



MMCI Annual Meeting Guide

MVM edition 2017

MMCI.md.org/community/election

SCHOOL ACRONYMS DECIPHERED

MMCI - Monocacy Montessori
Communities Incorporated

MVMPCS - Monocacy Valley
Montessori Public Charter
School

CCMPCS - Carroll Creek
Montessori Public Charter
School

BOT - Board of Trustees

GC - Governing Council

EXTRA! EXTRA! ANNUAL MEETING GUIDE IS HERE!

When: Our Annual MMCI Membership Meeting will be held on Wednesday, November 8th at 7 pm.

Where: MVMPCS Sanctuary, 217 Dill Ave, Frederick, MD

Why: To hear about the state of our nonprofit, MMCI, and our schools. To vote for various positions open on both the MMCI Board of Trustees and the MVMPCS Governing Council. Also, to vote on proposed MMCI bylaw changes.

Who votes: All parents of children who attend MVMPCS or CCMPCS, all staff at the schools, and Friends of Education

Who is MMCI and why do they matter to our school?

MMCI is the nonprofit that holds our charter documents and ensures we are in compliance with county and state laws and guidelines. It ensures that our budgets are in order and that we are able to accomplish the goals set forth by our charter documents. With the exception of two outside members (Friends of Education), MMCI is completely run by parent volunteers (us!).



What is the GC then?

The Governing Councils (GCs) of both schools are committees of MMCI. The school GCs work specifically and intimately with their own school staff and families to ensure that the everyday operation of the school runs smoothly.

Check out how they all relate on Page 2!

