**Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT) Wednesday, August 29, 2018 @ 7:00 p.m.**

**Monocacy Valley Montessori Public Charter School 217 Dill Ave., Frederick**

**BOT Members in Attendance:** Melissa Najera, Liz Seal, Kevin Fong, Molly Spence, Kathleen Lutrell, Libby Miller, Deb Korth, Jeff Koehler; GC Chair Ellie Landru

**BOT Members Absent:** Jonathan Phillips, Matt Mills, Analiese Kennedy

**Regular Meeting Agenda**

1. Call to Order/Welcome *Melissa Najera*
2. Community Comments: *none*
3. Consent Agenda Items
   1. June 2018 meeting minutes: *E-vote passed on 7/11/18*
4. Reports

CCMPCS VP Report (*Liz Seal):*

*A new 12 month contract for All Clean Inc. was approved by the CCM GC (see attachments). This summer CCM installed the Raptor system, new security cameras and are looking into a swipe card entry system. All of these items will increase our student and staff safety and security.*

*Erin Schwagerl was voted in as a friend of education on the CCM GC. Analiese Kennedy will be taking over the chairperson role for the CCM fundraising committee. Bonnie White has joined the GC to replace Amanda Erard who moved to Connecticut. Carrie Jean Rothermel will be moving to education and curriculum chair and Bonnie will be taking over the outreach and communications committee. Discussions are happening about expanding into more space in our current building. There is currently a dispute with the landlord about the square footage being occupied versus paid for in the CCM lease. Amazing progress has been made to improve the inside of our building this summer. The school looks amazing to start out the year. Our lead Spanish teacher resigned in early August. We found a full time replacement who we think will do an excellent job. Our new part-time MVM shared Spanish position is still in the interview process and hopefully there will be an update soon.  All the new lead teachers who are joining CCM this year are coming with their own Montessori training There may be some training gaps to fill with new staff this year, but this is an extra special blessing for sure. Our GC and principal have requested that FCPS allow CCM to give Spanish I high school credit to sixth graders; the request was denied. Leadership is working to find a way to re-present this request and include this issue in discussions with the BOE at our annual report this year and likely at the charter renewal next year. CCM’s new Parent Square system will be released soon. We are very hopeful that this software will help our families, staff and community communicate more effectively. CCM leadership meeting is scheduled for September 5.*

MVMPCS VP Report / MVM Building Project Update (*Kathleen Lutrell)*

*Banner School building is under contract with a developer, but we are in contact with the land owners and it appears there are some reasons why the contract will not stick. So we rewrote our offer and submitted. Our realtor is positive that we can make this happen. Asked realtors to also prepare another property search to be sure if any other properties have come up. Also talked to current landlord at Dill Ave property about buying current building or re-upping current lease. Talked about condition of current air conditioning system as being inappropriate. Told him we don’t have enough space here, and he suggested a few ideas, including make the attached house available to us (at a cost), and also the house at the back of the parking lot. He also said he would be willing to finance improvements. Mentioned adding a second floor in sanctuary and other renovations. This would be added to any purchase price we agreed upon or if leased, then added to 10 years of contract for payment. Charter Impact Fund is holding our application until they have proof that we have a property, but they see no issues with our application, so financing is essentially set.*

BOT Treasurer Report (*Kevin Wilfong)*

*Last week finished annual audit, and auditors said it went very smoothly. Adjusted June and July reports will be sent to BOT via email.*

1. **Updates**

CCM update

*Principal Marilyn Horan: Our school has been included on school tours for the AMS conference in March. Superintendents and principals only coming for tour. CCM also is a host school for the conference. Increased counselor positions from 0.7 and 0.4. We are working hard to get a Spanish teacher to share with MVM. CCM will be rolling out Parent Square, a schoolwide communication tool, hoping it will be a more automated system to contact parents. Each family will have an account to do permission slips digitally. Basically whole school communication tool. ($1,200 setup fee, then per-student cost annually – about $1,000 per year every year). Current concern is filling all open slots for students via wait list.*

MVM update

*GC Chair Ellie Landru: Working on strategy to hire for assistant principal position. Have 2 new GC staff representatives (present at this meeting). Getting ready for start of school.*

*Nancy Radkiewicz: Also working on filling spaces with students from wait list. Still some hiccups with the current lottery system, which will be solved once the new system is in place. Working on filling the Spanish position. Hiring Committee just met and discussed about the AP position. Back to school night is September 12.*

Safety Committee (*Deb Korth): FCPS is implementing the RAPTOR system, but we would have to pay for it at the school level. Do not think this particular system is necessary at our school. Looking to bring in a staff person from Frederick County Department of Social Services to discuss with staff about real-world issues regarding Mandated Reporting – free program throughout the State of Maryland.*

