luck BBQ.
- b. The board would like Ms. Radkiewicz to strongly consider asking DPS Food Services again and try to work through a lunch deal due to the number of FRL children who would miss breakfast in the school. At the very least they would like Ms. Radkiewicz to contact Briten Nickerbocker at the Colorado League to discuss the pros and cons of having a School Food Authority person, including the additional responsibilities and expense required.
- c. The Board does not wish to use the school secretary position for minute taking at this time.

VII. Upcoming Events

None

VIII. Public Comment
None

IX. Adjourn Meeting
The meeting was adjourned at 8:42 pm.