

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

Wednesday, August 16, 2017 @ 7:00 p.m.

Location: MVMPCS, 217 Dill Avenue, Frederick

Board of Trustees present at this meeting: Amy Duvall, Kathleen Lutrell, Molly Spence, Kevin Wilfong, Melissa Najera, Jonathan Phillips, Adam Kenney, Yvette Rood

Absent: Liz Seal, Carol Furlow, Jeff Koehler, Matt Mills

Regular Meeting Agenda

1. MMCI BOT President Amy Duvall called the meeting to order at 7:05 p.m. and welcomed those in attendance.
2. There were no Community Comments.
3. Consent Agenda Items
 - a) June 21, 2017 meeting minutes were passed via e-vote on 7/20/17
 - b) The BOT voted via email on 7/20/17 to lower the Fiscal year 2018 Administration Fee for each school to 1.75%, from 2%, due to the increase in enrollment at CCM and increase in PPA. Last year when the board decided to move to a more decentralized fundraising model and empower the schools to run their own capital fundraisers, the BOT mandated a 2% of Admin Fee to be paid to MMCI by each school. The fee is to cover the expenses of MMCI and other savings programs.
 - c) The BOT voted via email on 8/11/17 to pass the following motion: MMCI will sign the attached agreement for real estate services with JLL, Inc. Summary of the features of the Services Agreement:
 - The term of the agreement is one year
 - The agreement may be cancelled by either party at any time with 30 days' written notice
 - MVMPCS BOT Vice President Kathleen Lutrell is the designated contact between JLL, Inc and MMCI (which means I am the conduit for information). MMCI may designate another contact at its discretion.
 - Any JLL, Inc. commission is paid by Seller/Property Owner, not MMCI
 - JLL, Inc. agrees to not seek commission or fees of any kind from MMCI unless: MMCI purchases or leases a property introduced/shown to us by JLL, Inc. for nine months after the expiration or termination of this agreement
 - MMCI is not obligated to accept any offer if we choose not to do so.
 - JLL, Inc. will provide advice on the selection of other services if we desire (engineers, environmental, legal, etc.)
 - d) Balance Sheet, Bank Recs, Finance Report were presented by Treasurer Kevin Wilfong
4. **CCMPCS VP Report was given via email from Liz Seal:** *The plumbing issue at CCM is under construction and expected to complete before school starts; the following staff has been hired at CCM: Montessori teacher specialist, Middle School English and Social Studies, Spanish program full-time IA, Lower El full-time IA, Phys Ed, still pending is Math Intervention; Open position on BOT for CCM parent representative has one applicant, Analiese Kennedy*
MVMPCS VP Report from Kathleen Lutrell: *MVM did not prevail on Lincoln A project for new school building, now will need to decide which direction to go. More on this later in the meeting.*
5. **Updates**

CCM Principal Marilyn Horan's update: *Hired new middle school teacher for language arts and social studies; New PE teacher hired; New Spanish assistant is a native Spanish speaker; Science MS teacher applied for grants so classes may camp at Chesapeake Bay; the school is not full yet with students, spending a lot of time trying to fill slots from the wait list.*

MVM Principal Nancy Radkiewicz's update: *Building search and charter renewal causing busy summer. Regular GC meeting coming on Monday. Held event at park for yearbook pickup, made into social event.*

Talking about 15-year anniversary celebration for MVM. Hired 2 new teachers, one for Upper Elementary and one for Primary. Hired new admin secretary. Have 2 IA openings, interviews coming Monday. Enrollment is full. One of the largest 7th grades ever, with 32 students.

Programs update: BOT will need someone in charge of keeping track of MMCI programs, including After Care, Summer Drama Program, Snapology Classes.

Fundraising update: MMCI created fundraising policy for each school to implement. Each school should submit a fundraising calendar to BOT to make sure there is consistency and elimination of donor fatigue. Amy set the expectation at CCM's GC meeting that CCM must answer all the parameters set up by new MMCI policy. There should be a point person for Fundraising on BOT, this person would attend Fundraising Committee meetings and help the GC chairs to format and communicate through the board. This position is part of the responsibilities of the Assistant Treasurer position (Melissa Najera).

