

Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT)

Wednesday, December 6, 2017 @ 7:00 p.m.

Location: CCMPCS, 7215 Corporate Drive, Frederick

BOT members in attendance: Melissa Najera, Liz Seal, Kevin Wilfong, Amy Duvall, Kathleen Lutrell, Molly Spence, Yvette Rood, Analiese Kennedy, Jeff Koehler, Carol Furlow, Matt Mills, Adam Kenney

Regular Meeting Agenda

1. Call to Order/Welcome by MMCI BOT President Amy Duvall: Tonight is the last meeting for BOT members Adam Kenney and Yvette Rood. They were thanked for their work and given certificates of recognition.
2. Community Comments (*none*)
3. Consent Agenda Items
 - a) October 2017 meeting minutes *E-vote passed on 11/29/17*
 - b) Grant Applications Policy *E-vote passed on 11/10/17*
 - c) Balance Sheet, Bank Recs, Finance Report *Treasurer Kevin Wilfong said that the reports will be emailed to BOT members later in the month.*

4. Reports

CCMPCS VP Report (Liz Seal): *We are currently transitioning to a new style of report for leadership. Continuing on curriculum alignment with Common Core. This will impact future test scores. One level has alignment done, other three levels still working. We will have more updates next month. CCM's annual report to the FCPS Board of Education is coming in February, we are beginning work on that. Trying to determine how CCM Spanish program aligns with FCPS program. Working to settle staffing position for Spanish teacher. Since Spanish is so important to our charter, we are trying to figure out how to manage this. We will need help from CCM's Spanish Language Task Force.*

MVMPCS VP Report (Kathleen Lutrell): *Currently working on resolving a building security issue at MVM. This is a complex issue dealing with the actual physical security of the building (single-pane windows, security cameras, lighting). Continuing discussion about allowing parents to walk in to the building to pick up and drop off children. Are we really a locked-down campus if folks can drop in or out? Ellie Landru was elected as new GC Chair, replacing Deb Knox-Teitel.*

5. Updates

CCM Principal update (Marilyn Horan): *The whole CCM community witnessed choral practice today, helped the whole student community understand how to interact during a concert as an audience. Looking at some really big field trips for our middle school to Chesapeake Bay area, two overnights each. Welcomed visitors from the American Montessori Society (AMS) at CCM over the weekend.*

CCM GC Chair update (Molly Carlson speaking for Amanda Erard): *Staff representative from CIT to give overview at GC meetings, bringing a curriculum perspective. GC has been brainstorming how to streamline communication, revamping website, understanding how community can access information. Actively searching for Fundraising Chair. Working session on Dec. 16 held to finalize committee standard operation procedures and duties.*

MVM GC Chair update (Deb Knox-Teitel): *Maureen will share PARCC testing data at January meeting. There will be a push for 2020 Vision fundraising before winter break. FCPS Superintendent did recommend charter renewal for MVM at most recent BOE meeting. Response to superintendent's report was written and given to BOE before final vote on Dec. 13. Ellie Landru was elected as GC Chair, term beginning in January. Middle schoolers will host a winter formal dance, completely organized and planned it for Dec 15. Gift of Montessori on Dec 13-14, an adult is invited to come to classroom to visit.*

MVM Principal update (Nancy Radkiewicz): MVM now officially has a Student Resource Officer (SRO) assigned to our school. This is a police officer who will regularly drop in at school to check in – seen as an awareness/education program. He awarded our safety patrol with badges during a recent school assembly. Currently 12 students are receiving Orton Gillingham program. This year, FCPS has come to us to ask about our Orton program. Ours is a two-prong program (Orton and ARC). School nurse sent letter home about strep infections. 8th graders are selling poinsettias as fundraiser for end of year trip. Teachers are doing a Giving Tree again this year, only benefitting families in our building. Our Girls on the Run club ran in the Candy Cane Dash. All four classes of Lower EI went to the Baltimore Aquarium. A new technology policy will be rolled out next week. Sent Maureen and two classroom teachers for Developmental Environmental Rating Scale (DERS) training (app) which will go in to classrooms and give feedback to teachers. Vertical teams are still meeting on math from middle school downward. Eric Phillips (Supervisor of Accelerating Achievement and Equity at FCPS) as a visitor to the building for a presentation on Cultural Proficiency.

