



Monarch Montessori of Denver Charter School and  
First Steps at Monarch Montessori of Denver

Board of Directors' Meeting

4895 Peoria Street, Denver, CO 80239

January 18, 2018

I. Preliminary

a. Call to Order

Pursuant to proper notice of the meeting, the meeting was called to order in the library at 5:38 pm.

b. Welcome Guests

Ms. Maria Berman was present.

c. Roll call

A quorum was present as follows:

Board Members: Ms. Jessica Brody, Mr. Chris Kanapackis, Ms. Adey Dimalanta, Ms. Brandy Haskins, and Ms. Selina Ramos 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 December 7, 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 indicated that Charter continued the conscious discipline roll-out. They also had an all-school training with both First Steps and Charter. Charter has been preparing for evaluations. School has been a lot of engagement with parents. Long-term planning for bilingualism, supporting students of color, Montessori focus, and budget/strategic planning is ongoing.

First Steps will be launching a primary bilingual classroom in the fall. In Charter, Ms. Alessandra will be offering after school Spanish classes this spring.

Ms. Pretty also reviewed the parent and staff surveys. Families see improvement but want continued improvement on communication, systems, and teacher retention. There is a clear desire for Montessori programming and desire for a bilingual track. For the teacher survey, teachers are generally satisfied and plan to stay. New teachers need more support. Benefits and pay are areas of concern. Teachers want more feedback and leadership presence. There is a need for continued improvement on communication.

#### b. PTO Representative Report

Ms. Laura Pretty gave an update on behalf of the PTO. The PTO had a successful music night event. There is an upcoming STEAM event in February.

#### c. Financial/Treasurer Report

Ms. Brandy Haskins delivered the Financial/Treasurer Report. December is 50% of the way through the year. Charter is at 50% for revenue. Expenses are at 51%. Substitute costs are lower than projected.

First Steps is at 51% for revenue. Expenses are at 52% against the working budget. First Steps is doing well on enrollment. Costs remain a challenge.

#### d. Charter Report

Ms. Ann Massengill delivered the Charter Report. She completed three teacher observations in December. Staff evaluations are a work in progress. Parent-teacher conferences have been going on this month. Enrollment numbers have fluctuated a little. Two kindergarteners moved and two new

kids enrolled. We are still at 247. We just started ACCESS testing. We are completing MAPS math testing.

e. First Steps Report

Ms. Catherine Kartman delivered the First Steps report. She noted that enrollment is increasing. Infant is nearly full. Toddler is full. Primary enrollment is increasing. There were 14 new students in January. Student withdraws are decreasing. Informal observations are ongoing, and formal evaluations are coming up in the next few weeks.

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. Approve building-related costs split

The Board discussed the shared costs and rent distribution.

A motion was made and seconded for Charter to pay to First Steps the \$30,068 shared cost adjustment.

Vote: Yes – 5, No – 0

b. Approve 2018-2019 Charter and First Steps calendar

A motion was made and seconded to approve the calendar for Charter and First Steps.

Vote: Yes – 3, No – 2

c. Approve Summer Session plan

The Board discussed the Charter summer camp plan, which will run from June 3<sup>rd</sup> to 14<sup>th</sup> and focus on plant and animal research.

A motion was made and seconded to approve the Charter summer camp proposal.

Vote: Yes – 4, No – 1

- d. Initial discussions re: First Steps policies for next year  
The Board discussed some potential policy changes. One contemplated change is to require 60 days' notice to withdraw rather than 30 days. Another is to change the vacation policy so that families will have to pay full tuition even while on vacation. The Board also discussed potential changes to materials fees, including fees to support bilingual materials.
- e. Marketing update  
There have been 15 Charter tours for 20 potential students from October to January. There were 58 tours for First Steps for 71 potential spots. The video is complete. The Far Northeast Expo is coming up next week.

VII. Recap Action Items & Assignments  
N/A

VIII. Adjourn Meeting  
The meeting was adjourned at 9:53 PM.