



# MMCI Annual Meeting Guide

CCM edition 2016

[MMCI.md.org/community/election](http://MMCI.md.org/community/election)

## SCHOOL ACRONYMS DECIPHERED

**MMCI**- Monocacy Montessori Communities Incorporated

**MVMPCS** - Monocacy Valley Montessori Public Charter School

**CCMPCS**- Carroll Creek Montessori Public Charter School

**BOT** - Board of Trustees

**GC**- Governing Council

## EXTRA! EXTRA! ANNUAL MEETING GUIDE IS HERE!

**When:** Our Annual MMCI Membership Meeting will be held on Wednesday, November 30<sup>th</sup> at 7 pm.

**Where:** MVMPCS Sanctuary, 217 Dill Ave, Frederick, MD

**Why:** To hear about the state of our nonprofit, MMCI, and our schools. To vote for various positions open on both the MMCI Board of Trustees and the CCMPCS Governing Council. Also, to vote on proposed MMCI bylaw changes.

**Who votes:** All parents of children who attend MVMPCS or CCMPCS, all staff at the schools, and friends of education

## Who is MMCI and why do they matter to our school?

MMCI is the nonprofit that holds our charter documents and ensures we are in compliance with county and state laws and guidelines. It ensures that our budgets are in order and that we are able to accomplish the goals set forth by our charter documents. With the exception of two outside members (Friends of Education), MMCI is completely run by parent volunteers (us!).



## What is the GC then?



The Governing Councils (GCs) of both schools are committees of MMCI. The school GCs work specifically and intimately with their own school staff and families to ensure that the everyday operation of the school runs smoothly.

**Check out how they all relate on Page 2!**

Figure 1. MMCI Organization

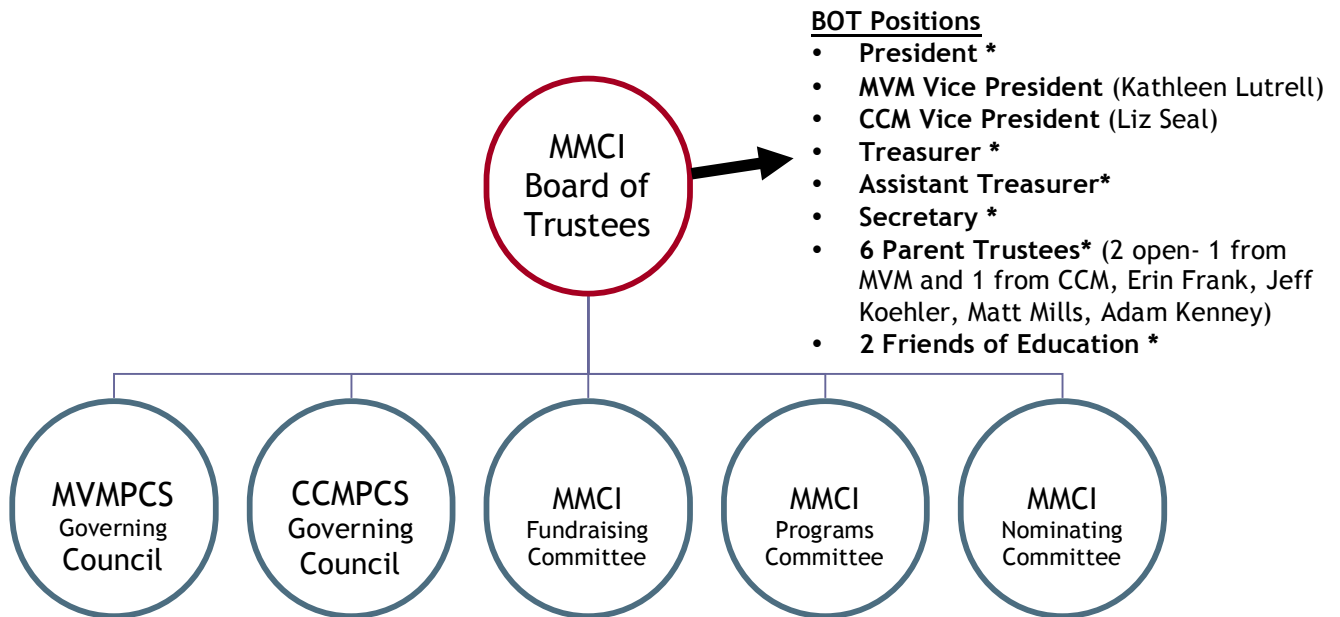


Figure 1. MMCI Organization. The chart above describes how MMCI works with various subcommittees to keep our schools running smoothly. MMCI includes 5 different committees; one of the committees is our own Governing Council. Each MMCI committee and the BOT is composed of volunteer parents and staff. BOT positions marked with an \* are open for election this year. BOT positions not up for election this year have their current volunteer listed.

