

## February 2018 Meeting

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

Wednesday, March 7, 2018

Location: CCMPCS, 7215 Corporate Drive, Frederick

BOT members in attendance: Amy Duvall (President), Liz Seal (Vice President @CCM), Kathleen (Vice President @MVM), Kevin Wilfong (Treasurer), Melissa Najera (Assistant Treasurer), Molly Spence (Secretary), Lisa McCrohan (Parent Trustee @CCM), Deb Korth (Parent Trustee @MVM), Libby Miller (Friend of Education), Susanne Abromaitis (Friend of Education), Ellie Landru (GC Chair @MVM), Molly Carlson (GC Chair @CCM)

### **Regular Meeting Agenda**

1. Call to Order/Welcome (MMCI BOT President Amy Duvall) @7:09 p.m.
2. Community Comments: none
3. Consent Agenda Items
  - a) January 2018 meeting minutes *E-vote passed on 02/06/18*
4. Mindful Communication Moment (Lisa McCrohan): *Practice Your ABCs: Awareness, Breath, Choice*
5. Reports

#### CCMPCS VP Report (Liz Seal):

*The CCM presentation to the Frederick County Public Schools' Board of Education on February 28th went well. More details to be found in post-meeting report.*

*At the February CCM GC meeting, each member discussed his/her passion project to work on for this year.*

*The GC reviewed the new Maryland ESSA Combined Plan. That document can be found: [https://drive.google.com/open?id=1Cv7kjuMxqWKHO8oChtFWNSXzEG\\_OfzH3](https://drive.google.com/open?id=1Cv7kjuMxqWKHO8oChtFWNSXzEG_OfzH3).*

*Funds were approved for a new water fountain on the old side of the CCM building.*

#### MVMPCS VP Report (Kathleen Lutrell)

*MVM's February GC Meeting Minutes are attached. The March meeting was Monday, March 5. Minutes will be presented at next BOT meeting. Main issue at the March meeting was policy regarding sign in/sign out procedures at MVM.*

#### BOT Treasurer Report (Kevin Wilfong)

*Financial report attached. Question asked regarding tuition reimbursement schedule – there is a spreadsheet of every person who is in the reimbursement system available on Google Drive. Question asked regarding spending of earmarked funds – follow-ups are needed. This issue was discussed at the February meeting of the Finance Committee.*

6. Updates

#### CCM GC Chair update (Molly Carlson)

*CCM is in beginning stages of creating a Facilities Search Committee. Kathleen and Amy will be part of the committee.*

*Effort is being made to recruit more parent volunteers at CCM, during 2 upcoming meetings.*

*At staff meeting this Friday, GC will introduce itself and share benchmarks.*

*The “Programs and Outreach Committee” has changed its name to “Involvement and Communications Committee” – Carrie Jean Rathmell is chair. Members decided that the Programs piece is a better fit with the academic side and therefore will leave related discussions up to principal and teachers.*

*A Spanish Language Task Force meeting was held in February. Spanish-speaking parents have signed up to come in to school and help students practice conversational Spanish.*

*CCM Principal Marilyn Horan requested a Safety Audit from FCPS. This was completed in February. Only small-scale concerns were shared and all were remediated on the same day as the audit.*

#### MVM GC Chair update (Ellie Landru)

*The Arrival/Dismissal policy at MVM is being discussed – making sure the school is aligned with FCPS policy. Ellie and MVM Principal Nancy Radkiewiicz drafted a letter explaining the policy, have sent to GC for edits, and plan to send it out to the community explaining the policy.*

*The GC will hold a Work Session in early April to discuss school safety issues further, and hopefully look at creative ways to deal with safety other than arrival/dismissal policy.*

*Scott Blundell, Supervisor of Security and Emergency Management for FCPS, is scheduled to visit MVM in mid-March to do a full evaluation of the school. The GC will then take that information into the work session.*

*Used live streaming for most recent GC meeting. 25 people signed in to listen and watch the meeting.*

Safety Committee (Deb Korth) – *Met with principal on March 5 to discuss February 28 meeting principal held with Scott Blundell, Supervisor of Security and Emergency Management for FCPS. FCPS policy is that all visitors to the school must sign in and sign out in the office. Since protocol for sign in/sign out at drop off and pickup has aligned with FCPS policy, the process has gone quicker (approximately 5 minutes faster for both). Staff can hear the names of children being called for pick up with far more accuracy than previously. At the March GC meeting, there were 15 emails/letters from parents or staff shared in support of the FCPS sign in/sign out policy being followed; there were 7 letters/emails shared that expressed disagreement with the policy.*

