

Monocacy Montessori Communities, Incorporated (MMCI)

Meeting Minutes – APPROVED 7/14/16

Wednesday, June 22, 2016 @ 7:00 pm

Location: CCMPCS, 7215 Corporate Drive

Trustees Present: Melissa Najera, Brian McCrohan, Kathleen Lutrell, Sara Fallati, Jeff Koehler, James Kleimola, Erin Frank, Jen Nichols, Yvette Rood, Adam Kenney, Matt Mills

Trustees Absent: Mike Cannarozzi, Amanda Erard

Others Present: Marilyn Horan, Liz Seal, Kevin Wilfong

- I. Call to Order/Welcome Melissa Najera

 - II. Community Comments

 - III. Consent Agenda Items
 - A. May 25, 2016 meeting minutes Evote passed on 6/6/16
 - B. Balance Sheet, Bank Recs, Finance Report Melissa Najera

 - IV. Reports
 - A. CCMPCS VP Report Brian McCrohan
 - B. MVMPCS VP Report Kathleen Lutrell

 - V. Updates
 - A. CCM GC Chair/Principal update Marilyn Horan
 - B. Programs Jen Nichols
 - C. Fundraising Erin Frank
 - D. CCM Building Liz Seal
 - E. MSDE Accreditation & Pre-K Grant Jeff Koehler/Melissa Najera

 - VI. Discussion/Action Items
 - A. Board Roles Melissa Najera
 - 1. All BOT members have the responsibility to lead/chair in some kind of role, and are asked to find their niche and think of what their role will be.
 - a. Adam suggested that we develop some goals that we wish to accomplish so that as a group, we can determine who will take on which roles.
 - b. Yvette will aim to have some guidelines by August and the BOT will schedule a working session in September to determine these roles.
 - B. Kelli Mackintosh- Tuition Funding Proposal by CCM GC Melissa Najera
 - 1. Secondary Training for Montessori Certification, approved by CCM GC in amount of \$8,800 using FY 17 funds. Falls under current policy in effect until June 30th, and is already accounted for in CCM's FY 16 budget
- MOTION** by Melissa, 2nd by Matt, to approve Kelli McIntosh's tuition reimbursement proposal **PASSES** with 10 in favor and 1 Abstain
- C. Replace Annual Fund with Targeted Fundraising Erin Frank
 - 1. Discussion to confirm if MMCI is officially replacing the Annual Fund with School Specific Fundraising ONLY for FY 2016-2017.
 - a. Targeted Fundraising will allow each school to raise their own funds for a specific school need.
 - b. Along with MMCI Fundraising committee, each school's GC is responsible for oversight of their own school's targeted fundraising, and organizing a group of 2-3 people to plan and execute

- i. The Bot must set the guidelines for how funds are raised.
- ii. This campaign requires marketing and collection, no events.
- c. It was noted that CCM likely needs a new fundraising chair

MOTION by Melissa, 2nd by Erin to replace the Annual Fund for SY 2017 with School Specific Targeted Fundraising, which requires a sub-committee for each school. **PASSES** with all in favor

D. Set Administrative Fee for 2016-2017

Melissa Najera

- 1. With School Specific Targeted Fundraising, the administrative fee should be set to 2% to cover MMCI expenses in addition to the mandatory funds for savings accounts.

MOTION by Matt, 2nd by Kathleen, to approve the proposed administrative fee to 2%.
PASSES with all in favor.

E. Revised Tuition Policy

Melissa Najera

MOTION by Melissa, 2nd by Matt, to limit debate time to maximum of 20 minutes.

PASSES with all in favor.

- 1. The BOT reviewed the tuition policy and discussed amendments to the wording
- 2. The policy will be reviewed annually in January

MOTION by Yvette, 2nd by Kathleen, to approve the policy with the amended wording, with option B, without the text in parenthesis. 5 in favor, 6 opposed, Motion does not carry.

MOTION by Brian, 2nd by Adam, to approve the policy as amended with Option A. 5 in favor, 6 opposed, Motion does not carry.

MOTION by Melissa, 2nd by Kathleen, to approve the policy as amended with Option B, 3 in favor, Motion does not carry

MOTION by Adam, 2nd by Matt, to approve the policy as amended with Option B, removing parenthesis and amended with bullet points. 7 in favor, 3 opposed, **MOTION PASSES**

VII. Closed Session

A. Entered closed session at 10:30 pm

B. Came out of closed session at 10:35 pm to vote

MOTION by Melissa, 2nd by Yvette, to approve MVM's GC's recommendation regarding Meredith Wallace's tuition repayment plan for contract dated June 10, 2015.

PASSES with all in favor.

VII. Adjourned at 10:41 pm

Next BOT meeting will be August 10, 2016