

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

**Wednesday, June 27, 2018 @ 7:00 p.m.**

**Location: CCMPCS, 7215 Corporate Dr, Frederick**

**Minutes approved 7/11/18**

**BOT PRESENT:** Kevin Wilfong, Kathleen Luttrell, Amy Duvall, Liz Seal, Jeff Koehler, Deb Korth, Melissa Najera, Libby Miller, Molly Carlson, Ellie Landru (arrived 7:18pm)

**Also Present:** Marilyn Horan

**Regular Meeting Minutes**

1. Call to Order/Welcome *MMCI BOT President Amy Duvall* **7:04 p.m.**
2. Community Comments *None* **7:04-7:05p.m.**
3. Consent Agenda Items **7:05-p.m.**
  - a) May 2018 meeting minutes *E-vote passed on June 12/18*
4. Reports **7:10-7:40 p.m.**
  - A. CCMPCS VP Report *Liz Seal*
    - 1) Nothing to report.
  - B. MVMPCS VP Report / MVM Building Project Update *Kathleen Lutrell*
    - 1) Morelli would like to schedule an appt to meet with Kathleen and walk through building to check for any issues or potential problems.
    - 2) First offer has been submitted to Banner for \$2.5 million for school property only. Waiting for response.
    - 3) Charter Impact Fund has pushed us past the first phase. Waiting to hear from them to submit a full application. 30 yr, 100%, fixed rate financing possible with better rates than tax exempt bond.
  - C. BOT Treasurer Report *Kevin Wilfong*
    - 1) Kevin would like the BOT to be aware that an account has been created in MMCI QB to account for certain expenditures made on behalf of the schools temporarily until amounts are resolved and each GC can designate a fund from which to draw them. CCM decided to buy the carpet with the intention to bill back the landlord--MMCI has paid for it and is floating the funds. In addition, the money paid to the flood vendor at MVM is also being floated by MMCI until it is resolved how much if any will be paid by landlord (the GC will vote when final amount is known).
5. Updates **7:40-8:00 p.m.**
  - A. CCM update *Molly Carlson / Marilyn Horan*
    - 1) Currently interviewing for Staffing positions. Amy asked if there are any issues that may need her assistance in addressing, but the team does not need her support for now. SEE REPORT.
    - 2) Amy has reached out to Cathy Menzel at FCPS regarding system integrations with Eschool (lottery & Parent Square). No answer yet. Kevin is not sure that what Menzel is working on is applicable to us on a larger scale.  
***ACTION ITEM: Kevin will take lead on communications with Cathy Menzel.***
  - B. MVM update *Ellie Landru / Nancy Radkiewicz*
    - 1) Still working on the hiring of AP. Position has been posted.
    - 2) The monitor at school is broken. Nancy is working on it and will tell Ellie her need so that the GC can address.
    - 3) Amy asked about the status of the lead testing reports. Liz and Kathleen will be submitting to MDE and when by July 1<sup>st</sup>. Liz and Kathleen. In 3 yrs, it will have to be done again.
  - C. Fundraising Committee *Analiene Kennedy*
    - 1) Analiene on vacation. Bookkeeper has sent information/reports to fundraising committee.
  - D. Legislative Committee *Matt Mills*
    - 1) ***ACTION ITEM (Amy to ask Matt, Melissa to send to Matt the old questions): Can Matt create some sort of informational packet for BOE candidates?***

E. Grants Updates

Jeff Koehler

- 1) All reports submitted by deadline, except Gladhill from whom the team asked for an extension.

F. Lottery Update

Melissa Najera/Kevin Wilfong

- 1) **ACTION ITEM (Kevin): Sign contract. Pay bill. Begin collecting data requirements.**

6. Discussion/Action Items

8:00-8:35 p.m.

A. Vote: MMCI Cash Flow Policy (Kevin)

- 1) **MOTION by Kevin Wilfong (2<sup>nd</sup> Libby) to institute the emergency fund and cash mgmt procedures detailed in the "MMCI Emergency Fund and Cash on Hand" document.**

DISCUSSION: None

PASSED: All in favor. None opposed.

B. Discussion: Committee Creation for Engaging school staff on the BOT level (Amy)

- 1) Amy has been unable to complete this task and is looking for someone to take this on. This would be more specific that the perceptual survey and ask about how staff would want to be involved with MMCI and how MMCI can support them. Amy would like this to happen during the staff's first week back.

**ACTION ITEM (Kathleen): Get together a draft of possible questions/topics and submit to BOT for input by end of July.**

C. Discussion: Planning for Board Training Opportunities/Areas of Focus

- 1) Nancy Radkiewics requested that the Board discuss possible Boarding Training programs/events.
- 2) The Board needs to decide what type of training it feels is needed. Online training in Board processes and Montessori training.

**ACTION ITEM (Deb): investigate possible board training resources. Deadline for solution by end of September.**

D. Discussion: Nominating Committee

- 1) Julie Clark is going to be leading efforts at CCM for nominating committee duties.
- 2) **ACTION ITEM for people leaving positions—create a synopsis of your duties and be actively recruiting.**
- 3) Ellie will source an MVM person for nominating committee.
- 4) Amy will be taking a leave of absence, so exec committee members will be stepping up to share duties as needed.

7. Announcements:

1. Upcoming MMCI Business Meetings (held at 7PM the FINAL Wednesday of each month):

- July meeting cancelled
- August 29 @MVM
- September 26 @ CMM

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