



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

August 28, 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
Mr. Russell Caldwell, Ms. Christina Meadows, Ms. Addy Dimalanta and Ms. Tammy Mobley
 - c. Roll call
A quorum was present as follows:
Board Members: Ms. Brandy Haskins, Mr. Michael Kilgore and Mr. Trevor Phillips. Ms. Monica Badget joined the meeting at 6:22 pm. 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 k. under New Business to vote on the final construction Payments for First Steps.
Vote: Yes – 3, No – 0
The Agenda was approved.
- II. Consent Agenda
The board agreed to table the approval of June 2013 minutes for the Charter and First Steps until the next meeting.
- III. Reports

a. Principal's Report

The board viewed Ms. Radkiewicz's Principal's report. The report highlighted items such as Ms. Radkiewicz completing 150 hours of Montessori training, successfully moving out of the Samsonite building and enrolling 227 students. Ms. Radkiewicz discussed in detail the Student Assessments highs and lows and that she is visiting every classroom twice daily. She also reported that the last of the CDE funds have been spent and should be reimbursed shortly. Ms. Radkiewicz discussed her teacher survey for Staff Development requests and her planning for developing teachers this school year. She also submitted her Discipline policy and ladder for the school. Ms. Radkiewicz will work with Ms. Giametta to create an action plan and meet with the new PTO.

b. Director's Report

The board viewed Ms. Giametta's Director's report. The report included the Leadership report, Org chart, the prospective Director's job description and title proposal. It also included the staff calendar, playground fundraising proposal, employee handbook, marketing report and staff newsletters. She asked for a title change to Head of School, to which the board asked her to table until the next meeting. Ms. Giametta discussed the grant writing and plans for the playground in stages. Ms. Giametta will work with Ms. Radkiewicz to create an action plan and meet with the new PTO.

c. Construction Report

For the Samsonite building, Mr. Caldwell reported that Hamlin is populating a board of a spin off subsidiary of First Steps. This entity has the bond for Samsonite on it's books and that it should be a matter of days before this process is finished.

For the Northeast Academy building, Mr. Caldwell clarified that the Northeast Academy Building Corporation is on the bond. Several of the Monarch board members have agreed to be on the building board which leases the building directly to the Charter. Charter subleases to First Steps and the school's attorney Barry Arrington has all of the paperwork.

Ms. Deacon reported that according to the invoices from JHL, First Steps owes an additional \$107,000 to JHL for the final construction piece.

d. Financial Report

Ms. Deacon reported that the Charter is on track with a pupil count of 224. The charter has received 25% of PPR in July and will receive 25% in October and 50% in January. The Charter is on track with 22% of Revenue from the expected pupil count of 192 and still retains a \$95,000 reserve from last year. Ms. Deacon reported that the Charter elected to prepay First Steps \$50,000 of shared expenses in July as well.

Ms. Deacon reported that First Steps has a pupil count of 154, which is up from 55 in July. She notified the board that July was a low revenue month due to closing the first week and lower student counts for summer and computer billing issues resulting in late invoices. She also reported that First Steps paid \$133,000 for construction. Ms. Deacon reminded the board that the Charter prepaid First Steps \$50,000 for several months of shared expenses in July. Ms. Deacon referred discussion of additional Construction expenses to the Construction report.

IV. Discussion Items

a. Board Agreement

The board agreed to table the Board Agreement discussion item for a future meeting.

b. Regular Board Meeting Dates

The board agreed to set up regular board meetings on the fourth Thursday of every month, allowing time for the Finance Committee to meet prior. The board also agreed to combine the November and December meetings to the first Thursday of December.

c. Board Policy Manual

The board agreed to table the Board Agreement item to a future board meeting.

V. Q&A

VI. New Business

a. The board noted the resignation of Ms. Kristy Mullins to the board.

b. Re-elect Ms. Courtney Goertz to the Board

A motion was made and seconded to approve Ms. Courtney Goertz back on the board.

Vote: Yes – 3, No – 0

c. Election of Board Officers

A motion was made and seconded to nominate Ms. Brandy Haskins as Board President.

Vote: Yes – 3, No – 0, Abstain – 1

d. Assign Committees

The board agreed to table Assigning Committees to a future board meeting.

- e. Shared Services Agreement between First Steps and Charter
A motion was made and seconded to approve changing the reimbursement rate of shared expenses between the two schools to monthly.
Vote: Yes – 4, No – 0
- f. Legal Representation for First Steps
The board declined to vote on changing First Steps legal representation, stating the school leader should choose the attorney.
- g. Playground Funding for First Steps
The item of Playground Funding was discussed by the board, but no action was necessary.
- h. Discussion for Independent Charter Classroom Evaluation
Ms. Radkiewicz will get an estimate of cost to the Charter for this item including a proposal, resume and references from her mentor.
- i. Discussion and Process for Leadership Time Off Requests
The board agreed to table discussing Time Off Requests to a future board meeting.
- j. Discussion of Board Suggestion Box in Lobby
The school leaders rolled out their own individual suggestion boxes in the lobby of the school. The board agreed that it did not need a separate box.
- k. Hamlin Equipment Fees
A motion was made and seconded to approve withdrawing the previous offer to Hamlin for equipment in the Samsonite Building.
Vote: Yes – 4, No – 0

VII. Recap Action Items & Assignments

VIII. Adjourn Meeting
The meeting was adjourned at 8:53 pm.