

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

Wednesday, October 25, 2017 | MVMPCS, 217 Dill Avenue, Frederick

BOT members present: Melissa Najera, Liz Seal, Kevin Wilfong, Amy Duvall, Kathleen Lutrell, Molly Spence, Yvette Rood, Analiese Kennedy, Jeff Koehler, Matt Mills

Regular Meeting Agenda

1. Call to Order/Welcome *MMCI BOT President Amy Duvall*
2. Community Comments *Questions from Erin Frank regarding tax forms.*
3. Consent Agenda Items
 - a) September 2017 meeting minutes *E-vote passed on 10/7/17*
 - b) Tuition Reimbursement Policy *E-vote passed on 10/9/17*
 - c) Lottery system updates (\$3,000) *E-vote passed on 10/12/17*
 - d) Tuition reimbursement for 2 CCM teachers *E-vote passed on 10/16/17*

4. Reports

CCMPCS VP Report (Liz Seal) – Regarding PARCC scores, leadership met with Mark Pritts to talk about goals for 2018; staff members are working to address specific student needs. Regarding facilities, CCM’s landlord still has not fixed the items in their domain that Kevin Wilfong has sent to them. Some smaller items have been executed by CCM Governing Council. Regarding future facilities, Kevin and Liz had conversation with JLL agents with whom MMCI has contracted and then had a follow-up meeting with BOT executive committee. Decision at this time is to put discussions on hold and focus on other challenges related to the CCM charter, including the Spanish program.

MVMPCS VP Report (Kathleen Lutrell) – Several minor changes were made to MVM’s strategic plan, correcting outdated information on standardized testing. GC Chair Deb Knox-Teitel will be stepping down at the end of 2017, creating an opening for a new GC chair and a one-year interim parent representative. GC staff representatives will now present monthly updates to the GC, along with other officer and committee reports. Parent Representative Theresa Shrader will design a spreadsheet to record meeting e-votes, making it easier to track GC decisions in the future. The GC unanimously voted to include the MVM GC Chair in the group of representatives making decisions on the actions of the Building Search Committee. GC voted to approve \$1,305 in funds from the MMCI/MVM School Fund to help several staff members attend the American Montessori Society (AMS) conference in March 2018.

5. Updates

CCM GC Chair (Amanda Erard) – The AMS Pathways to Accreditation visit was on Oct. 11. Our Spanish Language Task Force has begun to develop a five-year strategic plan, and has identified target goals for the year including having our Spanish teacher visit/observe the Spanish program at the Drew School, a public Montessori school in Arlington, Va. Our last two lead teachers have had their tuition reimbursement proposals approved, and are in or will be starting Montessori certification training by January 2018.

School and BOT leadership met with Mark Pritts for our monthly meeting on Oct. 19, at CCM:

- a. Dr. Alban had requested CCM’s PARCC scores at a cabinet meeting, which Mark left with her there; as of now the plan is still to present our annual report in February.
- b. Dr. Alban and her cabinet members will be visiting CCM, at Marilyn’s invitation, on Oct. 26 and Oct. 30.
- c. CSI – teachers have been working on aligning Montessori with Common Core. Lower EI is done, and Upper EI and Primary are done with first quarter alignment and are working on second quarter.
- d. Spanish Lead position was discussed; there is a lead for a permanent IA position. We will revise the PD and advertise the lead position as soon as possible.
- e. We will be advertising for a maintenance/custodian position soon.
- f. Enrollment was full as of Sept. 30, though we are filling one 4th grade slot (family moved last week). Attendance was 97.35% for September.

- g. We are working on forming a committee to help migrate our school website to the MMCI hosting site.
- MVM GC Chair (Deb Knox-Teitel) – Global Scholar testing is complete. Parents will receive children’s results with report cards. Kindergartners will receive report cards at every quarter for first time this year. Previously only received them twice per year. MVM has had 2 visits from FCPS leadership regarding Orton Gillingham Program and the ARC program. Teacher training was held Oct. 20 on the topic of mindfulness. Montessori Specialist Maureen Capillo is holding vertical alignment meetings with teachers on Math and Writing. Some rooms will celebrate United Nations Day on Oct. 24. Committees are planning MVM’s 15th Anniversary Fiesta.

Lottery Committee – no updates

MSDE Accreditation & Pre-K Grant – no updates

Programs Committee (Analiene Kennedy) – Placed the Master Fundraising tracker for both schools on Google Docs. Some columns still blank, including projected amount and final amount (net) from each event. Also placed a Master Programs List on Google Docs. Includes all master contact info and program info online in case we want to bring something back. All information is located in MMCI Public Files.

PPA Formula Funding Committee (Jonathan Phillips) – no updates

Legislative Committee (Matt Mills) – Nothing new to report.

Amy Duvall: When it comes to lease negotiations, one way we can save money is to use Matt to review all documents and if he is unavailable, we can then hire an attorney. We can try to do as much as possible in-house.

Policy Committee (Adam Kenney) – Meeting with CCM GC Finance Chair Kate Chasse to review CCM Finance Policy. Still working on information security policy. No progress on the question of BOT members participating in GC closed sessions – seeking input from BOT members. (Adam will not run for re-election, due to a change in work responsibilities.)

Bylaws Committee (Yvette Rood) – no updates

Nominating Committee (Molly Spence) – Final MMCI Annual Meeting documents, including ballots, are going out in Thursday folders this week. Annual Meeting is November 8 at MVM.

6. Discussion/Action Items

- Proposed Standard Operating Procedure (SOP) for Grant Applications (Jeff Koehler) – See attached document
Amy’s edits: date is 2010, first sentence Monocacy is spelled wrong. Melissa: want to make sure that this covers follow-ups to grants. Jeff to make changes and send to BOT for e-vote.
- MMCI Annual Budget (Kevin Wilfong) – See attached document
Why does it appear that we are in deficit? Items such as Depreciation and Amortization are "Non-Cash Budget Items," which means they spread the impact of the expense on the budget over the long term but do not actually decrease cash holdings. The last 5 MMCI budgets were in deficit; however, technically speaking, MMCI has a surplus of \$34,000. A budget is both official and fluid. The auditing team has never been concerned about our budgets. Amy Duvall: motion to approve budget as presented; Liz Seal second; Motion passed unanimously.
- Lottery Policy language changes (Melissa Najera)

Essentially getting the policy to reflect what we want to change in coding. On Line Item 2 A & B – housekeeping changes. In Item 4A – Acquired or existing sibling/staff priority post-lottery. (Marriage, adoption, guardianship); Melissa motions to approve language changes as presented; Second by Analiese Kennedy; Motion passed unanimously.

- Discussion – Changes to upcoming BOT meeting dates (Molly Spence)
Important upcoming dates
Nov 29: Board of Ed Meeting, Recommendations from FCPS Superintendent Alban regarding MVM Charter Renewal
Dec 13: MVM GC Chair and MMCI President present response to FCPS Board of Education; BOE votes on MVM charter renewal
Dec 4: MVM GC meeting
Dec 6: MMCI BOT meeting (No meeting in November other than annual meeting)

- 7. Announcements:
 1. MMCI Annual Meeting: 7PM, November 8 @ MVM, 217 Dill Ave.
 2. MMCI BOT Regular Business Meeting: 7PM, December 6 @ CCM
 3. Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>