

MMCI MEETINGS ARE PUBLIC: *Parents and staff are encouraged to attend*

Monocacy Montessori Communities, Incorporated (MMCI) APPROVED October 12, 2016

Wednesday, September 28, 2016 @ 7:00 pm

Location: CCMPCS, 7215 Corporate Drive

Trustees Present: Melissa Najera, Kathleen Luttrell, Yvette Rood, Amanda Erard, James Kleimola, Jen Nichols, Erin Frank, Liz Seal, Adam Kenney, Sara Fallati, Matt Mills, Jeff Kohler

Others Present: Marilyn Horan, Nancy Radkiewicz, Michael Beth Edwards, Maureen Capillo, Elicia (MVM parent)

- I. Call to Order/Welcome Melissa Najera

 - II. Community Comments

 - III. Consent Agenda Items
 - A. August 26, 2016 meeting minutes Evote passed on 9/16/2016
 - B. Balance Sheet, Bank Recs, Finance Report Melissa Najera
 - C. New Fridge for MVM Evote passed on 9/21/2016

 - IV. Reports
 - A. CCMPCS VP Report Liz Seal
 - B. MVMPCS VP Report Kathleen Lutrell

 - V. Updates
 - A. MVM GC Chair/Principal update Nancy Radkiewicz
 - B. CCM GC Chair/Principal update Amanda Erard/ Marilyn Horan
 - C. Programs Jen Nichols
 - D. MSDE Accreditation & Pre-K Grant Jeff Koehler/Melissa Najera
 - E. Fundraising Erin Frank
 - F. CCM Building Liz Seal

 - VI. Discussion/Action Items
 - A. Discussion- BOE candidate forum hosted by MMCI Amanda Erard
 - 1. The forum will allow the community to learn more about the new candidates and allow candidates to get to know MMCI and let them know we are a force to be reckoned with
 - 2. Open Forum, 90 minutes, on one of the following dates:
 - a. Thurs Oct. 20th, Tues. 25th, Thurs. 27th
 - b. Amanda will follow up with candidates to determine the best date
 - B. CCMPCS Governing Council Standard Operating Procedures
 - 1. Suggestion that the line that states to contact Cathy with questions be changed to GC Chair
 - 2. Suggestion to add a bullet point that states BOT executive committee members are non-voting members of each school's GC
- MOTION** by Liz, 2nd by Yvette, to accept the CCM GC SOP document, with the change of changing Cathy's email to that of the GC Chair and the added bullet point. **PASSES** with all in favor
- C. Discussion- MMCI Audit Report Melissa Najera
 - 1. All of MMCI's assets are up, no deficits
 - D. Lottery Expenses Melissa Nejera
 - 1. Statement of work was provided by the Lynns for work necessary for the lottery, in the amount of \$2,040, plus \$45-\$60 per hour for requested changes.

MOTION by Melissa, 2nd by Matt, to approve the requested amount of \$2,040 with the ability to approve additional work with a cap of \$460, not to exceed \$2,500 total, payable to the Lynns for work on the lottery for FY17-18. **PASSES** with all in favor

E. Discussion-Potential Lottery Updates

Melissa

1. MMCI has learned that there may be possible faults in the lottery related to
 - a. Sibling priority
 - i. differentiation between new siblings and enrolled/attending sibling priority
 - b. Dual enrollment
 - i. Firm up enrollment deadlines, particularly for sibling priority to be effective
2. Discussion included the following suggestions:
 - a. Changing MMCI Lottery / Enrollment Policy, item 11, above point a), to state “staff members and siblings of currently attending students.”
 - b. Changing the lottery may be too much for this year, but to keep an eye on it and ask the Lynns for an estimate to make any changes, should we choose to do so in the future
 - c. Setting a deadline as to when a family must choose one school to enroll in, in the case of dual enrollment
3. Concerns regarding the difficulty of changing the lottery, the financial implications, and the legality of such changes
4. A decision was not able to be made
 - a. Melissa will discuss the situation and appropriate solutions with FCPS

F. CCM Enrollment Changes for FY18-19

Melissa Najera

1. See Appendix A.

MOTION by Melissa, 2nd by Matt, to approve CCM Charter Enrollment Modification Request

G. Discussion- Annual Meeting

Melissa Najera

1. The date of the Annual Meeting has been changed to Wednesday, November 30th at 7pm. The Annual Meeting was originally scheduled for Wednesday, November 7th, which conflicted with parent/teacher conferences.

VII. Entered closed session at 9:38 pm

VIII. Adjourned at 9:43 pm

Next BOT meeting will be Wednesday, October 26, 2016

Appendix A.
CCM Charter Enrollment Modification Request

September 19, 2016

Brad Young, President
Frederick County Board of Education
191 South East Street
Frederick, MD 21701

Re: CCMPCS Charter Enrollment Modification Request

Dear Mr. Young and Board Members,

I am writing to request a review and modification of the PPA enrollment numbers for Carroll Creek Montessori for SY18 and beyond given our recently-approved charter renewal. Over the summer, it became apparent that there was an oversight in the final Charter Agreement in Section VI, Item A which refers to Funding for CCM. The language was not altered from the original charter agreement, which accommodated up to 190 students in the first four years, and no additional language was added referring to the 4-year period of the renewed charter.

As a result, CCM's PPA student count for FY17 remained unchanged from the projection in the original charter: 220 students. This number was based on the continuance of the dual-track Spanish program (dual language and enrichment) which has been eliminated via the BOE-approved amendment to the charter. Since the dual-track program is no longer in practice, we had planned to fill, at a minimum, the final sixth grade slots in FY17, adding 10 students to the original charter's projected 220, making the total 230.

To bring our numbers and FCPS's numbers into alignment, MMCI requests that the below projected enrollment numbers through FY19 be included in the charter agreement. You'll note that this will bring our enrollment to final capacity one year earlier than stated in the original charter application. This makes the best use of our classrooms and staff, as our program is now unified and upper elementary students will be cycling up into middle school.

If you have any questions or concerns, please advise.

Sincerely,

Melissa Wade Najera
President, MMCI Board of Trustees

CCM Requested Enrollment

School Year	Projected Enrollment (PPA)
2019-20	270 (Original 270)
2018-19	270 (Original 260)
2017-18	260 (Original 250)
2016-17	230 (Original 220)
2015-16	190