

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

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

**Draft Meeting Minutes**

**Wednesday, April 26, 2017 @ 7:00 pm**

**Location: CCMPCS, 7215 Corporate Drive**

**Trustees Present:** Melissa Najera, Kathleen Luttrell, Liz Seal, Kevin Wilfong, Sara Fallati, Jeff Kohler, Jon Phillips, Adelaide Chang, Yvette Rood, Adam Kenney (7:20)

**Non-Voting Members Present:** Amanda Erard, Deb Knox-Teitel

**Trustees Absent:** Matt Mills

**Others Present:** Amy Duvall, Marilyn Horan, Maureen Capillo, Molly Spence, Deb Korth, Carol Furlow

- I. Call to Order/Welcome Melissa Najera
  
- II. Community Comments
  
- III. Consent Agenda Items
  - A. March 29, 2017 meeting minutes Evote passed on 4/13/2017
  - B. Balance Sheet, Bank Recs, Finance Report Melissa Najera
  
- IV. Reports
  - A. CCMPCS VP Report Liz Seal
    - 1. See Appendix A
  - B. MVMPCS VP Report Kathleen Luttrell
    - 1. See Appendix B.
  
- V. Updates
  - A. CCM GC Chair / Principal update Amanda Erard/Marilyn Horan
    - 1. Planning 5-year fiesta which will take place Sunday 5/7 at 3:00 pm
    - 2. Book fair was a huge success
    - 3. 6<sup>th</sup> grade outdoor school Thursday 4/27 and Friday 4/28
    - 4. 6<sup>th</sup> grade overnight camping trip to Tuckahoe State Park Monday 5/8-Tuesday 5/9
    - 5. Another Upper Elementary class is also planning an overnight camping trip
    - 6. Field Day Friday 5/19
    - 7. Middle school students have written and presented multiple proposals to GC for fundraisers
    - 8. Upcoming meetings related to staffing and budget are scheduled for May
    - 9. PARC testing started yesterday and will continue throughout the next month
      - a. CCM is paying FCPS a small stipend for prepared chrome books and an onsite tech
    - 10. Losing PE and speech teacher to FT positions
    - 11. Interviewed for FT Special Education Instructional Assistant.
      - a. The position will be paid for by FCPS
      - b. All applicants currently work with FCPS
  - B. MVM GC Chair/Principal update Deb Knox-Teitel / Maureen Capillo
    - 1. Art Show at FMH
      - a. Sold 90 pieces of artwork and earned \$700 for the art program
      - b. Announced at the show that Kaiser Permanente is donating \$10,000 to the school on behalf of one of its employees (a parent volunteer at MVM).

2. Book fair was a great success and earned 2,000 in points to purchase new books
  3. Open House was a success with a great turnout
  4. Good turnout for primary mulching day
  5. Community Coffee on Friday 4/28
  6. 7<sup>th</sup> grade going to Baltimore to meet with Baltimore Shakespeare company and see a play
  7. Completed MSDE accreditation and scheduled validation visit
  8. Bring a broom on Saturday 4/29 in Downtown Frederick
  9. Field Day
  10. 8<sup>th</sup> grade wrapped up final plant sale of the year to fundraise for their trip to Chincoteague
  11. 6<sup>th</sup> grade Outdoor school
  12. Planning a final fun, fundraising event for the last day of school
  13. Having traffic problems and requesting help from the city to post signs to help with the flow
    - a. Requested help from MMCI in initiating this with the county
- C. Programs Melissa Najera
1. Received contract from Clubhouse Kids which will be forwarded to executive committee for review
    - a. Initial contract is for 5 years; it will be requested that we start with one year
    - b. They included the use of the building during the summer and the language will need to be changed to reflect that they may use the building only if approved by MMCI
    - c. Melissa will follow up with YMCA to let them know we decided on Clubhouse Kids
- D. Fundraising Melissa Najera
1. CCM Fundraising Update
    - a. See Appendix C.
  2. Fundraising chair, Erin Frank, has resigned from BOT but will remain on the Targeted Fundraising team for MVM
    - a. Melissa will take on more of the fundraising responsibilities as she transitions to the position of Assistant Treasurer
  3. School-specific Targeted Fundraisers
    - a. Both schools expressed interest in continuing targeted fundraisers next school year
    - b. This will be added for discussion at the next BOT meeting.
    - c. In the meantime, both schools should meet with fundraising committees to discuss fundraising calendar for next school year
  4. It was suggested that MMCI attempt a true capital campaign for MVM's buildout, perhaps with the help of a hired marketing /fundraising consultant
- E. MSDE Accreditation & Pre-K Grant Jeff Koehler/Melissa Najera
1. Meeting with MSDE on 5/3 to go over documentation and proof of eligibility
    - a. Still lacking documents from several families at both schools who qualify but have not provided proof of income
- F. MVM Building Search Kathleen Luttrell
1. Received input from administration on design priorities
  2. On BOE's schedule for June to discuss use of Lincoln A
  3. Making phone calls to various design services to see what different companies offer
- G. CCM Buildout Kevin Wilfong
1. Plumbing issues
    - a. Problems with the new bathrooms are a result of negative grade slope in the pipes where solid waste is not flushing through