Figure 1. MMCI Organization

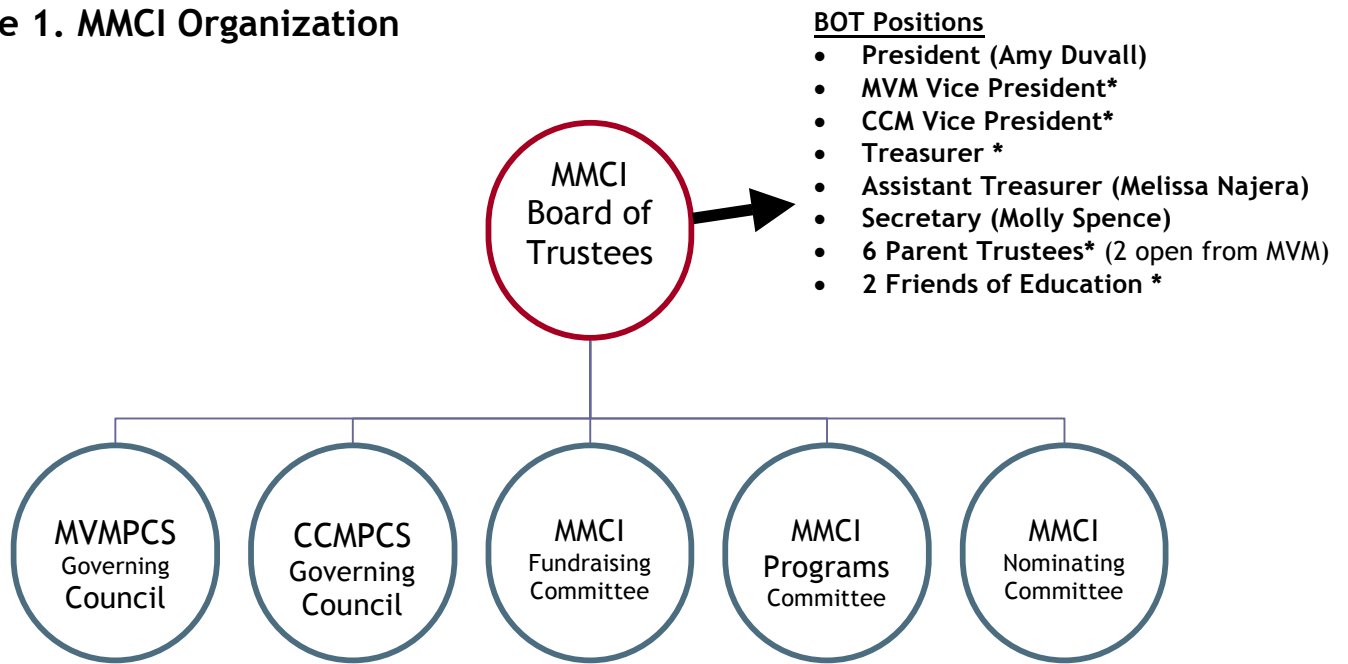


Figure 1. MMCI Organization. The chart above describes how MMCI works with various subcommittees to keep our schools running smoothly. MMCI includes 5 different committees; one of the committees is our own Governing Council. Each MMCI committee and the BOT is composed of volunteer parents and staff. BOT positions marked with an * are open for election this year. BOT positions not up for election this year have their current volunteer listed.

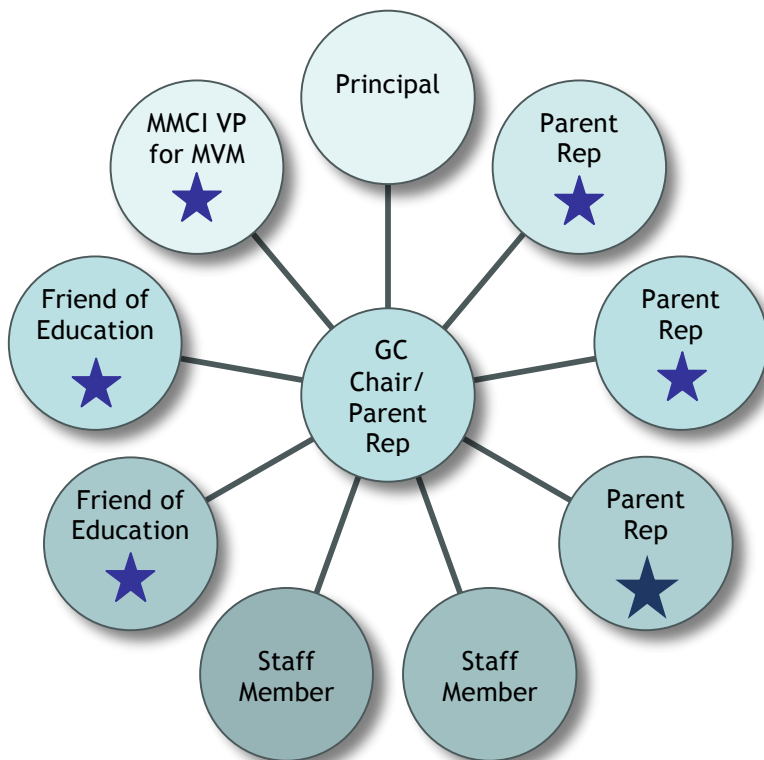


Figure 2. The MVMPCS Governing Council. The council is composed of parent and staff volunteers and outside Friends of Education. There are 4 Parent Reps, 1 of whom is also the Chair and 2 Friends of Education. Two Staff Representatives are chosen by staff members. Our Principal is also a member of the GC. The MMCI VP for MVMPCS is a non-voting GC member.

Open positions are marked by a star.

What positions are open for election on November 9th at MVMPCS?

MMCI BOT	MVMPCS GC
MVM Vice President (Term ends 6/30/20)	GC Parent Representative (Term ends 12/31/18)
Treasurer (Term ends 6/30/20)	GC Parent Representative (Term ends 12/31/19)
MVM Parent Trustee (Term ends 12/31/19)	GC Parent Representative (Term ends 12/31/19)
MVM Parent Trustee (Term ends 12/31/19)	GC Friend of Education (Term ends 12/31/18)
Friend of Education (Term ends 12/31/18)	GC Friend of Education (Term ends 12/31/19)
Friend of Education (Term ends 12/31/19)	

Who can run for these positions?

YOU!

We need all MVMPCS family members to consider a position on your MMCI and MVMPCS boards. Below is a description of all OPEN Positions.