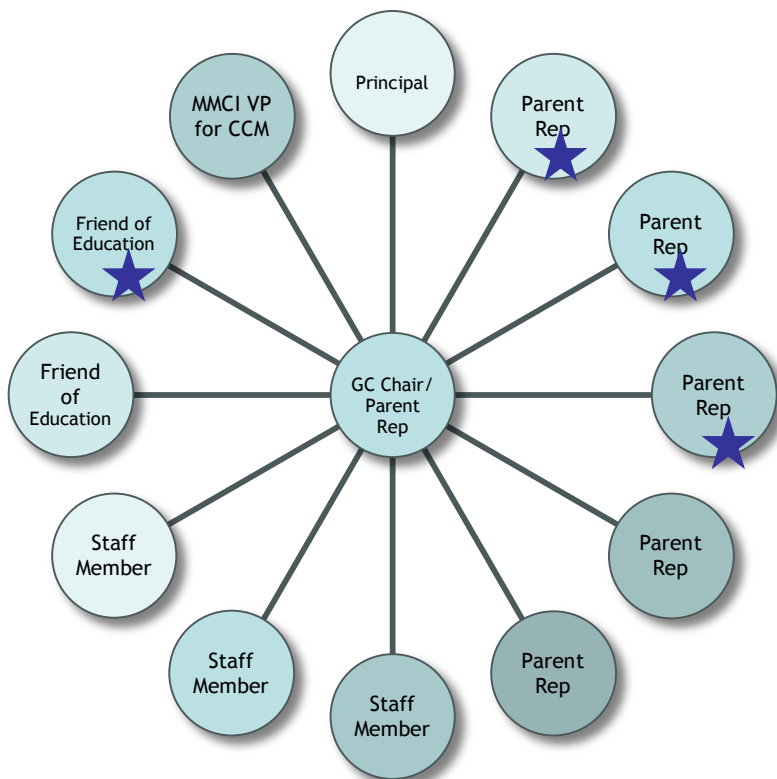


Figure 2. Figure 2. The CCMPCS Governing Council. The council is made of parent and staff volunteers and outside Friends of Education. There are 6 Parent Reps, 1 of which is also the Chair and 2 Friends of Education. There are three Staff Representatives that are chosen by the staff. Our Principal is also a member of the GC. The MMCI CCMPCS VP is a non-voting GC member.

Open Positions are marked by a star.

### What positions are open for election on November 9th at CCMPCS?

MMCI	CCMPCS (2 yr terms)
President	GC Parent Representative
Treasurer	GC Parent Representative
Assistant Treasurer	GC Parent Representative
Secretary	GC Friend of Education
Parent Trustee from MVM	
Friend of Education	

### Who can run for these positions? **YOU!**

We need all MVMPCS family members to consider a position on your MMCI and CCMPCS boards. Below is a description of all OPEN Positions.

#### MMCI BOT PRESIDENT

##### Principal Officer of the corporation, two-term limit

- Supervise and be responsible for all aspects of the business of the corporation
- Negotiate and sign any contracts, deeds, mortgages, bonds, checks or other instruments which the Corporation has authorized to be execute
- Act as liaison to the county Board of Education (BOE). Present, promote, and support MMCI school issues and concerns to the BOE

#### MMCI TREASURER

##### An Officer of the corporation, two-term limit

- Serve as the chair and set agenda of the finance committee
- Develop, track, and present the annual MMCI budget
- Work with the bookkeeper to maintain accounts and oversee financial transactions and facilitate and review the annual audit
- Complete required financial reporting paperwork and make these papers available to the BOT
- Keep the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health.

**ASSISTANT TREASURER****An Officer of the corporation, two-term limit**

- Work with Bookkeeper to maintain the Chart of Accounts and oversee/review the MMCI accounting records
- Review and approve payroll and the bookkeeper's monthly close of the records
- Serve as member of finance committee and chair of the Fundraising & Grant sub committees
- Work with the bookkeeper to facilitate and review the annual audit, answer board members' questions.

