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

**Monocacy Montessori Communities, Incorporated (MMCI)**

**Meeting Agenda**

**Wednesday, April 27, 2016 @ 7:00 pm**

**Location: CCMPCS, 7215 Corporate Drive**

**Trustees Present**: Melissa Najera, Brian McCrohan, Kathleen Lutrell, Sara Fallati, , Jeff Koehler, James Kleimola, Erin Frank, Jen Nichols, Yvette Rood, Mike Cannarozzi, Matt Mills (7:43) Amanda Erard (Non-Voting), Deb Korth (Non-Voting)

**Trustees Absent:** Adam Kenny

**Others Present:** Marilyn Horan, Nancy Radkiewicz, Liz Seal

I.       Call to Order/Welcome Melissa Najera

II.       Community Comments

1. Melissa Najera—New Member orientation took place immediately preceding the meeting.

III.       Consent Agenda Items

1. March 30, 2016 meeting minutes Evote passed on 4/12/16
2. Balance Sheet & Bank Reconciliations Melissa Najera

IV.     Reports

1. CCMPCS VP Report Brian McCrohan
2. MVMPCS VP Report Kathleen Lutrell

V.      Updates

1. CCM GC Chair/Principal update Amanda/Marilyn
2. MVM GC Chair/Principal update Nancy Radkiewicz
3. Programs Jen Nichols
4. Fundraising  Erin Frank
5. CCM Building Liz Seal
6. MSDE Pre-k Grant Jeff Koehler

VI.   Discussion/Action Items

A. Absentee Ballot Procedure — Voting Yvette Rood

1. See Appendix A.

2. Sample ballots will be emailed, actual ballots will be sent home in Thursday folders

**MOTION** by Kathleen, 2nd by Jen, to approve the attached policy and procedure for absentee ballots.

**PASSES** with all in favor

B. Amended MMCI 2015-16 Budget – Voting Melissa Najera

**MOTION** by Melissa, 2nd by Erin, to approve updated midyear budget for 2016.

**PASSES** with all in favor.

1. CCM Renewal Charter Agreement – Voting Melissa Najera
2. Questions regarding
   1. the inclusion of all the possible lottery preferences (Section C.4)
   2. the limiting of staff children to no more than 10% of student population
3. Vote was postponed pending further clarification
4. Proposed Benchmarks for CCM Amanda Erard
5. It was agreed that benchmarks are in line with county standards.
6. Will be voted on at BOE meeting on May 11.

VII. Adjourn

**Appendix A.:**

**Policy and Procedure for Absentee Ballots**

1. The date of the annual meeting will be announced no less than 30 days prior to the meeting.
2. Sample absentee ballot will be sent out (email, Thursday Folders) three weeks prior to the meeting.
3. 10 days prior to the annual meeting absentee ballots with directions will be sent out (email, Thursday Folders) to all members.

Another option could be that people who would like an absentee ballot need to MMCI or the school and one will be sent to them (email or backpack).

1. Absentee ballots must be turned in prior to the annual meeting. A designee of the members choice may bring the absentee ballot to the meeting in a sealed envelope, but it will not count if it is not turned in prior to the meeting being called to order it will not count.

The secretary or chair of the nominating committee will call for all absentee ballots prior to the meeting being call to order the night of the annual meeting. If a member is late to the meeting and holds an absentee ballot, the absentee ballot will not count.

\*\*\* the absentee ballot needs to look different than the meeting ballots-ie. “Absentee Ballot” in bold letters across the top. Without that it will not be considered, and will not be counted.

1. All ballots will be counted at the same time.
2. If there are three people listed and two are required to fill the open positions-the two with the highest numbers will be selected.
3. If no candidate is chosen that will be considered a no vote for the candidate.

Monocacy Montessori Communities Inc.

217 Dill Avenue

Frederick MD 21701

**ABSENTEE BALLOT for 2016**

**MMCI**

President (choose one)

Sally Smith

Joe Monocacy x

Assistant Treasurer

Jeff Creek **YES NO**

Secretary (choose one)

Suzie School

Jessie Montessori x

Friend of Education

Joey Dill **YES NO**

**Other open positions**

The position of Treasurer for the BOT is still open and will be voted on at the Meeting only and is not available for this ballot.

**MVM**

Parent GC Rep (choose two)

Steve Caroll x

Daniel Crestwood

Daisy Valley x

Friend of Education (choose one)

Business Owner x

Samuel Rotary

Parent BOT Rep

Billy Madison **YES NO**

**CCM**

Parent GC Rep (choose two)

Mary Grade

Sunny Dayz x

Jennifer Dillard x

Friend of Education

Sally Diddy **YES NO**

Parent BOT Rep (choose one)

Monty Monocacy x

Dill Creek

Dear MMCI Members,

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.

Attached you will find a sample absentee ballot. Please review this in preparation for the actual ballot that you will be able to print out and complete starting October XX, 2016. For some of the open positions you will see multiple candidates, please vote for the number that the title tells you to (if there are two more listed and you need to choose multiple candidate because there are more than one positions open for that title-ie. Three are listed and you need to choose two). If there is only one candidate you will need to choose “yes” or “no”. If there is a position that there are no candidates for this position will be offered to “nominate from the floor” and will not be included on the absentee ballot. This (these) positions will only be voted on by those who attend the annual meeting.

Please turn in this ballot prior to the “call to order” at the MMCI annual meeting on November XX, 2016. This may be turned in by placing this in a sealed envelope and placed in the MMCI mailbox at each school or by a designee of your choosing.

Absentee ballots must be turned in prior to the annual meeting. A designee of the members choice may bring the absentee ballot to the meeting in a sealed envelope, but it will not count if it is not turned in prior to the meeting being called to order it will not count.

The secretary or chair of the nominating committee will call for all absentee ballots prior to the meeting being call to order the night of the annual meeting. If a member is late to the meeting and holds an absentee ballot, the absentee ballot will not count.

All ballots will be counted at the same time.

If there are three people listed and two are required to fill the open positions-the two with the highest numbers will be selected.

If no candidate is chosen that will be considered a no vote for the candidate.

If you have any questions please contact the members of the nominating committee:

Sunday Sharp-email address

Laser Mat-email address

Jennifer Weinberg-email address