MMCI BOT MVMPCS VICE PRESIDENT

An Officer of the corporation, two-term limit, odd year election, at least 20 hrs/month

- BOT level oversight of our school, including monthly school leadership meeting (school leadership includes our principal, our GC Chair, the VP, and the FCPS Charter liason)
- Attends various BOT, GC, FCPS, & school community meetings as the interface between MMCI & their school
- Is the voice of their school to the BOT
- Represents his/her school, along with the GC Chair, to FCPS mid-level leadership
- Oversees the implementation of MMCI and school strategic visions

MMCI TREASURER

An Officer of the corporation, two-term limit

- Serve as the chair and set agenda of the finance committee
- Develop, track, and present the annual MMCI budget
- Work with the bookkeeper to maintain accounts and oversee financial transactions and facilitate and review the annual audit
- Complete required financial reporting paperwork and make these papers available to the BOT
- Keep the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health.

PARENT TRUSTEES**Member, but NOT an Officer of the corporation, two-term limit**

- Focus on the well-being of MMCI as a whole
- Review agenda and all supporting materials prior to board and committee meetings
- Serve on MMCI committees or task forces and offer to take on special assignments
- Active in areas of expertise or passion
- Inform others about MMCI, its mission, and implement active outreach

FRIEND OF EDUCATION**Member, but NOT an Officer of the corporation, no term limit**

- Focus on MMCI as a whole - maintain the corporation
- Provide external perspective into all BOT activity
- Support MMCI Officers as requested
- Facilitate discussion / interaction with external organizations

MVMPCS GOVERNING COUNCIL PARENT REPRESENTATIVES**Member, but NOT an Officer of the corporation, two term limit**

- Develop & maintain an understanding of Montessori and educational principles
- Participate in meetings and work sessions
- Lead in one or more areas of GC activity (committees, planning, focus groups)
- One Parent Representative serves as the GC Chair

FRIEND OF EDUCATION- GOVERNING COUNCIL**Member, but NOT an Officer of the corporation, no term limit**

- Provides outside expertise and insight to the school community
- Provides a broader perspective to parents and staff on the GC

**OK, I am Interested in getting involved!
How do I run for a position in this election?**

Contact your MMCI Nominating Committee ASAP
(secretary@mmcimd.org).

To be nominated you will fill out a Candidate Nominating Form. The forms are available by email from the Nominating committee, and they are also sent home in Thursday folders.



MMCI Annual Membership Meeting Frequently Asked Questions

Why is it important for me to attend the Annual Meeting?

Being informed about current and future plans is key to being an involved member. As a member of the organization, you have a voice in the operation of the nonprofit and in the direction of our school. Attending our annual meeting is a vital way to exercise that responsibility.

Is childcare provided during the meeting?

No, we are unable to provide childcare this year. If you are unable to attend for this reason, please remember that you may send in an Absentee Ballot.

I want to come, but I can't be there on November 8th. What should I do?

All families are encouraged to complete an Absentee Ballot in the event that they cannot be there on the date of the election.

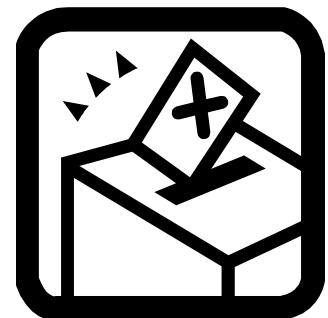
What is an absentee ballot?

An absentee ballot is a ballot that is completed and submitted in advance, by a voter who is unable to be present at the Annual Meeting. Yes, this is different from years past and it is only our second year using this process. At the Annual Meeting in November 2015, our MMCI community voted to change our proxy voting to absentee balloting in order to provide a more inclusive voting process.

Absentee Ballots will be sent out via email, available on the MMCI website (www.mmciimd.org) and distributed through Thursday folders on October 26th. This may be turned in by placing the ballot in a sealed envelope and placing it in the MMCI mailbox at each school or by a designee of your choosing. Absentee ballots must be turned in to MMCI prior to the Annual Meeting at 7pm on Nov. 8th.

Expected timeline for the next few weeks

- 9/20: Candidate Forms and Meeting Guides will be sent home in Thursday Folders
- 10/20: Deadline to submit Candidate Forms and Bios **
- 10/26: Bios, Proposed Bylaw Changes, and Absentee Ballots go out in Thursday folders
- 11/8: Annual Meeting!



**Candidate Forms received after October 20th will only be considered for positions with no candidate running!