- b. Obtaining quotes for repairs, which may involve digging up the new flooring. There are two options, one less invasive and costly; however, success may not be guaranteed
- c. It was determined that the plumbing problems on the opposite side of the building are likely not related to the issues on the new side, but this will be verified.
- d. The landlord is financially responsible for these sorts of infrastructure items as long as the cause is not the school.

2. Billing Issues

- a. Landlord agreed to pay 80k, which was to be credited to the 2<sup>nd</sup> invoice for Summit's service per the agreement, and the remainder would be split in half; however, the landlord believes that the 80k was to be put toward HVAC expenses.
- b. Kevin agreed to pay the additional amount of 40k on the 2<sup>nd</sup> invoice if a statement is provided for the HVAC work, as per our agreement that all invoices will be shared between both parties; however, the landlord still has not provided a paid in full invoice.
- c. Summit has said they will file a lien on the building, naming CCMPS and FCPS, as the landlord has not paid Summit for the 2<sup>nd</sup> Invoice and is blaming CCM for withholding payment. The landlord has paid the 3<sup>rd</sup> invoice.
- d. Discussion surrounded how this can be avoided; consensus is that MMCI should follow the agreement as it is written and consult with attorney to help resolve this

3. Traffic Issues

- a. Arrival and dismissal have always been at the south end of the building, though it was planned to move to the north end after the buildout, which is what is in writing on the county site plan
- b. CCM did not officially notify the landlord that the new traffic pattern would begin to be implemented, and he may require that CCM use the south end again

H. CCM Teacher Training Update

Amanda Erard/Marilyn Horan

- 1. See Appendix D.
- 2. 82% of teachers are enrolled, in training or have completed training
- 3. Regarding the 2 teachers not enrolled, the Middle School teacher intends to enroll and the Lower Elementary teacher is looking for a new position

VI. Discussion/Action Items

A. Volunteer Hours Buyout Option

Deb Korth

- 1. FCPS stated that if it is abundantly clear that this is a voluntary donation and not required in any way, it is acceptable to present this option to families
- 2. Discussion surrounded if the BOT needs to vote to allow this option and it was determined that our review should be limited to ensuring that the document does not violate the charter

**MOTION** by Jon, 2<sup>nd</sup> by Adam, that the BOT allow each school to establish a volunteer buyout option with the board determining whether the policy complies with each schools' charter. **PASSES**, all in favor.

B. CCM Fundraising Event

Liz Seal

- 1. CCM would like to do a fundraising event in the fall rather than the end of the current school year and would like assurance that this will be approved

2. Melissa will be involved in meeting with both schools in May to discuss fundraising
  3. The May BOT meeting will include a discussion about the future of fundraising.
- C. MMCI Meeting Procedure for Vice Presidents

1. See Appendix E.

**MOTION** by Melissa, 2<sup>nd</sup> by Kathleen, to approve this procedure for vice presidents to distribute meeting minutes. **PASSES**, all in favor.

