

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

Monocacy Montessori Communities, Incorporated (MMCI)

Draft Meeting Minutes

Wednesday, March 1, 2017 @ 7:00 pm

Location: CCMPCS, 7215 Corporate Drive

Trustees Present: Melissa Najera, Kathleen Luttrell, Liz Seal, Sara Fallati, Erin Frank, Adam Kenney, Jon Phillips, Adelaide Chang, Yvette Rood, Beverly Wasler

Non-Voting Members Present: Amanda Erard, Deb Korth (7:52)

Trustees Absent: Jeff Kohler, Matt Mills

Others Present: Marilyn Horan, Nancy Radkiewicz, Amy Duvall, Kevin Wilfong, Molly Spencer, Michael Beth Edwards (8:27)

- I. Call to Order/Welcome Melissa Najera

- II. Community Comments

- III. Consent Agenda Items
 - A. January 25, 2017 meeting minutes Evote passed on 2/7/2017
 - 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
 - B. MVM GC Chair/Principal update Nancy Radkiewicz
 - C. MVM Charter Renewal Update Kathleen Luttrell
 - D. Programs Melissa Nejera
 - E. MSDE Accreditation & Pre-K Grant Jeff Koehler/Melissa Najera
 - F. Fundraising Erin Frank
 - G. MVM Building Search Kathleen Luttrell
 - H. CCM Buildout Kevin Wilfong

- VI. Discussion/Action Items
 - A. Spring Fundraising Erin Frank
 - 1. Sarah Spielvogel has requested a representative from MVM to help coordinate the Spring Gold Rush (online auction that also include class projects) if MMCI wishes to do it.
 - 2. Both schools have also expressed interest in also having a community event to raise money,

MOTION by Melissa, 2nd by Erin, that we allow each school to run a single event during the school year to support the Targeted Fundraiser, with the restrictions of no product sales or auctions, and the requirements that both schools will communicate with each other if they are going to solicit outside businesses, and each school will submit a proposal to MMCI. After being reviewed, they will bring their proposal to their GC for a vote. **PASSES**, all in favor.

- 3. CCM would like to change their spring sale to a read-a-thon

MOTION by Erin, 2nd by Liz, to allow CCM to change their spring sale on the fundraising calendar to a read-a-thon, **PASSES**, all in favor

B. MVM Volunteer Buyout Option

Deb Korth

1. It is unknown if FCPS would allow this option and if so, what the parameters should be

Action Item: Check with FCPS to see if they will allow MVM to offer a volunteer buyout option and what the parameters should be.

C. Conference Hotel Reimbursement Proposal

1. Both principals will be attending AMS National Conference

MOTION by Melissa, 2nd by Liz, to approve the reimbursement of hotel cost not to exceed a total of \$1,200 **PASSES** all in favor

X. Adjourned at 9:18 pm

Next BOT meeting is scheduled for Wednesday, March 29th at 7:00 pm at MVM

Appendix A.
CCM VP Report
Liz Seal

Our build-out is going very well. We anticipate moving into the first phase on March 13th. This will include three primary rooms and the multipurpose room. The second phase is scheduled to be completed on March 31st and will include the new offices, lunch line and music room.

CCM's yearly special exception zoning application was submitted and the zoning hearing for the approval is scheduled for March 23rd at 7pm.

Appendix B.
MVM VP Report
Kathleen Luttrell

The part time math interventionist has been hired and is working with students. This has been well received by parents, staff and students. The building search is on hold for the time being as we await FCPS' decision regarding the Lincoln A facility. The MVM charter renewal committee met and assigned tasks to be accomplished. MMCI's "Give Us Five" campaign is concluding, no numbers to report yet. Work continues on the Emergency communications procedures document. We also have a new parent social media director who is looking at developing marketing strategies on FB and Twitter. School tours are continuing and there has been great interest in the lottery this year. Unfortunately, fewer spots than usual will be available due to the large number of sibling priority applications that have been received. The talent show sold out and was all around fabulous! Our book fair (Scholastic) will be April 3-7 at the Salvation Army auditorium behind MVMPCS.

Appendix C.
Fundraising Update
Erin Frank

- This month both schools have continued working toward their targeted goals raising funds through donations and talent shows. Updated numbers will be brought up our monthly meeting, Amy is still calculating after being out of the office a few days due to illness.
- MMCI held a community gathering at Skate Frederick and Roy Rogers, totals have not been calculated but less people were there than last year, possibly due to the long weekend and illness going around.
- Both schools are asking the board to consider the possibility of an event benefiting their targeted funds. Details will be brought to our monthly meeting.

February Monthly CCMPCS Fundraising report

to MMCI Fundraising Chair Erin Frank

1. Jennifer Swafford created a google sheet of a timeline of our plan for pushes for the remainder of the 2016-2017 school year Pushes has been sent to Erin Frank.

The next push is planned for the Talent Show - Going very well as planned. I have no idea where this money goes, but we plan to be there accepting donations for CCM/MMCI Annual Fund.

2. Deliverables - 13,882.45 as of February 15th.

Desiree is collecting information needed to submit a grant to the Fender Music Foundation to request music equipment.

3. Communication to Carroll Creek Montessori community –

Made a flyer of the Talent Show - with the MMCI logo – and they were put in the Thursday folders this week. Sherry McCoy has posted the information regarding Talent Show on Facebook. E-mails have also been sent out to community including date changes.

MMCI's Skate Frederick Community Gathering event – Mrs. Horan e-mailed the CCM community and included a link to the SignUp Genius. Liz Seal posted the flyer of this event on Facebook. A flyer has also been sent home in Thursday folders.

4. Communications of Fundraising Requests to Parents -

Jennifer Swafford has created an advertisement to include a generic, single communication that will only be updated with particular dates/events. This has been posted in the Google Docs folder that Erin and the Fundraising Committee can review.

5. CCM/MMCI Fundraising Events-

CCM/MMCI Annual Fund "Ask" - 2/23 - Flyer, FB and email post.

Book Fair - 4/6-4/12 – Funds to go into School Activity Fund (SAF).

School Sale - 4/6-4/12 – We are requesting that the board approve a change in our calendar event that is scheduled in April. We would like this to be a Read-a-Thon in conjunction with the book fair in place of a product sale. Please let us know if this is acceptable as a "School Sale" and what we process we need to follow to get it approved by the BOT. Funds would go to the CCM MMCI checking account just as they do with the school sales.

MVM Fundraising committee- 2020Vision

Present: Sean, Alex, Nancy, Alicia, and Jennifer

1. We were at 37% of both staff and families donating. The Give me five has been very successful and will continue for the month of Feb. Many new families contributed, at least 35. Hands are posted in our hallway.
2. First grant- Letter of Inquiry submitted for \$100,000. Next date for other grants is March 20th.
3. Brochure completed thanks to Elizabeth (Art) and Jennifer (UE). 50 copies for serious distribution. This outlines our values and strategic plan.
4. Talent Show skit was wonderful. We want to post on our website and use with a link for donors. Also a large amount of money was raised. Waiting to hear amount.
5. Lincoln A presentation at BOE – quite successful!!! Go to BOE on FCPS.org to watch.
6. Thank yous are almost ready for printing. Jennifer shared the art work done by our students.
7. Art Show date has changed by one day.
8. New Business: Other ways to involve the children and community in fundraising, likely businesses to approach, possible sports tickets?