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

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

**Meeting Agenda**

**Wednesday, October 26, 2016 @ 7:00 pm**

**Location: MVMPCS, 217 Dill Ave.**

Regular Meeting

1.       Call to Order/Welcome Melissa Najera

2.       Community Comments 7:00-7:10 pm

3.       Consent Agenda Items 7:10-7:15 pm

a) September 26, 2016 meeting minutes Evote passed on 10/12/2016

b) Balance Sheet, Bank Recs, Finance Report Melissa Najera

4.     Reports 7:15-7:25 pm

1. Mins -CCMPCS VP Report Liz Seal
	1. See Appendix A

5 Mins - MVMPCS VP Report Kathleen Lutrell

1. See Appendix B

5.      Updates 7:25-8:20 pm

10 Mins- MMCI President Update Melissa Najera

5 Mins- CCM GC Chair/Principal update Marilyn Horan

5 Mins - Programs Jen Nichols

5 Mins- MSDE Accreditation & Pre-K Grant Jeff Koehler/Melissa Najera

10 Min- Fundraising Erin Frank

10 Min- CCM Building Liz Seal

10 Mins- Nominating Committee/ Annual Meeting Update Sara Fallati

6.   Discussion/Action Items 8:20-8:55 pm

10 Mins- Discussion & Vote- Conversion of MMCI end of year event to a targeted fundraising event Erin Frank

10 Mins- Vote- MMCI FY17 Budget Melissa Najera

10 Mins-Vote- Proposed Revisions to Lottery Melissa Najera

1. See Appendix C

5 Mins- Discussion- Proposed Bylaw Changes Melissa Najera

7.              Pulled Consent Items

8.              Announcements

9.              Closed session

Appendix A.

CCM VP Report

Liz Seal

*Report is a high level summary only. These are not an official minutes of the CCMPCS Governing Council, which are provided separately.*

The CCM leadership team is working to respond to a series of emails from Ahmed stating that additional rent is due and a statement from the owner that they will choose a contractor based on the estimates provided by CCM.  I sat in on a call with our attorney Andrew and he provided feedback on where we stand regarding the emails received from Ahmed.  We are working to create a response to Ahmed via the attorney.

The CCM leadership team is also working diligently on the CCM benchmark and annual report document to present to the BOE on 12/14.  The deadline to submit this document to FCPS is 11/23.

CCM's Spanish speaking student lottery waiver was reviewed by the state BOE on Wednesday 10/19 and we are awaiting a decision.

Appendix B.

MVM VP Report

*This report is a summary of the 9/2016 MVM GC meeting minutes which are submitted separately. October meeting minutes are not available yet.*

New staff members were introduced to the GC, and Ms. Nancy noted that staffing was almost fully complete with one UE teacher still being sought. There have been difficulties with the change in drop off times for the MVM car line so additional changes to ameliorate the situation were discussed. Staff training sessions are being positively received, with 3 teachers attending the summer Montessori training at CCM. The targeted fund drive is being organized, parent input will be sought for the goal, possibly a new facility. The first Community Coffee was well attended and received. Several volunteer and community events (picnic, primary mulching day) have been planned. Parent directory will be available in October. Current budget is tracking according to expectations and MVM now has $151,000 in savings. A volunteer hours buyout option is being considered. Purchase of a panic button was discussed. Funds for purchase of a shade structure for the parking lot were approved. Funds were approved for Maureen Capillo ($6,400) as a one year contract consultant to complete additional projects for MVM. Motion passed to allow GC chair or Principal to approve emergency purchases up to $200 from MMCI MVM School Fund. Motion was passed to approve up to $550 for a Staff Team Building Initiative from the MMCI MVM School Fund. Motion passed to elect Carol Furlow as a Parent Representative to the GC until December 2016. Next GC meeting is 10/10/2016 at 7 pm.

Appendix C.

