

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

Monocacy Montessori Communities, Incorporated (MMCI)

Meeting Minutes – Approved July 20, 2017

Wednesday, June 21, 2017 @ 7:00 pm

Location: CCMPCS, 7215 Corporate Drive

Trustees Present: Melissa Najera, Kathleen Lutrell, Kevin Wilfong, Sara Fallati, Jeff Kohler, Jon Phillips, Matt Mills, Carol Furlow, Yvette Rood, Adam Kenney

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

Trustees Absent: Adelaide Chang, Liz Seal

Others Present: Amy Duvall, Marilyn Horan, Nancy Radkiewicz

- I. Call to Order/Welcome Melissa Najera

- II. Community Comments

- III. Consent Agenda Items
 - A. May 31, 2017 meeting minutes Evote passed on 6/16/2017
 - B. Balance Sheet, Bank Recs, Finance Report Kevin Wilfong
 - a. Discussed what the BOT would like to see included in the Treasurer's monthly report. Suggestions included fundraising, PPA changes, general ledger account and approved budget, comparison/explanation of budget to actual funds/expenses

- IV. Reports
 - A. CCMPCS VP Report Liz Seal
 - 1. See Appendix A
 - B. MVMPCS VP Report Kathleen Lutrell
 - 1. See Appendix B.

- V. Updates
 - A. CCM GC Chair / Principal update Amanda Erard/Marilyn Horan
 - 1. Staffing committee is scheduling meetings over the summer to fill staffing vacancies
 - a. Interviewing applicants for PE and Middle School Language Arts
 - b. Spanish IA and Math Intervention positions to fill
 - 2. Over 200 chairs were delivered from Frederick High School for Middle School, saving CCM over \$13,000
 - 3. Repairs planned for over the summer include plumbing, painting, electrical work, PA system and phones to be installed in classrooms
 - 4. Spanish Language Task Force meeting to discuss 5-year strategic plan
 - 5. STEM club approved for next school year
 - 6. Data from testing results showed growth and improvement on all levels
 - B. MVM GC Chair/Principal update Deb Knox-Teitel / Nancy Radkiewicz
 - 1. 8th grade field trip was an amazing success
 - 2. Staffing-
 - a. Current positions to fill include Upper Elementary teacher, Instructional Assistants
 - b. At their last GC meeting, MVM voted for their Teaching Specialist position to become a 12-month position
 - 3. 2020 Vision movie night made \$2,000 for MVM.

- a. Families loved it and requested to do it again in the fall
 - 4. 6 staff members are participating in Orton Gillingham training
 - C. Programs Melissa Najera
 - a. Registration is open for Clubhouse Kids before & after care at MVM
 - D. Fundraising
 - 1. Discussion/Vote- Fundraising Guideline Document Amy Duvall & Adam Kenny
 - a. Rather than approving a quarterly calendar, the BOT will now review monthly fundraising updates and the current fundraising calendar
 - b. Adam and Amy will make final changes to document and submit for Evote
 - c. See Appendix C.
 - E. MSDE Accreditation & Pre-K Grant Jeff Koehler/Melissa Najera
 - a. Working on completing all requirements by June 30
 - b. In the future, we would like to move towards Montessori accreditation
 - F. CCM Buildout Kevin Wilfong
 - 1. Final bill has been paid to the landlord
 - VI. Discussion/Action Items
 - A. MVM Proposal for Lincoln A Kathleen Lutrell
 - 1. The Lincoln A proposal will be on the BOE agenda for 7/12/2017
 - a. Kathleen is working on a press campaign and is requesting that community members write letters to the BOE, to the press, and most importantly, attend the BOE meeting on 7/12
 - B. Property on Poole Jones Road Kathleen Lutrell
 - 1. If the BOE does not vote in favor for MVM's Lincoln A proposal, Plan B is to move forward with another property, a 10-acre lot on Poole Jones Road near Clover Hill
 - a. Some MVM parents will be disappointed to lose the downtown location, however the price is reasonable (\$350,000) and the property has some great features that would be beneficial for the school
 - b. The BOT may need to be prepared to decide on this property if Lincoln A does not work out
- X. Adjourned at 9:05 pm

Next BOT meeting is scheduled for Wednesday, August 16, at 7:00 pm at MVM

Appendix A.
CCM VP Report
Liz Seal

As you can see there are lots of exciting end of year items happening.