Lottery Committee: Lottery opens in January. Waitlist process updated and should be smoother this year.

PPA Formula Funding Committee (Jonathan Phillips) – no updates

Legislative Committee (Matt Mills) – Maryland House bill eliminated the exemption on revenue bonds for nonprofits that would subject them to federal as well as local and state taxation. Senate bill kept the exemption. Currently in conference committee, not sure of results.

Policy Committee (Adam Kenney) – Met with Kate on CCM GC Finance Committee in late October to talk ideas on policy for managing spending accounts. Outlined ideas for how to structure. MVM GC also looking for best practices. CCM will finalize and vote on it this month, then will share results with MVM. Information Security policy started, Tara (webmaster at MVM) and others will take this on for the future. Next step would be to meet with FCPS information security people. Large logistical investment ahead – must be compliant with FCPS.

Future Facilities Updates for CCM & MVM (Kathleen Lutrell) – CCM still in holding pattern until after annual report, then will revisit facilities options. At MVM, we have all the info we need to make counter-offer on lot purchase at Poole Jones Road property. Issue is with bond funding if the state legislature makes changes to tax exempt status for nonprofits. Critical issue – whether we can afford to move forward with regular commercial financing. We can afford this but there will have to be \$60,000 found per year. Question – would MMCI be willing to cover a deficit for MVM for a short period of time?

Grants Updates (Jeff Koehler) – Writing a grant to get money for CCM to earn AMS accreditation.

6. Discussion/Action Items

- **Discussion / Vote – CCMPCS Contract with All Clean Inc (Liz Seal)**: This year CCM's full-time custodian was out for a long time, so we decided to look at contracting out for cleaning. Decided to only outsource cleaning at night and use FCPS employee during the day. Cleaning company contract is with MMCI, not FCPS. Funds will come out of PPA. Contract is month to month. CCM GC voted to approve contract. **Amy: Motion to approve All Clean Inc Contract with funds from CCM PPA Account 72069, Contracted Professional Services, Class 10. Unanimously approved.**
- **Discussion – Fundraiser and Events Guidelines (Analiese Kennedy)**: Made proposed edits to Fundraiser and Guidelines Form to get information after events are over about how much gross/profit, and how it went as far as logistics. That way, we can have running information on different fundraisers to understand profits and logistics. Working on Standard Operating Procedures (SOP), and should have it to vote/review for BOT in January.
- **Discussion – MVMPCS Charter Renewal recommendations (Amy Duvall)** – no questions/discussion

- **Discussion – Review of Confidentiality Agreements** (Amy Duvall) – Planning to combine all current agreements. BOT should read through all documents (provided) and send feedback about what should be kept. Eventually one master document will be created; all committees and boards will use.
- **Discussion – Review of BOT strategic planning** (Amy Duvall) – Would like to have BOT reps go beyond just meeting attendance, each should have a passion project. BOT can brainstorm its gaps and holes and new members can talk about how they can contribute. Current gaps include: continuity, IT, building/maintenance support, team-building for board, best practices.
- **Report – Tuition payment status** (Kevin Wilfong) – completed payment for two teachers at CCM.
- **Report – Cash management** (Kevin Wilfong) – Admin Fee has built up cash in our accounts. We currently have no cash management plan. We want every dollar in MMCI to have a plan. We currently have a Facility Savings account – do we still need this? Should we roll over into a different kind of account? Idea: Take the cash and make an emergency fund of about \$200,000 (could function as emergency rent payment). About \$25,000 would remain in MMCI account just as an operating fund to help float school expenses. Then at the end of every year, admin fees from each school would be reconciled. Surplus would be used to replenish emergency fund. If we don't need to replenish, and surplus still exists, then it would be given back to school's GCs to decide what to do. Going forward, we can figure out where each dollar comes from and can go to. End of FY 2017, this plan leaves us with \$63,271.95, with 57% contributed by MVM and 43% contributed by CCM, disbursement can be as follows: MVM = \$36,065.01; CCM = \$27,206.94 (with recommendation that each school puts these funds into facilities fund).

9:30PM: Amy motions to adjourn regular meeting and go into Closed Session; Jeff Koehler seconds; Unanimously approved.

7. Announcements:

1. MMCI Business Meeting: 7PM, January 24 @ MVM, 217 Dill Ave.
2. Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>