



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

September 21, 2017

- I. Preliminary
 - a. Call to Order
Pursuant to proper notice of the meeting, the meeting was called to order in the library at 5:40 pm.
 - b. Welcome Guests
Ms. Mairi McCormick and Ms. Jorjie Hughes-Findley were present.
 - c. Roll call
A quorum was present as follows:
Board Members: Ms. Jessica Brody, Mr. Chris Kanapackis, Ms. Adey Dimalanta, Ms. Carolina Franco, and Ms. Brandy Haskins were present. Ms. Laura Pretty, Ms. Ann Massengill, and Ms. Catherine Kartman were also present.
 - d. Public Comments
None
 - e. Announcements
None
 - f. Approval of Agenda
A motion was made and seconded to approve the agenda.
Vote: Yes – 5, No – 0
- II. Consent Agenda

A motion was made and seconded to approve the proposed June 15, 2017 Board of Director's Meeting Minutes.

Vote: Yes – 5, No – 0

A motion was made and seconded to approve the proposed July 1, 2017 Board of Director's Meeting Minutes.

Vote: Yes – 5, No – 0

III. Reports

a. Executive Director Report

Ms. Laura Pretty delivered the Executive Director's Report. She highlighted that she is working on role clarification among front office staff. Luisa will be the enrollment manager and will supervise two part-time staff. Laura wants to create a tight, streamlined process.

Probationary status for First Steps – First Steps needs to complete four months worth of reports to respond to prior issues that were noted. The Pre-Action Meeting is set for October 16th. We had our annual licensing visit a couple of weeks ago. The classrooms did well. The staff files were not as organized or complete as they should have been.

First Steps also had a leadership transition this month. That has been a big focus. The new leadership team has had meetings with staff and parents.

Laura is still working on Certificate of Occupancy closeout issues, such as the sidewalk.

First Steps received a Buell Grant. Charter is applying for a DPS Foundation grant.

b. PTO Representative Report

Ms. Jorjie Hughes-Findley delivered the PTO Representative Report. They are considering dissolving the current PTO and forming a new one to get 501(c)(3) status. Documentation will have to be gathered to form as a 501(c)(3). The PTO believes this will allow for more fundraising options to support PTO events. The PTO is also getting ready for Game Night on September 22nd and Trunk or Treat in October.

c. Financial/Treasurer Report

Ms. Brandy Haskins delivered the Financial/Treasurer Report.

August is 17% of the way through the year. First Steps is at 13% for revenue. Mill levy lags in the beginning of the year. Tuition is also down, which is

common for this time of year. Seats tend to fill as the year progresses. Expenses are at 17%.

Charter is at 24% for revenue. DPS prepays some of the per pupil funding, which is part of the reason revenues are trending ahead of budget. Expenses are at 23%, due in part to the fact that DPS pre-charges for purchase services. Testing and technology are also running ahead of budget due to beginning of the year start-up expenses.

- d. Charter Report
No report was presented.
 - 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. First Steps Staffing and Enrollment Update
First Steps hired a new teacher and a new class is opening on Monday. Presently, our lowest enrollment percentage is in Primary. First Steps is having regular inquiries and tours. Infants and toddlers are in good shape. There are a few spots, but they are needed for students who are pre-registered.
 - b. Charter Staffing and Enrollment Update
K-1 has 19 students. K-2 has 24 students. In Lower Elementary, there are 99 students. In upper elementary, Charter opened a new class. We have

110 kids in upper elementary. There are presently 252 kids presently in Charter in total.

c. DPS Proclamation Plan

Ann and Laura will attend the DPS Board Meeting to present the proclamation on September 28th.

VII. Recap Action Items & Assignments
N/A

VIII. Adjourn Meeting
The meeting was adjourned at 7:55 PM.