

MMCI MEETINGS ARE PUBLIC: *Parents and staff are encouraged to attend*

Monocacy Montessori Communities, Incorporated (MMCI)

Draft Meeting Minutes

Wednesday, January 25, 2017 @ 7:00 pm

Location: MVMPCS, 217 Dill Ave.

Trustees Present: Melissa Najera, Kathleen Luttrell, Liz Seal, Sara Fallati, Adelaide Chang, Erin Frank, Jeff Kohler, Beverly Wastler, Yvette Rood

Non-Voting Members Present: Amanda Erard, Deb Korth

Trustees Absent: Adam Kenney, Matt Mills, Jon Phillips

Others Present: Marilyn Horan, Nancy Radkiewicz, Amy Duvall, Kevin Wilfong, Molly Spencer, Maureen Capillo, Michael Beth Edwards, Deb Knox-Teitel,

- I. Call to Order/Welcome Melissa Najera

- II. Community Comments

- III. Consent Agenda Items
 - A. December 21, 2016 meeting minutes Evote passed on 1/16/2017
 - B. Balance Sheet, Bank Recs, Finance Report Melissa Najera

- IV. Reports
 - A. President Update Melissa Najera
 - 1. See Appendix A.
 - 2. When asked to identify additional needs of MMCI, discussion included:
 - a. Executive Director
 - b. Public Relations team or person to market the organization
 - c. Committee descriptions and position descriptions so volunteers have a framework for what they should be doing
 - B. MVMPCS VP Report Kathleen Lutrell
 - 1. Hired math intervention .4 employee
 - 2. Communications team has student directory up and running
 - 3. Communications team developed best practices for social media
 - 4. Annual report is in progress
 - 5. Shade sail has been installed in parking lot
 - C. CCMPCS VP Report Liz Seal
 - 1. See Appendix B.

- V. Updates
 - A. MVM GC Chair/Principal update Nancy Radkiewicz / Deb Korth
 - 1. Hired .4 math interventionist
 - 2. 8th grade trip to Chincoteague
 - a. 8th graders sold poinsettias in December to raise money for their trip.
 - b. 8th graders directed a play starring younger students where attendees gave donations for the admission
 - 3. Working on Annual Report to BOE
 - 4. Maureen is working with teachers to identify children with specific needs

5. MVMPCS GC approved to pay for Maureen's fellowship with the American Montessori Society (Emerging Leaders Fellow Program)
 6. Deb Knox-Teitel will be new MVMPCS GC chair, shadowing Deb Korth
- B. CCM GC Chair/Principal update Amanda Erard/ Marilyn Horan
1. Buildout is going well
 2. Welcomed new GC in January meeting
 3. Working on getting post cards to distribute to businesses, churches and organizations that are owned or run by Hispanic families
 4. Talent Show coming up February 24
 5. MSDE visit scheduled for Friday 1/27
 6. Going outs- one class used bus transportation system to go to the library, multiple class trips to Smithsonian
 7. 5-year anniversary celebration on May7th with walk around sun/walk around the school
 8. Parent Education
 - a. Montessori math journey in December was a success
 - b. Thinking about how another parent education event can be offered in the spring, however it may wait until the fall due to having so many teachers in training
 9. Problems with absenteeism, especially in preschool
 - a. Students may be dis-enrolled from Pre-K program after excessive absences
 10. February training on positive discipline
- C. MVM Charter Renewal Kathleen Luttrell
1. Meeting to discuss renewal and pin down any amendments or changes MVM would like to make, such as:
 - a. Additional Primary class after moving to a new location
 - b. Possibly increasing class size
 2. Will review CCM renewal as documents are prepared
- D. Programs Melissa Najera
1. Working with the YMCA to get data on Before & After care program
 - a. If a volunteer is interested in other program options, they are welcome to gather data
 - b. It was noted that the before and after program will need to include students through 8th grade
 2. Snapology is open for registration and will be offered at MVM
- E. MSDE Accreditation & Pre-K Grant Jeff Koehler/Melissa Najera
1. Both schools are doing great and making progress
 2. Site visits have been scheduled for both schools
 3. Program Improvement Plans are in place
 4. Pre-K grant is also in progress
- F. Fundraising Erin Frank
1. See Appendix C.
 2. MVM is applying for grants that look for high level of participation
 - a. Give Me Five campaign- flyers will go out to families asking them to trace and cut child's hand with the family's name and a \$5 bill attached to be displayed in the lobby
- G. CCM Building Kevin Willfong

1. Kevin has spent countless hours in communication with everyone involved and is handling issues as they arise.
2. Many of the actual measurements do not match up with the drawings which is creating additional expenses as construction progresses
3. Received \$11,000 quote for data cabling that was not included in the original electrical contract
4. Landlord demanded that we use their own mechanical people for issues with HVAC
5. Architect says he is not required to review submittals because there are no "construction services" in our contract.