MSDE Accreditation & Pre-K Grant update: Grant funds have come through, CCM has submitted all needed forms.

6. Discussion/Action Items

- Discussion – Committees of the BOT
 - *PPA Funding Formula Committee: Jonathan Phillips will lead and do research regarding our funding formula, which is different from the standard, due to our admin fee. There has been discussion about what is the value of in-kind services, such as Human Resources and Special Education, which FCPS provides to us. This committee will be comparing different funding formulas to be sure we are still strategically placed.*
 - *Legislative Committee: Matt Mills is an attorney, and he will be point person for BOT on legislative issues.*
 - *Policy Committee: Adam Kenney will lead this committee. New project is confidentiality agreements. We want to align our agreements with public education standards. Discussion needed with FCPS officials. Would like unified policy for both schools and BOT officers. Must have a firm outline of what it means to uphold these agreements. Vagueness in bylaws, want to get more specific. How are we storing student data and staff information – this committee will work to ensure IT policy is in line.*
 - *Programs Committee (volunteer needed): MMCI helps to oversee programs that filter through both schools. Primary job at this point is making sure before & after care at both schools is running smoothly. Drama Camp in the summer, Snapology after-school classes also under this committee's purview. Could help guide each school on implementing programs at each school. Amy will brainstorm how to proceed.*
 - *Nominating Committee: This time of year is when we must compose a committee to oversee process of MMCI Annual Meeting. BOT Secretary (Molly Spence) will lead this committee. Each school's GC chairs must vet out other members of the committee. 5 members total, including 2 members of BOT plus Secretary, and 1 other person from each school. Committee must be aware of openings at GC levels and BOT level. **MMCI Annual Meeting is set for November 8** (Motion: Amy; Second: Kevin; passed unanimously); Applications for positions on GC or BOT must be in by mid-October. Nominating Committee will give list of names for committee at September meeting.*
 - *Bylaws Committee: Yvette Rood will lead. Bylaw changes must be reviewed at September BOT meeting.*

- Discussion – MVMPCS Charter Renewal Proposal to FCPS (Melissa Najera): Almost done with draft; MVM GC parent representative Regina Chadwick is editing and designing, tweaking. Will send to MVM GC so they can look at rough draft. MVM GC must vote on Aug 21 to approve. BOT will have to e-vote following that. Want to make some changes in the charter – asking for 10-year renewal. Also separately applying for “Eligible Charter” status. Amy is point person on this aspect.
- Discussion – Possible Collaboration with Frederick Classical Charter on Charter Issues. Amy Duvall met with leaders of FCC and has come to friendly agreement to be open to collaboration with that school regarding charter issues. There will be times when we must separate ourselves from them, but also times when collaboration could benefit all.
- Discussion – MVMPCS Facilities. Kathleen Lutrell: At the GC level discussion continues about possibilities: Lease another building, which would raise our facilities cost; Purchase existing building and modify to suit, which is least affordable; Buy land and build new facility, seems best option, but will lose downtown location; would be most affordable. We are looking at lots, we aren’t committing to buy, but must do feasibility studies, cost of these is about \$2500, if environmental studies needed this would add \$3000. If results are not favorable, money is not refundable. GC would need to act first – authorize pot of funds to access for these purposes. Need to select a project within the next few months. May need change to bylaws in order to make this happen – bylaws state that whole membership must vote to approve going into a loan. Goal – by annual meeting in November, we know how much money is needed for a loan, to approach a vote by whole membership. Also must investigate hiring capital campaign manager to raise money for excess items.
- Discussion / Vote – Filling vacant position for Parent Representative to the BOT for CCMPCS, term ending 12/31/2018: Analiese Kennedy has applied to join the BOT; Motion to approve Analiese as member of BOT: Amy; Second: Kathleen; Passed unanimously
- Discussion / Vote – CCM annual budget; for the first time, CCM will be able to put funds into future facility savings. MMCI is taking 1.75% of PPA for admin fee, and requires both schools to put a portion into facility savings. Motion to accept the CCM budget: Yvette; Second: Amy; Passed unanimously.

10:25 p.m. Motion to adjourn: Yvette; Second: Kevin; Passed unanimously.

Announcements:

1. Next meeting: September 27 @ CCM, 7215 Corporate Drive
2. Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>