D. Summer Meeting Dates

- May 31
- June 21
- July- meet only if needed
- August 16
- September- resume meeting the final Wednesday of each month

X. Adjourned at 9:35 pm

***Next BOT meeting is scheduled for Wednesday, May 31<sup>st</sup> at 7:00 pm at MVM***

**Appendix A.**  
CCM VP Report  
Liz Seal

Our build-out is complete and all students are in their new classrooms. Unfortunately, there is a plumbing issue that is preventing us from using the new bathrooms and Kevin is working to solve this very expensive issue. The good news is that it is the financial responsibility of the landlord!! Kevin is also working to negotiate payment for the remaining amount due on the build-out, which you have seen in the BOT email string.

The CCM school specific fundraiser is going very well and you can read more about the grant opportunities we are pursuing in the fundraising report. CCM is requesting that the BOT approve our school specific fundraiser event to be held in the fall of 2017. We feel that there is not enough woman power or momentum to put together an event at this time. It is unfortunate because there was a lot of momentum in the beginning of the year and CCM requested an event, but were denied by the fundraising committee and BOT.

CCM's budget expectations for the end of the year are that we will have a surplus of at least 30K. This is very impressive considering all that we have accomplished this year. It could also be a lot more depending on many factors.

There are many exciting events coming at our school before the end of the year.

6th grade outdoor school is April 27-28

Teacher Appreciation week is May 1-5

The Fifth Year Fiesta is May 7th

Field Day is May 19th

Our Read-a-Thon will be held in May

**Appendix B.**  
MVM VP Report  
Kathleen Luttrell

Please note that this is a high level summary only. My summary concerns the April meeting minutes, but as are not approved yet.

Meeting began with our monthly Strategic Plan Focus "Promote Involvement Among Parents and Staff". Among ideas discussed was "Learning with Loved Ones" as a replacement for "Muffins with Moms" and "Donuts with Dads". Additional emphasis will be placed on revitalizing contact methods, social media, volunteer page, charter summary for the Parent Handbook etc. Nancy R. covered "Essential for Success of a Montessori Elementary Program", citing where we are successful and what still remains to be done.

Successes this month: the lottery, drama performance, SST meetings continuing, fund raising have all made wonderful progress. Next Read-a-Thon will be scheduled for the end of May. Still looking for volunteers to compile alumni histories and successes. "Division of Duties for GC Parent Reps" is being revised.

The Clubhouse Kids Before and Aftercare Program that was approved by BOT was introduced/explained. Open Houses are continuing for new/prospective families. Communications committee is organizing our social media presence and looking at how to make use of Facebook Live streaming for some events.

building Search is on hold until we get a decision from FCPS on Lincoln A, although information gathering is continuing on financing, and design priorities.

We have recently hired a 0.5 FT custodian as well as a 0.46 FT IA for Ms. Heidi's room. The search for a FT UE teacher continues. Budget is tracking projections well and the current 20/20 balance is \$14, 430. 109 families have contributed. Volunteer Buyout document will be revised to include additional suggestions. Maureen presented the "Numbers Talk" Program, 5 teachers have been trained to use it and additional materials are being purchased for teachers. Global Scholar scores were presented and discussed, administration is quite pleased with progress students are showing. Math improvement plans (over 2 years) will be continued, new Math Interventionist is making a positive impact with students. Motion: \$43.18 requested for bulk mulch purchase, approved all in favor.

Next GC meeting will be 5/1/17 at 7 pm at MVM.

**Appendix C.**  
Fundraising Update

April Monthly CCMPCS Fundraising report

1. Jen Swafford is coordinating a read-a-thon, however it was decided not to coincide the activity with the Book Fair.

The next push is planned for the Read-a-thon in the first week of May. The read-a-thon is in place of a product sale. Funds will go to the CCM MMCI checking account just as they do with the school sales.

2. Deliverables - \$ \$15,347.34.

Kristine Farrell led the coordinating efforts for the Book Fair on April 6<sup>th</sup> – 12th and it was a success. The Book Fair Funds have gone into the School Activity Fund (SAF).

