

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

Monocacy Montessori Communities, Incorporated (MMCI)

Draft Meeting Minutes

Wednesday, March 29, 2017 @ 7:00 pm

Location: MVMPCS, 217 Dill Ave.

Trustees Present: Melissa Najera, Kathleen Luttrell, Sara Fallati, Adelaide Chang, Erin Frank, Yvette Rood, Matt Mills, Kevin Wilfong, Jeff Kohler (7:15 pm) Liz Seal (7:25)

Non-Voting Members Present: Amanda Erard

Trustees Absent: Adam Kenney, Jon Phillips

Others Present: Nancy Radkiewicz, Amy Duvall, Michael Beth Edwards, Deb Knox-Teitel, Ashley Limm

- I. Call to Order/Welcome Melissa Najera

- II. Community Comments

- III. Consent Agenda Items
 - A. March 1, 2017 meeting minutes Evote passed on 3/20/2017
 - B. Balance Sheet, Bank Recs, Finance Report Melissa Najera

- IV. Reports
 - A. MVMPCS VP Report Kathleen Lutrell
 - 1. See Appendix A.
 - B. CCMPCS VP Report Liz Seal
 - 1. See Appendix B.
 - C. AMS Conference Report Nancy Radkiewicz
 - 1. Over 4,000 Montessorians from around the world attended the conference
 - 2. Having been selected for the Emerging Leaders Fellowship Program, Maureen Capillo was presented in various forums.
 - 3. There were great presentations, they learned about Essentials for Success of a Montessori Elementary Program, and came back with lots to share with the teachers
 - 4. Networking and making connections, may be put into contact with prospective UE teachers

- V. Updates
 - A. MVM GC Chair/Principal update Nancy Radkiewicz / Deb Korth
 - 1. Completing school-wide writing prompts for Kindergarten through 8th grade and will compare to last year's scores
 - 2. In the midst of teacher observations
 - 3. SLO data has been collected from teachers
 - 4. Hiring a half-time IA for Primary and a PT custodian
 - 5. Class picture day on Thursday 3/30
 - 6. Book Fair will be open in the Salvation Army garage on Thursday 3/30 and continue through the next week
 - 7. Continue to hold SST (Student Service Team) twice a month- teachers are collecting data on children who are struggling with learning
 - 8. Incredible drama show with 6th, 7th and 8th graders

- B. CCM GC Chair/Principal update Amanda Erard
1. Building
 - a. New classrooms are open
 - b. Phase 2 of buildout is in progress
 - c. Having issues with bathrooms
 2. Talent Show on March 3rd was great success and raised \$1,563.27
 3. Book Fair 4/7- 4/12
 4. Parent Education Night, Montessori 101, on April 11th, open to 30 parents
 5. Planning 5-year celebration to be held Sunday May 7th at 3pm in the CCM parking lot
 6. A group of parents and staff came together to create a school song
 7. \$15,000 has been raised for Targeted Fundraiser
 8. Marilyn is in the midst of teacher observations
- C. MSDE Accreditation & Pre-K Grant Jeff Koehler/Melissa Najera
1. Almost finished with the application for the Pre-K grant
 - a. Application date was moved up from June to April
 - b. Still have not received W2's from everyone
 - c. Amy offered to contact anyone from CCM who has not provided W2
 2. Everything is moving forward with MSDE accreditation
 - a. Requesting validation visits in April
 - b. Jeff will check in with Molly Carlson to confirm status for CCM
- D. Fundraising Erin Frank
1. CCM
 - a. Planning read-a-thon for end of April
 - b. Also planning a PNO / Cornhole tournament for social fundraising event at Frederick Indoor Soccer Center
 2. MVM is meeting April 8th
 3. Erin will meet with Desiree and Jen after Spring Break to discuss fundraising calendar for next year
 4. Melissa will post the Fundraising calendar for the current school year on the MMCI website where meeting agendas are posted
- E. MVM Building Search Kathleen Luttrell
1. See Appendix C.
 2. Building Committee is meeting April 6th at 7pm
- F. CCM Building Kevin Willfong
1. Started Phase 2 of the buildout is going well
 - a. Drywall is up
 - b. Closing inspection is being done
 - c. Electric being completed
 - d. Paint on walls by end of the week
 - e. Final inspection will be scheduled
 2. Summit still has not received payment
 - a. 2nd payment is due Friday but CCM has not been correctly invoiced yet

VI. Discussion/Action Items

A. VOTE: Treasurer Tenure Begin

MOTION by Melissa, 2nd by Kathleen, to allow Kevin Wilfong to end his shadow period and officially begin his active tenure as Treasurer as of this meeting. **PASSES** with all in favor.