*There will be a monthly lockdown drill conducted at MVM. “Active shooter” is now called “active assailant” and students will be taught to run to the nearest exit in some scenarios rather than shelter in place. Before the end of school year, an evacuation drill, taking students to the Talley Recreation Center on 2<sup>nd</sup> and Bentz streets, will take place. Children will not be allowed to sit on the floor in the school auditorium anymore, as enforced by the fire marshal.*

*On March 6, a phone conversation occurred with CCM principal to discuss security protocol and experiences at CCM. At that school, FCPS sign in/sign out policy was enforced 4 years ago, parents are 100% in compliance and process takes 15 minutes. There are 2 ways to arrive or dismiss children by carline, which is run by instructional assistants. At pick up, parents enter the front door and can sign into an automated Google Doc system to have children called for dismissal.*

Fundraising Committee (Analiene Kennedy – absent); Liz reported: There was a Combined Fundraising Committee meeting with both schools in early March. Discussion focused on Farmraiser Fundraiser. There are many logistical issues to consider and Erin Frank @MVM is checking on those.

The committee would like to focus fundraising efforts away from asking parents for money and toward tapping local businesses and larger businesses for donations.

CCM is discussing Before/After Care options.

Facebook fundraising logistics are being discussed. Hope to roll that out soon.

Lottery Committee (Melissa/Kevin/Molly): Seeking a vendor to take over the MMCI Lottery process. Personalized demos from 2 companies have been attended; a third company's demo will be scheduled later this month. Committee will bring its proposal to the board at June meeting so we can commit and begin implementing lottery system in time for the 2019 lottery.

Legislative Committee (Matt Mills – absent); Amy reported: Md. State Del. Kathy Afzali has taken a bill regarding Montessori certification for teachers to the Ways and Means Committee, of which she is a member. As the bill is still in committee, it is not recommended that MMCI community members contact their representatives yet to express support. There is a possibility that the bill will significantly change and/or will not even be brought to the floor for a vote. Until we know what the final bill may look like, it is advised that we do not ask our delegates to support the bill. We will discuss that strategy further when the time comes.

Grants Updates (Jeff Koehler - absent)

PPA Formula Funding Committee (Jonathan Phillips – absent)

## 7. Discussion/Action Items

- **Clubhouse Kids** (Melissa) – Currently evaluating before/after care provider at MVM. We have until end of March to decide whether we want to continue the contract. This item will be added to the March BOT meeting agenda.
- **Review – CCMPCS Annual Report:** Report before the FCPS Board of Education generally went well. CCM leadership is looking to ensure benchmarks are being met, as next year CCM must start writing its charter renewal to bring to the BOE.
- **Discussion –MVM Building Project** (Kathleen): Received another counter-offer for the Poole Jones Road property; wording stated that this is the final offer from the seller; came in at \$740,000, capitulated to all other terms. Best financing offer states that MVM must have \$650,000 as down payment; now looking for gap financing with organizations who help charter schools (such as Charter School Development Corp in Columbia). The next committee meeting is set for March 13 at 7pm at MVM.

- **Discussion – Engaging school staff on the BOT level (Amy):** Seeking out ways to encourage engagement by staff at both schools on the BOT level. Let's strategize to make sure staff are heard, and that they know that the BOT is a safe place to go to communicate goals or issues. The BOT's job is to facilitate and mediate initiatives at each school. Let's talk about avenues to accomplish this – it could be updating the MMCI bylaws to include staff reps on the BOT? Or having a committee on the BOT whose purpose is to engage staff and get reports from staff reps on the GCs. We want to include principals in the conversation and we do not want to undermine their authority with staff. Teachers at charter schools have autonomy to drive the conversation at the school, including helping with big picture thinking and strategic planning. We want to find a way to encourage staff to share concerns or initiatives. More discussion will occur at March BOT meeting.
- **Discussion – Review of Confidentiality Agreements and processes moving forward (Amy) – discussion moved to March meeting**

9:10PM – Amy made motion for BOT voting members to go into Closed Session; Deb Korth seconds. All in favor. 10:20PM – Closed session ended.

#### 7. Announcements:

Upcoming MMCI Business Meetings (at 7PM on FINAL Wednesday of each month):

- March 28 @ MVM
- April 25 @ CCM
- May 30 @ MVM

Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>