VI. Discussion/Action Items

A. MVM Building Search

Kathleen Luttrell

1. Working on having a procedure is in place for identifying potential properties and getting community input
2. Committee decided to meet more frequently than once per month since with only 3 years remaining until lease is up
3. Lincoln A- MVMPC submitted a letter of interest to FCPS
 - a. Several other proposals were submitted for this property
 - b. Feedback from FCPS is expected in the next several weeks
 - c. Most affordable option at this point
4. 10 acre lot for sale for 350,000 in Clover Hill
 - a. Most the school community wishes to stay in the downtown area and this property is outside the city bubble
5. It was mentioned that MMCI's new Friend of Education, Beverly Waster, works in real estate and may be a resource as options are explored
6. MVM currently has 161,000 in savings

B. Combined Federal Campaign

Melissa Najera

- a. This has the potential to make money for MMCI, however after the cost to apply is nearly \$1,000 and data and notifications are not quickly accessible
- b. No one present was in favor of applying and general consensus was that it is not worth it for this year, however we may reevaluate for next year

VIII. Adjourned at 8:24 pm

BOT will next meet on February 22, 2017 at 7pm at CCMPCS

Appendix A.
President Update
Melissa Najera

What's your president been up to?

- Participating in & providing data for the Charter vs Traditional Funding Study
- Prepping for MVM Annual Report
- Negotiating with CCM Landlord to finalize buildout and begin construction
- Finalizing CCM Charter Agreement
- Chatting up the press (DeVos, CCM Spanish Waiver, Charter Accessibility)
- Onboarding the MMCI President Elect
- Working with Programs Chair on B&A Care at MVM
- Filling requirements for the FY16 PreK Grant (gearing up for reapplication)
- Various other shenanigans ☺

Important Charter Info

CCM Benchmarks & Annual Report to BOE

- Presented December 14th
- Benchmarks well received
- Enrollment amendment approved
- Probationary status removed

PPA Enrollment- Funding Deadline

- BOE letter dated 12/5/2016- Notice of under enrollment / pulling of PPA funds
- MMCI letter dated 12/8/2016- Rebuttal
- BOE letter dated 12/22/2016- Waived for this year

MVM Annual Report Presentation to Board of Ed

- Presentation February 22nd.

MVM Charter Renewal (Charter Ends 2018)

- Letter of Intent to Apply sent Jan 25, 2017
- Renewal application is due Sept 1, 2017
- Strategic Planning committee repurposed first meeting Feb 1, 2017
- Full Draft should be completed by end of June
- BOE Meeting and Decision December 2017

MMCI Lottery for School Year 2017-18

- Lottery set for March 21st 2017
- Opened Jan 3, 2017
- Closes March 6, 2017
- Apps to Date: 718

Confirmed Applications

	Both Schools	MVM Only	CCM Only	MVM Total	CCM Total	Total
Pre-K (3 yr)	107	28	16	135	123	151
Pre-K (4 yr)	116	10	7	126	123	133
Kindergarten	92	15	8	107	100	115
1st Grade	61	5	4	66	65	70
2nd Grade	67	11	4	78	71	82
3rd Grade	34	4	2	38	36	40
4th Grade	35	6	3	41	38	44
5th Grade	20	4	2	24	22	26
6th Grade	29	4	3	33	32	36
7th Grade	9	4	3	13	12	16
8th Grade	4	1	0	5	4	5
Unspecified	0	0	0	0	0	0
Grand Totals:	574	92	52	666	626	718

MMCI Needs

- A dedicated MMCI Webmaster
- A Strategic Plan
 - *Organizational*
 - *Financial*
- MORE TO IDENTIFY?

Appendix B.
CCM VP Report
Liz Seal

This report is a summary of the CCM GC meeting minutes. These are not official minutes of the CCMPCS Governing Council, which are provided separately.

- Our build-out is going well. There is a lot going on and everyone is very excited.
- We are in the process of updating the annual CCM zoning special exception. The submittal date for this is Feb. 13th.

Appendix C.
Fundraising Update: Erin Frank

-It has been a busy month for both Targeted Fundraising committees. I have met with both committees this week and I've been impressed with the work being accomplished. Included in this email are updates written by both committees with the latest information detailing their progress.

-Funds raised as of 1/15/17 are:

CCM \$13,607.75

MVM \$8,892.58

-MVM is finalizing book fair plans, it's been scheduled for April 3-7 in the Salvation Army building next to our parking lot.

-Talent shows have been scheduled and are both being held in the MVM sanctuary.

CCM-Feb 24, snow date March 3

MVM- Feb 10, snow date Feb 17

- skate frederick & Roy rogers fundraiser will be in February