MMCI Lottery / Enrollment Policy

Proposed Revisions October 26, 2016

Revised, April 29, 2015

Revised October 10, 2014

Adopted June 25, 2014

1. All enrollment to MMCI operated schools will be by legal public lottery open to all eligible students residing in Frederick County.
	1. To apply for a three year old space in the lottery children must be three years old by September 1st and be able to successfully use the toilet independently.
	2. To apply for a four year old space in the lottery children must be four years old by September 1st and be able to successfully use the toilet independently..
	3. To apply for a kindergarten space in the lottery children must be five years old by September 1st.
	4. To apply for first grade and beyond successful completion of the previous grade is required.
2. For the purpose of the lottery ~~three~~ two groups have priority status.
	1. ~~Legal dependents of Founding Families have first priority in lottery selection for the first five lotteries for the school they founded.~~
	2. Legal dependents of school staff (defined below) have second priority status for that particular school.
		1. “School staff” refers to permanent (non-substitute or contract) staff regardless of their level of fulltime equivalency.
	3. Siblings (defined below) of current students receive third priority status in the school where siblings attend.
		1. “Siblings” refers to two or more minor children who share at least one legal guardian.
		2. While siblings of children accepted during the lottery process receive priority waiting list status, this priority is contingent upon the enrollment of the accepted student.
	4. For example: If openings in a particular grade have applications ~~from Founding families,~~ from school staff and from siblings in the general lottery, ~~the following will happen… the children of Founding families will be randomly selected until all openings are filled or all Founding family children are placed. Thereafter,~~ the legal dependents of school staff are randomly selected until all openings are filled or all children of school staff are placed. ~~Finally,~~ After the students of staff, the siblings of current students are randomly selected until all openings are filled or all siblings are placed. If openings remain, general lottery applicants are randomly selected from until all openings are filled.
3. Lottery applications will be made available in early January. Lottery applications will be accepted for at least 60 days and no more than 75 days. The lottery will close at 11:59PM on the final day.
4. Applications received after the lottery application period has closed will be placed at the end of the new waitlist in the order they are received with any appropriate priority status applied. Priority applicants that apply after the lottery application period has ended will be added to the end of the applicable priority waitlist.
5. The lottery will be held in the second half of March for the upcoming school year based on FCPS witness availability.
6. If lottery applications exceed space available in a given grade(s) within a school a numbered waitlist will be maintained based on the lottery draw for that upcoming school year.
7. This waitlist goes into effect the day after the lottery takes place for placement in the fall of the new school year.  For example, the waitlists developed at the March 18, 2014 lottery (which is the lottery held for the 2014-2015 school year) will go into effect on March 19, 2014. These spots will be offered for the upcoming school year.
8. Waitlists will be confidential with access granted to the MMCI Lottery Committee (which consists of the President, the Vice Presidents, the Principals, the Governing Council Chairs and other appointed members).
9. Offers of available openings will be made by phone and email to waitlist families by the school’s principal or appointed administrative staff member after consultation with the school's Governing Council Chair.  Families will have 48 hours to accept the offer verbally or in writing.  After the offer has been accepted enrollment paperwork will be sent (via email or in hardcopy).  Families will have 14 days to return completed paperwork to the school or the offer will be rescinded.
	1. In the event that a student wins a slot in the lottery at multiple MMCI schools, the family must choose to accept only one offer. The slot at the other school(s) will be released to the waitlist.
10. Waitlists will be maintained and utilized to extend offers of available openings through the end of the second term for general public applicants and until the new lottery is drawn for priority status applicants. After the new lottery is drawn the old waitlists will no longer be utilized, and no students will be added to the schools for the remainder of the current school year. The new waitlist will be utilized to offer positions as they become available for the upcoming school year.
11. By order of preference, open spaces will be filled with waitlist students of
	1. Staff members or siblings of currently enrolled students
	2. the same grade if available
	3. the same classroom level (primary, lower elementary, upper elementary, middle school) if available
	4. any grade within the school able to accommodate an additional student
12. Principals and Governing Council Chairs will collaborate on placements if there are no waitlist students at the appropriate grade level.