B. Review Lottery Procedure for Sibling Priority

Melissa Najera

1. A handful of currently enrolled families with siblings forgot or failed to enter the lottery and/or request sibling priority and are now requesting placement at the schools. The principals would like to confirm how MMCI would have them handle this.
 - a. Per item 4 in the MMCI Lottery Policy, these families should be placed at the bottom of the Priority Waiting List.
2. Ashley Lynn explained the lottery process and made suggestions that would make the lottery and waiting lists more automated. These will be addressed next fall when the lottery committee meets.
3. Currently, if a new family is selected in the lottery, any siblings are automatically given priority during the lottery and on the wait list
 - a. It was suggested that the BOT vote to remove priority eligibility until after the selected child has started
 - b. It was discussed that MMCI believes in keeping families together which is why we allow priority for siblings of those selected from the lottery
4. Several suggestions were made to improve communication with families, such as providing a lottery counselor whose phone and email are advertised for anyone with questions or concerns, or providing more adequate communication to current families and staff explaining what they must do to receive sibling priority
5. If anyone is interested in joining the Lottery Committee and offer suggestions to change the lottery, they may contact Melissa
6. No actions were taken during the meeting. Proposed changes to the lottery policy must be in writing and submitted to the board for consideration.

C. MVM Before & After Care Clubhouse Kids Proposal

Melissa Najera

1. Clubhouse Kids offers many benefits such as being more affordable than YMCA, allowing more flexible scheduling options, 1:12 ratio, providing snacks and activities, offering care when school is out for no additional charge, and offering an optional summer camp program
2. The income to MMCI will remain the same as that of the YMCA, \$10 per hour, if 21 children are enrolled; otherwise, rent will be paid at the rate of \$7 per hour.
 - a. It was suggested that this be negotiated down to 18 children
 - b. Also, date for first enrollment count should be pushed to end of September
3. There was some concern expressed because Clubhouse Kids may allow children from other schools to attend the program

MOTION by Melissa, 2nd by Matt, to accept Clubhouse Kids as the contractor for Before and After Care at MVMPCS for 2017-2018, pending negotiation of terms. **PASSES** with 9 in favor and 1 opposed

VIII. Closed Session 8:55 pm

Adjourned at 9:25 pm

BOT will next meet on April 26, 2017 at 7pm at CCMPCS

Appendix A.
CCM VP Report
Liz Seal

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

CCM gained another year of zoning exception for our facility which will expire in March of 2018.

Upcoming dates:

Book Fair: April 7-13

Garden Day: April 8th

Parent Education Night: April 11th

Five Year Celebration: May 7th

The GC talked about adding a middle schooler to the governing council next school year. I'm curious if MVM is still doing this and how it is going?

CCM fundraising is in the process of securing a location for our targeted fundraising event corn hole tournament. I hope to have more info on this at the meeting.

Appendix B.
MVM VP Report
Kathleen Luttrell

Please note that this is a high level summary only. The meeting minutes should be consulted for more detail. Meeting minutes for 3/6/17 will be forwarded as soon as the final edition is approved.

Some of the issues discussed at the 3/6/17 MVM GC meeting included:

- Discussion of the part time Orton-Gillingham instructional slot, possibly look for a new OG person, expand the definition to be more of a broad-based "reading/writing interventionist" or redirect funds to other uses. Public testimony supported keeping the OG position. Scheduled a work session to continue discussion.
- Lottery is closing 3/6 with 980 applications for MVM's anticipated 30 slots.
- Talent show was amazing (with a contortionist!).
- an effort to reach out to MVM alumni will be organized under the communications committee.
- State science testing (5th and 8th grade) will be on computer this year. MVM has done quite well in past years, hope to continue.
- Volunteer buy out option will undergo further revision
- Building committee expects BOE will make a decision on Lincoln A at the end of May.
- Hiring committee is still searching for an UE teacher, will re-advertise position through Montessori channels
- MVM will schedule a spring "Read-a-thon". Nancy will be kissing an "as yet unidentified" cute farm animal if goal is reached
- votes: reimbursement of one class for Maureen Capillo (\$1347) from the PPA/tuition category. Partial funding of the Shakespeare field trip (\$220) from MVM student activity fund.

Appendix C.

MVM Building Search Update

Kathleen Luttrell

MMCI executive officers met with FCPS representatives on 3/15/17. FCPS will be making a decision on the disposition of Lincoln A by the end of May. All parties felt that it would be helpful to have more information about building project design plans and costs, in order to answer any additional questions that the BOE may have. I am in the process of obtaining cost estimates based on our original priorities. This is preliminary only, no binding decisions will be made on either side at this point. I am continuing to monitor new real estate listings for additional location possibilities.