



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

June 18, 2015

- I. Preliminary
 - a. Call to Order
Pursuant to proper notice of the meeting, the meeting was called to order in the library at 5:15 pm.
 - b. Welcome Guests
Denise Vyhldal and Nicole Foster were present.
 - c. Roll call
A quorum was present as follows:
Board Members: Ms. Brandy Haskins, Ms. Jessica Brody, Mr. Jim Ray, and Ms. Adey Dimalanta. Mr. Rob Clemens, Ms. Noel Giametta, and Ms. Patty Cragg were also present.
 - d. Public Comments
None
 - e. Announcements
None
 - f. Approval of Agenda
A motion was made and seconded to approve the agenda with the addition of item VI.m. Elect a new board member.
Vote: Yes – 4, No – 0
- II. Consent Agenda
A motion was made and seconded to approve the proposed May 21, 2015 Board of Director's Meeting Minutes as presented.

Vote: Yes – 4, No – 0

III. Reports

a. PTO Representative Report

No report was presented.

b. Financial/Treasurer Report

Ms. Patty Cragg presented the financials for Charter. May is 92% of the way through the year. Charter is at 96% for revenue. All revenue has come in except for final CDE money and some Title II money. Student fees and PTO contributions have come in higher than budgeted. For expenses, Charter is at 85% against the 92% baseline, due in part to the timing of salary payments. Health care costs are also coming in lower than budgeted.

Ms. Patty Cragg presented the financials for First Steps. Revenue is at 95% for the year, from a baseline of 92%. First Steps is projected to come in over budget on revenue. Expenses are at 87% of budget. Salaries are lower than budget as is the food expense.

c. Executive Director's Report

The Board reviewed the written report. Mr. Clemens delivered the executive director report. He noted that he has recently found a contractor to assist with marketing efforts (planning, implementation, etc.) for both programs.

For Charter, positions remaining to be filled for the upcoming school year include an upper elementary lead teacher, a SPED teacher, and a chief academic officer/instructional coach. Mr. Clements also noted that the summer program currently has a projected enrollment of 22 students in June and 25 or 26 for July. Enrollment for Charter is currently projected at 256 with a goal of 270. Budget is based on enrollment of 266 students.

In First Steps, students are having fun with the weekly themes. There are 114 students enrolled in summer. First Steps enrollment is full through January.

d. Chief Academic Officer Report

No report was presented.

e. First Steps Program Director 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. Discussion Items
N/A
- V. Q&A
N/A
- VI. New Business
 - a. Approve Abstract Insights contracts for Fiscal Support Technical Support
A motion was made and seconded to approve the contract as amended.
Yes – 4, No – 0
 - b. Approve new Cleaning Contract with Corporate Cleaning
A motion was made and seconded to approve the contract contingent upon contractor acceptance of the edits proposed.
Yes – 4, No – 0
 - c. Approve HVAC Maintenance Agreement
The Board discussed the agreement. Due to the dollar value of the contract, approval was not needed.
 - d. Sign Board minutes for FY15
The Board President signed the meeting minutes.
 - e. Discussion of Committees
 - i. Reorganization of current committees
 - ii. Fold PTO into a committee

The Board discussed the current committee structure and relationship with the PTO. For now, the Board will keep the current committees and the PTO will remain a separate entity. The Board will discuss with incoming PTO leadership whether the PTO desires to become a board committee rather than a standalone entity.

- f. Create charge for Facility Committee
To be discussed at strategic planning session.
- g. Create charge for hiring committee
The Board discussed the creation of a hiring committee to assist the Executive Director in filling the Chief Academic Officer role for Charter. Jessica Brody volunteered to be the Board Member representative to committee.
- h. Field Day report
Mr. Clemens reported that field day was a big success. The students enjoyed participating in the games and activities.
- i. Last day of school report
Mr. Clemens reported that the last day of Charter went smoothly.
- j. FS Enrollment and summer report
Discussed as part of the Executive Director report.
- k. Charter Enrollment and summer report
Discussed as part of the Executive Director report.
- l. Discuss suggestions for handbooks
The Board discussed the need to update handbooks and bylaws. Brandy Haskins and Jessica Brody volunteered to update the bylaws. Board member terms will also be reset.
- m. Elect New Board Member Nicole Foster
A motion was made and seconded to elect Nicole Foster to the Board of Directors.
Yes – 4, No – 0

VII. Recap Action Items & Assignments
N/A

VIII. Adjourn Meeting
The meeting was adjourned at 8:00 pm.