**SECRETARY****An Officer of the corporation, two-term limit**

- Handle the general correspondence of the Board of Trustees and communications to the community
- Prepare Agendas and keep the minutes of the meetings of the Board and the membership
- Support the nominating committee and president in the organization and execution of the Annual Meeting and Election and ensure that all notices required by statute and these bylaws are duly given
- Serve as custodian of the corporate records and the seal of the Corporation

**PARENT TRUSTEES****Member, but NOT an Officer of the corporation**

- Focus on the well-being of MMCI as a whole
- Review agenda and all supporting materials prior to board and committee meetings
- Serve on MMCI committees or task forces and offer to take on special assignments
- Active in areas of expertise or passion
- Inform others about MMCI, its mission, and implement active outreach

**FRIEND OF EDUCATION****Member, but NOT an Officer of the corporation, no term limit**

- Focus on MMCI as a whole - maintain the corporation
- Provide external perspective into all BOT activity
- Support MMCI Officers as requested
- Facilitate discussion / interaction with external organizations

**CCMPCS GOVERNING COUNCIL PARENT REPRESENTATIVES****Member, but NOT an Officer of the corporation**

- Develop & maintain an understanding of Montessori and educational principles
- Participate in meetings and work sessions
- Lead in one or more areas of GC activity (committees, planning, focus groups)
- One Parent Representative serves as the GC Chair

**FRIEND OF EDUCATION- GOVERNING COUNCIL**

**Member, but NOT an Officer of the corporation, no term limit**

- Provides outside expertise and insight to the school community
- Provides a broader perspective to parents and staff on the GC

**OK, I am Interested in getting involved!  
How do I run for a position in this election?**

Contact your MMCI Nominating Committee ASAP  
([secretary@MMCI.md.org](mailto:secretary@MMCI.md.org)).

To be nominated you will fill out a Candidate Nominating Form. The forms are available by email from the Nominating committee, and they will also be sent home in Thursday folders.

**MMCI Annual Membership Meeting Frequently Asked Questions****Why is it important for me to attend the Annual Meeting?**

Being informed about current and future plans is key to being an involved member. As a member of the organization, you have a voice in the operation of the nonprofit and in the direction of our school. Attending our annual meeting is a vital way to exercise that responsibility. As an added bonus this year, we will be offering a door prize drawing for members who attend the meeting.

**Is childcare provided during the meeting?**

No, we are unable to provide childcare this year. If you are unable to attend for this reason, please remember that you may send in an Absentee Ballot.

**I want to come, but I can't be there on November 30<sup>th</sup>. What should I do?**

All families are encouraged to complete an Absentee Ballot in the event that they cannot be there on the date of the election.

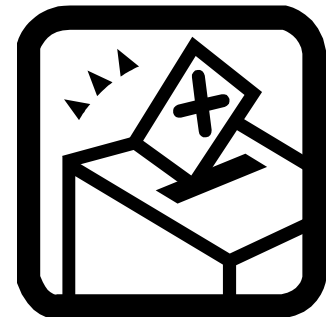
### What is an absentee ballot? Isn't this different from last year?

An absentee ballot is a ballot that is completed and submitted in advance, by a voter who is unable to be present at the Annual Meeting. Yes, this is different from years past. At the Annual Meeting in November 2015, our MMCI community voted to change our proxy voting to absentee balloting in order to provide a more inclusive voting process.

Absentee Ballots will be sent out via email, available on the MMCI website ([www.mmciind.org](http://www.mmciind.org)) and distributed through Thursday folders on November 17<sup>th</sup>. This may be turned in by placing the ballot in a sealed envelope and placed in the MMCI mailbox at each school or by a designee of your choosing. Absentee ballots must be turned in to MMCI prior to the Annual Meeting at 7pm on Nov. 30<sup>th</sup>.

### Expected timeline for the next few weeks

- 9/29: Candidate Forms and Meeting Guides will be sent home in Thursday Folders
- ★ 11/7: Deadline to submit Candidate Forms and Bios
- 11/17: Bios, Proposed Bylaw Changes, and Absentee Ballots go out in Thursday folders
- 11/30: Annual Meeting!



- ★ Candidate Forms received after November 7<sup>th</sup> will only be considered for positions with no candidate running!