**Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT) Wednesday, October 24, 2018 | Monocacy Valley Montessori (MVM) Public Charter School**

**BOT Members Present:** Tara Dunsmore, Amy Duvall, Jeff Koehler, Deb Korth (left early), Kathleen Lutrell, Matt Mills, Melissa Najera, Liz Seal, Molly Spence, Kevin Wilfong; CCM GC Chair Molly Carlson, MVM GC Chair Ellie Landru

**Regular Meeting Agenda**

1. **Call to Order/Welcome** **7:00 p.m.**
2. **Community Comments**: *MVM parent Molly Spence asked the BOT to look into why school lunch prices are higher for middle school, when the amount of food that is given to students is no different.*
3. **Consent Agenda Items**

a) September 2018 meeting minutes *E-vote passed on 9/11/18*

1. **Reports**

**CCMPCS VP & GC Chair Report** (Liz Seal & Molly Carlson)

* *The CCM Facilities Task Force is exploring multiple future space options. The group intends to work with a Realtor to explore leasing other spaces and is simultaneously working with a CCM parent with CAD skills to develop drawings for a possible expansion at our current facility. Next steps would include getting GC approval to pay for development of a site plan.*
* *CCM would like to discuss with MMCI the possibilities of hiring a project manager for any potential build-out.*
* *Upper Elementary and Middle School classes all participated in camping trips in mid-October. Lower Elementary classes are headed to the Weinberg Center for a Mexico Beyond Mariachi program.*
* *School Communication has moved primarily to Parent Square with good feedback; several staff members may be later adopters.*
* *Spanish Language Task Force is supporting the work of Señora Maldonado, who is working closely with FCPS to maintain benchmark assessments for high school curriculum. Spanish staff collaborated with students to create a beautiful ofrenda in the school lobby. There is a Spanish Parent Information Night on November 14 at 6pm.*
* *CCM ended FCPS count day with five students short of being full. Will MMCI charge the admin fee based on actual students on count day?*
* *Interviews for the part-time CCM/MVM Spanish position are happening again this week.  Fingers crossed.*
* *The Raptor system is up and running.*
* *CCM GC approved money for the purchase of blinds for all of our current classrooms.*

**MVMPCS VP Report** (Kathleen Lutrell)

* *MVM's Fall Festival was 10/19 and was a huge success! Well attended, lots of fun and many, many volunteers and staff worked together to accomplish the event.*
* *Suunda Drumming (African drumming) will stage two performances at MVM in November, one for students during the day and one for families and the general public the same evening.*
* *The MVM book fair with Curious Iguana will be from 11/12 to 11/15 at the school.*
* *Although arrival and dismissal are functioning smoothly, policies were slightly modified to include a request for all parents (or persons designated to pick up children) to show their blue FCPS pick up card before their children are called for pick up, to help dismissal happen more quickly and securely.*
* *The GC voted to approve the purchase of the CogAT (Cognitive Abilities Test) for 2nd grade students to help assess their cognitive development.*
* *A well-attended community coffee was held at Dublin Roasters and the next coffee will be at 9:15 am on 11/2 at MVM.*
* *Next MVMPCS CG meeting will be Thursday 11/1/18 at 7 pm at MVM. All community members are welcome.*
* *About 12 staff members would like to attend the upcoming AMS conference in March. The price to attend is higher than was anticipated, so the originally allocated amount may be adjusted, or if not, partial subsidies for the conference may be offered.*

**Amy** *– Your GC voted to set aside monies for AMS Conference, did that include substitute pay for the Friday of the conference?* ***Kathleen*** *– no we just voted on an amount based on Nancy’s recommendation. We have since found out that the conference is quite a bit more costly. Will the GC offer more money, or will we offer stipends to staff?* ***Amy*** *– things to consider: cost of sub pay, travel costs/reimbursements since these are covered in our scope under PE, set expectations first; registration fees. Make sure these are explicitly spelled out so staff knows terms/parameters.*

**MVM Building Project Update** (Kathleen Lutrell): *The committee met on 10/2 to discuss options and decide on a course moving forward. MVM’s preferred option is acquiring the Banner School property, but that process is currently in stasis. We still have a letter of intent to purchase with the sellers, but they have not responded yet. The sellers are waiting to see if the primary contract offer (from another party) firms up. If it does not, the representatives of the IOOF (the sellers) will push for acceptance of our contract offer. They could make their decision as late as December. In the meantime, we have reviewed other properties available for sale and lease in the Frederick area. Unfortunately, the properties are all out of our price range, with one exception. We will be touring a property near the Delaplaine this week to gauge whether it is of interest. At this point, the committee feels that if Banner is not a possibility, remaining in our current location may be the next best option. We have contacted an attorney for advice in re-negotiating our existing lease or possibly negotiating a purchase offer for our current location. Note that this is for information only, no decisions have been made as to the final direction of the building project. Our next meeting will be toward the end of November, please watch the school calendar for the date.*