Fundraising Committee (*Analiese Kennedy) – absent, no report submitted*

*Others report that there is a lot of energy at MVM – many committee members working on different events.*

Grants Updates (*Jeff Koehler)*

*Must chat with Fundraising Committees to give grant training.*

Lottery Committee (*Melissa Najera)*

*Spent the summer training with the new lottery application company. Once it gets to the final form, and we are ready, we will schedule training for principals and any other parties who will use the system. Goal is to get this operating with current wait list so we can start using the application as a wait list to make us more familiar with it well before we need to run the lottery in the spring. Kevin is meeting Friday with FCPS to talk about information needs and what they will allow to be exported from their system into our lottery program.*

Nominating Committee *(Molly Spence)*

*Need to fill 2 current openings for parent reps at CCM (Lisa and Analiese); and 1 slot at MVM (Jonathan Phillips). Lisa’s slot goes through December 2019, other two end in December 2018. Mention that Clubhouse Kids offers discounts to parent board members? Confirm a list of positions on each GC. Contract for MVM’s purchase to be added to vote? Any other changes to charter that must be voted on?*

PPA Formula Funding Committee (*Jonathan Phillips) - absent*

Legislative Committee (*Matt Mills) - absent*

1. **Discussion/Action Items**

*Change October meeting date**to 10/24 instead of 10/31 due to Halloween. All agreed this was a good idea.*

*Certifikid Code (Libby Miller)*

*Working with Fundraising Committee to implement and promote. Certifikid is a site similar to Groupon, but with all items for sale being children related. If you spend $20 and you enter code MMCI, MMCI gets $5. Fundraising Committee should disseminate the information to schools/parents so we can begin earning. Libby will contact appropriate people at schools to disseminate info.*

*CCM Cleaning Proposal with All Clean**(Liz Seal)*

*Price changed. We added $250/month to clean the lobby (weekly). They have not raised the base rate for the school. It makes sense to do this at the beginning of the school year. 12-month contract. Approved vendor, funds come from PPA.* ***Motion by Liz:*** *Approve the All Clean contract as presented and approved by the CCM GC.* ***Second:*** *Deb. All in favor.* ***MOTION PASSED.***

*CCM Square Footage Dispute**(Liz Seal)*

*Received invoices for CCM rent that said the landlord has adjusted the total square footage number. There was no discussion or agreement with the landlord on this issue. Landlord has changed from 25,350 square feet (number that is in the lease) to 27,850 square feet. Said number was attained from architect’s drawings. We disagree with this number and will only pay for the agreed upon square footage from the signed lease.*

*Admin Fee**(Kevin)*

*MMCI voted to get its expenses paid as an admin fee from both schools, charged as a percentage of the PPA. Both schools are now at full capacity, and we have an increase in PPA, so that results in more money coming to MMCI. 1.25% of fee goes to MMCI – of the fee, $18,540 goes back to schools, and what is left is used to pay for the audit, bookkeeper and other expenses. Because the PPA went up, MMCI adjusted from 2% down to 1.75% this year; recommendation is to keep it at 1.75% because MMCI had plenty of excess funds, and BOT voted to return the excess back to the schools this year. This number allows for some operating cash in its budget for the year in order to help the schools pay for needed items.* ***Motion by Kevin****: Approve the MMCI admin fee for FY 2019 as proposed, 1.75%.* ***Second by Deb.*** *All in favor.* ***MOTION PASSED.***

*Discussion / Vote: FY2019 Budgets for MVM & CCM**(Kevin)*

*In their budgets, both schools have come away with large surpluses: MVM ($277,000) and CCM ($495,000). This is the first year both schools have received transportation funds from FCPS. Without transportation money, the amount increase in PPA does not cover salary increases this year. MVM is budgeting to receive $25,000 for MSDE preschool grant, and CCM will receive $49,000 and this will be the last year anticipated for that grant money. Both schools have committed a sizeable amount of money to MOI funds.*

*5 year reports were prepared for GCs and BOT to review, will not be submitted to FCPS. These reports show that both schools in 2020 will have a facility question, which needs to be handled in the budget. Both schools will see increases in rent expense, but have been unable to estimate the costs at this time. MVM made more of a 5-year budget that could be sent to a lender or FCPS. CCM prepared a 5-year budget that was more conservative.* ***Motion by Kevin:*** *Approve both MVM and CCM budgets as presented.* ***Second by Melissa.*** *All in favor.* ***MOTION PASSED.***

**Adjourned:** 9:17PM

7. **Announcements**:

1. Upcoming MMCI Business Meetings (held at 7PM the FINAL Wednesday of each month):
   * September 26 @ CCM
   * October 24 @ MVM
2. November: MMCI Annual Meeting
3. Minutes and Agendas may be found online at *http://mmcimd.org/calendar/*