

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

Monocacy Montessori Communities, Incorporated (MMCI)

Approved Meeting Minutes (Approved 6/16/17)

Wednesday, May 31, 2017 @ 7:00 pm

Location: MVMPCS, 217 Dill Ave.

Trustees Present: Melissa Najera, Kathleen Luttrell, Liz Seal, Kevin Wilfong, Sara Fallati, , Adelaide Chang, Yvette Rood, Matt Mills (7:30), Adam Kenney (7:37)

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

Trustees Absent: Jeff Kohler, Jon Phillips

Others Present: Amy Duvall, Molly Spence, Marilyn Horan, Nancy Radkiewicz, Maureen Capillo, Carol Furlow

- I. Call to Order/Welcome Melissa Najera

- II. Community Comments

- III. Consent Agenda Items
 - A. April 26, 2017 meeting minutes Evote passed on 5/11/17
 - B. Evote – 1 year Extension of YMCA Contract at CCM Evote passed on 5/16/17
 - C. Change audit company to Deleon & Stang Evote passed on 5/21/17
 - D. Balance Sheet, Bank Recs, Finance Report Kevin Wilfong

- IV. Reports
 - A. MVMPCS VP Report Kathleen Luttrell
 - 1. A parent and a few teachers shared concern during community comments at the GC meeting regarding recess being withheld
 - 2. Rather than fill the vacant PT Orton Gillingham position, MVM has developed a strategy to make training available to teachers, instructional assistants, and Special Education teachers. Several have expressed interest in taking the training
 - B. CCMPCS VP Report Liz Seal
 - 1. CCM voted to hire additional staff including a Montessori Teaching Specialist and an instructional assistant for the Spanish program
 - 2. 2 part-time instructional assistants will be moving to full-time
 - 3. Completing Scantron assessment and started Spanish assessment

- V. Updates
 - A. MVM GC Chair/Principal update Deb Knox-Teitel / Nancy Radkiewicz
 - 1. 8th graders are in Chincoteague VA
 - 2. Preparing for multiple end-of-year trips
 - 3. Read-a-thon is in progress. Fundraising goal is \$1500
 - 4. Field Day was yesterday at Baker Park
 - 5. Maureen and Nancy are going to Montessori conference June 12th
 - 6. MSDE visit completed
 - B. CCM GC Chair / Principal update Amanda Erard/Marilyn Horan
 - 1. Move-up day was successful
 - 2. 5-year celebration with walk around the school was on May 7th
 - 3. Field Day was on May 19th
 - 4. 6th graders had an overnight field trip to Tuckahoe State Park

5. UE overnight camping trip
 6. Middle School students are collecting items for Frederick Rescue Mission and planning a trip to take city bus to deliver items and serve lunch to the homeless.
 7. STEM day went well
 8. Spanish testing is in progress
 9. Improvement at every grade level on Scantron assessment
 10. More than halfway to Read-a-thon goal of \$3000
 11. School community potluck planned for last day of school
- C. Programs Melissa Najera
1. Space available in Drama Summer Camp, open to both MVM and CCM students
 2. A Clubhouse Kids representatives will share information and answers questions from the community at MVM on Thursday 6/1
- D. Fundraising Melissa Najera
1. Both schools met to discuss fundraising goals
 - a. CCM has raised approximately \$16,000
 - b. MVM has raised approximately \$25,000
- E. MSDE Accreditation & Pre-K Grant Jeff Koehler/Melissa Najera
1. Both schools had MSDE validation visits and both went well
 2. Taking final steps to complete all requirements by June 30
- F. MVM Building Search Kathleen Luttrell
1. FCPS scheduled a working session to discuss plans for Lincoln A building
 - a. It would appear that FCPS is leaning toward the BGC proposal
 - b. MVM will have another opportunity to present information regarding their proposal as they are potentially on the BOE schedule for June
 2. Met with a real estate and mortgage representative
 - a. MVM qualifies for a 2.5 million loan on top of monthly rent
- G. CCM Buildout Kevin Wilfong
1. Landlord has not paid final bill to Summit
 - a. Kevin is in communication with representatives for both Summit and the landlord
 2. Plumbing issues have not been resolved
 - a. Plumber scheduled to come June 5 to evaluate all underground plumbing

VI. Discussion/Action Items

- A. Vote- Continuation of Targeted Fundraiser Melissa Najera
1. Both fundraising teams would like to continue School-Specific Targeted Fundraising
 2. Rather than a yearly calendar, fundraising committees will now present quarterly calendars to the BOT
 3. Monthly reports will be submitted to the BOT by each school's committee using a specific template to communicate important fundraising information
 4. MMCI will delegate authority to each school's GC to determine how funds will be raised, with MMCI involvement being limited to:
 - a. Providing simple guidelines and best practices for fundraising and events
 - i. Amy will draft these guidelines and email BOT for review
 - b. Ensuring money is handled appropriately
 - c. Review and approve the 3-month calendar for each school

d. Review monthly fundraising updates

MOTION by Melissa, 2nd by Liz, for the continuation of school-specific targeted fundraising for the school year 2017-2018 as approved by the GC. **PASSES** all in favor

B. Discussion/Vote- Tuition Reimbursement:

Add time limit for availability of funds once approved Amanda Erard

MOTION by Matt, 2nd by Kevin, to approve the addition of section H and enrollment deadline to the Tuition/Training Reimbursement & Supplemental Funding Policy. **PASSES** all in favor

X. Closed Session at 9:00 pm

XI. Entered Open Session at 9:22 pm

MOTION by Melissa, 2nd by Kathleen, to approve Carol Furlow's candidacy for the open MVM parent representative position. **PASSES** all in favor

XII. Adjourned at 9:23 pm

Next BOT meeting is scheduled for Wednesday, June 21st at 7:00 pm at CCM