**BOT Treasurer Report** (Kevin Wilfong) – *see below*

1. **Updates**

**CCM update** (Marilyn Horan): *Meeting this week with Duane Cash about allowing sixth-graders to take Spanish classes. This is not normally allowed in FCPS. Collecting data and will have more than an outline for what a third year of Spanish at CCM will look like. Some kids need the option for Spanish 1 in 6th grade. Want to plan for three-year Spanish curriculum moving forward. Eighth-graders will take Spanish high school assessment this year for the first time.*

**Safety Committee** (Deb Korth) - *none*

**Fundraising Committee** (Tara Dunsmore) – *Would like to look at expanding the fundraising form to address financials, will talk to Amy O’Connor about this. More will be emailed regarding the fundraising calendar.*

**Legislative Committee** (Matt Mills) - *none*

**Grants Committee** (Jeff Koehler) – *none*

**Lottery Committee** (Melissa, Kevin, Molly) – *Beta testing period is over, about to sign off on final spec sheet, need to schedule times to get principals on-boarded, and there will be practice times for administrators.*

**Nominating Committee** (Molly Spence) – *Only a few people have turned in applications at this point. More information will be going out to communities to encourage folks to apply for positions on BOT and GCs. Deadline for applications is Nov. 2. Only accepting emailed submissions.*

1. **Discussion/Action Items**

***Discussion / Vote:*** *Suggested bylaw changes / Vote for community:*

* + *There is a desire to allow for digital voting in the future for BOT/GC members. Would allow for increased participation, could allow for greater auditability. Change in wording to the bylaws under Item 5 and 6, to allow for optional digital platform. Melissa will work on wording and send out via email to BOT this week.*
  + *Need to conduct a vote by the MMCI community to secure a loan for purchasing school – make it broad enough that there is a cap on financials; we can apply for acceptance of a loan up to a certain amount. Structure it as debt-to-income ratio. Kathleen will work on wording and bring it to BOT via email.*
  + *Option for executive director – parameters of the position to be laid out, outlining the scope of the position, as the descriptions are laid out for president, etc. Board decides that this is not something we can add to the bylaws at the moment. Will continue to discuss.*

***Discussion / Vote:*** *MMCI Annual Budget (Kevin Wilfong): Under Business Expenses, we chatted about getting some outside CPA review of internal processes and books – we dropped about $4,000 additional into Accounting Services to cover that. Legal Services – added some money for lease negotiations. Otherwise it tracks to actual expenses. MOTION from Amy: Approve the MMCI Budget for FY 2019. SECOND from Deb. No discussion. All in favor.* ***MOTION PASSED.***

***Fundraising Calendars*** *(Tara Dunsmore): Discussion will be deferred to next month when we have more historical information; BOT should look through proposed calendars – both have been approved as draft versions by respective GCs. Both are nebulous, subject to whether they can get volunteers, etc.*

***Realtor Representation Change Discussion:*** *Amy met with Tony Checcia to discuss moving forward with new Realtor representation. Banner School if we go forward would be under JLL, but other than that we have no obligation with JLL. BOE member Brad Young gave recommendation of group that includes Jay Mason & Tony Checcia. Spoke with Checcia – had knowledge of history of MMCI. His terms are not as restrictive as JLL, we can terminate contract at any time, but cannot terminate after we have started negotiations with a specific property. Discussion will continue about this.*

***Frederick Classical Charter Discussion:*** *Amy is reporting back from action items from September meeting. Amy talked to Tim Summers of FCCS and asked for PPA formula. Found out that what FCCS got was not the full formula, it does not outline anything. We have what they have. Tim said they should know by end of November the outcome of appeal process Re: transportation funds. Talked to Mark Pritts at FCPS about transportation funds at recent leadership meeting. Tim suggested we hire an attorney to have that discussion. We will consider using the attorney that FCCS used.*

***Kevin*** *– I think we need to be more assertive with PPA formula. Look at why we are not receiving PPA.*

***MOTION from Amy to move to closed session to include GC Chairs to discuss matters of personnel. SECOND from Matt. All in favor.***

*Closed session begins at 9:28pm; ends at 10:32pm.*

7. Announcements:

1. Upcoming MMCI Business Meetings (held at 7PM the FINAL Wednesday of each month):
   * November 28 MMCI Annual Meeting @ MVM
   * December 12 @ CCM
   * January 30 @ MVM
2. Minutes and Agendas may be found online at *http://mmcimd.org/calendar/*