3. Communication to Carroll Creek Montessori community –

AnnMarie Creamer created a flyer to advertise the Grand Event and Read-a-thon. Scholastic provided flyers for the Book Fair. E-mails and Facebook announcements with CCM and MMCI sent out as well.

4. Communications of Fundraising Requests to Parents -

Kristine Farrell put numerous photos and invites for the Book Fair on Facebook. Principal Horan also post photos and e-mails about this event. Requests for parents to fill teacher wish lists were also posted.

5. Grants -

A. Healthy Kids Grant - After Sarah Burns-Spielvogal spoke with the area grant coordinator, watched webinars about the grant, considered staff involvement, and researched the components of the grant, the decision was made not to proceed for this year.

B. The Roads to Reading initiative will not be pursued. Kristine Farrell reviewed this grant and CCM does not meet the eligibility criteria.

C. National Foundation of Governor's Fitness Council – Desiree e-mailed Mr. Dixon to discuss this grant opportunity.

6. Upcoming Events –

MMCI has approved one event for the targeted fundraiser and plans are being discussed for a Parents Night Out - Cornhole Tournament. Date/time for this event TBD.

**Appendix D.**  
CCM Teacher Training Update

<b>Level</b>	<b>Training Status</b>	<b>Payment Status</b>	<b>Notes</b>
Primary 1	COMPLETE	Fully paid	Paid by CCM after completion on 4/15/16
Primary 2	Underway (Oct. 2017)	Underway	CCM is paying under 50/50 agreement (approved 5/25/16)
Primary 3	Underway (Oct. 2017)	Underway	CCM is paying under 50/50 agreement (approved 5/25/16)
LE 1	Underway (July 2018)	Underway	CCM is paying under 50/50 agreement (approved 5/25/16)
LE 2	Underway (July 2018)	N/A	Teacher is paying (50/50 funding was approved 5/25/16 but teacher is declining.)
LE 3	Not enrolled	N/A	Funding approved but no payments made
UE 1	COMPLETE	Fully paid	Paid by MVM
UE 2	COMPLETE	N/A	Had certification when hired
UE 3	Underway (Aug. 2017)	Fully paid	Paid by CCM under 50/50 agreement; "transition" case (approved 5/25/16)
Middle 1	Underway (Jan. 2018)	Underway	To be paid by CCM under 50/50 agreement (approved 5/25/16)
Middle 2	Not enrolled	N/A	Funding approved (8/24/16) but no payments made



**Appendix E.**  
MMCI Meeting Procedures for Vice Presidents

**MMCI Meeting & Minutes Procedures for Vice Presidents**

**April 26, 2017**

Since Vice Presidents are privy to the business of both the Governing Council and Board of Trustees, it falls to them to communicate clearly between the two committees as a part of their regular duties. Part of that communication comes in the form of accurate reporting to their GCs on the monthly BOT meeting and vice versa.

The following is meant to clarify best practices for this process for VPs with respect to minutes and reporting:

**Pre BOT Meeting**

- Prior to the BOT meeting – VPs will email the BOT a monthly report for their schools, preferably at least 3-5 days before the meeting. This report will be included in the official BOT minutes.
- If the school GC minutes for the preceding month have been approved, they may be attached to the VP report. Otherwise, the VP should indicate that they will be forwarded after they are approved.

**Post BOT Meeting**

- The Secretary will send draft minutes to BOT via email, usually a week after the meeting, and make a motion to accept the minutes.
- Discussion will be open for 2 days before the vote. If changes are required at the end of the discussion period, the amended version will be submitted and discussion/voting will be extended by 1 day.
- When the draft minutes have been voted on, the Vice Presidents should/may forward the approved draft minutes to their school's GC.

***What do the VPs do if the minutes have not been approved prior to the GC meeting?***

- 1- A VP's report to the GC should state that it is a high level summary only, that the BOT minutes are unavailable and will be forwarded as soon as they are approved.
- 2- VPs should briefly summarize information that is relevant to the VP's school.
- 3- VPs may include the motions from the draft minutes in their reports to the GC.