CCM parents have volunteered to start a STEM camp next school year.

The CCM staffing committee will be very busy this summer filling the new positions approved in May and vacancies from the following staff who resigned: Mr Dixon, Ms. Messler, Mr. Bentz, Mrs. Lopez Duke and Ms. McCabe.

CCM leadership meeting won't happen in June and July. We will resume our meetings in August. The next meeting is August 10th at 9:30am.

The CCM fundraising calendar for the fall is complete. We will submit to the BOT once the guidelines are approved and the GC approves the fundraisers. Since there is no July meeting can this be done via e-vote?

Appendix B.
MVM VP Report
Kathleen Luttrell

This is a high level summary only. June meeting minutes not approved yet, May minutes attached.

Public comments concerned a request for air quality/mold testing in some basement rooms. Discipline policy regarding loss of recess was briefly discussed. Premier Fire Safety was approved as MVM's new fire safety inspection contractor, approval was given for 6 staff members to attend Orton Gillingham training at a cost of \$8,150. The volunteer committee chair confirmed that we had a total of 10,744 volunteer hours logged. The building search committee started a discussion of items to be included in the revised proposal for Lincoln A, such as potentially housing Child Find, potentially increasing enrollment and potentially requesting a lottery waiver to give some priority to FARM students. A town hall was scheduled to discuss options with the larger community. The Lincoln A proposal will be on the BOE agenda for 7/12/17. Vote: \$1340 approved from MVM school fund to pay for the new fire safety inspection contract. This amount will be billed back to the PPA. Passed, all in favor.

Busy end of year at MVM! The readathon earned more than \$700. MVM's final fundraiser "Moonlight and a Movie" was a real success! More than 220 tickets were sold. The food vendors nearly sold out (pizza did sell out), games, face painting and the DJ made things special.

Appendix C.
DRAFT: MMCI Fundraiser and Event Guidelines

Purpose: To provide guidelines for the proposal and acceptance of Fundraisers and Events that are implemented and executed by community members on behalf of MMCI.

Approval Process: Fundraisers and Events should be planned, approved, and implemented by each Governing Council. MMCI, as the entity that has financial oversight of each school community, holds the responsibility of ensuring effective fundraising.

Guidelines for Approval: Fundraisers and Events must align with the Mission and Vision of MMCI, have sound fiscal outcomes and well-planned logistics. As a general guide, the GC & BOT consider the items below when deciding to approve fundraising activities:

- Events / fundraisers that overlap, or too many events, can confuse and exhaust community members. Events must be aligned with each school's fundraising calendar.
- Fundraising activities should support targeted priorities. Each GC defines targeted fundraising priorities for the year (i.e. building fund, teacher training, etc.).
- Each event should have a communication / messaging plan that is approved by the GC. Any use of community contact/distribution lists or communication channels requires GC approval.
- The cost of the event, including facilities, permits, cleanup, etc. should be less than **25%** of the expected income of the event. Events should anticipate **at least \$500** in net proceeds for the school.
- Any anticipated use of FCPS resources must be planned at least **60 days** in advance and comply with FCPS and MMCI policies.
- Events and related communications must not conflict with relevant FCPS policies, non-profit 501(c)(3) restrictions, or with the mission & vision of MMCI.
- Requests for local businesses to contribute or participate must be balanced to avoid exhausting our extended community of contributors.
- Events involving physical activity (i.e. races, swimming, etc.) require additional review to ensure proper legal protection for MMCI.



Fundraiser / Event Proposal

To be submitted to the Governing Council

Submitted by:

Date Submitted:

Description of the event

Fiscal goals and outcomes

(expected gross & net revenue, including which strategic fundraising priority it will support)

Target Audience

(i.e. school families, community, specific groups, etc.)

Proposed dates & times

(Can be specific or general quarter, month, etc. Include alternates as appropriate)

Facility needs

(Include custodial services, permits, venue costs, etc.)

Staff / support / volunteer needs

(FCPS staff, volunteers, vendors, etc.)

Up-front investment needed

(Amount and sources of funding needed to support the event, plan for reimbursement of costs)

Process for registration and receiving payment

(How will people register, how are funds collected, need for point-of-sale terminals, etc. Also, who is the point of contact for registration?)

Marketing / communication plan

(Method and timeline for communication, need for distribution lists / social media postings, etc.. What is the principle message? Who is responsible for communication?)