

Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT)

Wednesday, January 31, 2018 @ 7:00 p.m.

Location: MVMPCS, 217 Dill Ave., Frederick

BOT members in attendance: Amy Duvall, Melissa Najera, Liz Seal, Kathleen Lutrell, Deb Korth, Lisa McCrohan, Jeff Koehler, Jonathan Phillips, Kevin Wilfong, Libby Miller, Molly Spence; GC Chair Molly Carlson, GC Chair Ellie Landru

Also in attendance: MVM Principal Nancy Radkiewicz, MVM Montessori Teaching Specialist Maureen Capillo; MMCI Webmaster Bob Weiland

Regular Meeting Agenda

1. Call to Order/Welcome MMCI BOT President Amy Duvall

2. Community Comments none

3. Consent Agenda Items

a) December 2017 meeting minutes

E-vote passed on 01/25/18

4. Mindful Communication Moment

CCM Parent Trustee Lisa McCrohan intends to offer these mindful communication moments at the start of each BOT meeting to help BOT members and others in attendance understand the power of a pause to get grounded before meeting and discussions begin. The goal is to bring mindfulness into the schools as well, eventually.

5. **Discussion/Voting Item:** Recommended Change to Lottery and Website Host Provider for MMCI (moved to accommodate Webmaster Bob Weiland's schedule).

*The volunteers who currently run the lottery website host it via their personal Comcast Internet account. They and MMCI webmaster have suggested switching to Amazon Web Services (AWS), a cloud-based provider, as the new website host. There is potential to also host the MMCI website here, as well as each school's website. School websites are currently hosted by FCPS, which limits access to our own websites to people with FCPS accounts. The cost for AWS is minimal, compared to Comcast rates. First year is usually free. Goal is to keep the lottery service at a central place maintained by MMCI. MMCI would pay AWS for the amount of bandwidth that we use. Estimated costs are \$300 per year, with no initial setup costs or fees, and the first year potentially free. Security issues were discussed and determined to be not of issue. **Motion by Kevin Wilfong: Approve moving the MMCI lottery database and application to AWS with the expenditure of up to \$300 per year paid from the MMCI checking account. Second: Deb Korth. All members present in favor. Motion passed.** Bob and Amy will discuss ideal timeline for moving servers with the current Lottery hosts.*

6. Reports

CCMPCS VP Report Liz Seal: CCM has reapplied for special exception zoning for its building, which must be done every year. Hearing date with Frederick County Zoning Board is March 22. Don't anticipate any issues with approval. Kevin has been working with CCM landlord to figure out incomplete repair projects, majority have been completed.

MVMPCS VP Report Kathleen Lutrell: Strategic Planning Committee will be looking for a new chair to head revision of the unabridged Strategic Plan for the next cycle, 2019-2024. Four students have left MVM in the last month. There are no plans to fill those spots before next fall. Two MVM teachers have agreed to complete MACTE certification at \$10K each; there will be a funding request soon. Four MVM staff will be attending the March AMS conference in Denver, room reimbursement from BOT will be requested. The new GC chair Ellie Landru laid out a set of suggested guidelines for future GC meetings, with emphasis on adhering more closely to Robert's Rules. The MVM budget chair and MVM VP met with MVM staff for an update and to answer questions on the building project. Several teachers forwarded a "wish list" for the new building, which will be included as budget allows. The counter offer for the Poole Jones Road lot has been submitted, we are awaiting the seller's response. A financial RFP was submitted to four banks to solicit firm commitments for financing, with one response received so far. Next MVM GC meeting will be on 2/5/18 at 7 pm at MVMPCS.

BOT Treasurer Report (Kevin Wilfong): Recently held a Finance Committee meeting including BOT Assistant Treasurer Melissa and 2 GC finance chairs. Moving forward with financial calendar with what treasurer and asst treasurer and bookkeeper should each be doing month by month. Will place final doc on Google Drive for future finance chairs and Treasurers to reference. Spent time talking about how to manage cash that MMCI has built up – wrote a policy but it has not been finalized.

7. Updates

CCM GC Chair update Molly Carlson: CCM hired a new Spanish lead teacher. Spanish language task force interviewed and hired. Also hired a new school counselor. Overall pleased with newly contracted custodial service. Thanks to MVM for allowing us to use your space for CCM Open Mic Night (instead of Talent Show).

MVM GC Chair/Principal update Ellie Landru / Nancy Radkiewicz: Global Scholar tests will be starting Feb 5. Results should be available at March meeting. Recently attended the School Choice Fair. Ellie started doing observations in all classrooms at MVM as an opportunity to get to know some of the new staff and familiarizing herself with the school, as new GC Chair. Yearbook cover design chosen from among artwork submitted by MVM students. Students voted and chose winner.

New BOT Members Intended Focus Areas:

MVM Parent Trustee Deb Korth – Wants to use her clinical skills and child protective safety skills to make sure staff and volunteers are trained on their mandates to report and signs and symptoms of child abuse, as well as how to make reports. Also would like to focus on building safety and for students and staff – look at both schools what works and doesn't work. Want to talk to Student Resource Officer. Looking at safety training courses for administrators, staff and interested parent volunteers.

BOT Friend of Education Libby Miller – Want to bring together communication and help the schools come together as sisters. Schools seem completely separate right now. Also would like to concentrate on outreach as far as events in the community such as Bring a Broom. Plan to be a Community Connection – bring things that happen in the county to MMCI and info about how MMCI could participate.

Lottery Committee (Amy Duvall) – Total of 848 lottery applicants who applied to both schools. We don't have a full count for spaces available yet. Will have by beginning of March. Total approved priority for MVM is 18; CCM is 24.

Legislative Committee (Matt Mills) – absent, no report

Grants Committee (Jeff Koehler) – Submitted grant in December for Louis Calder Foundation to cover training expenses for AMS. Application is still in process as of this meeting.

PPA Formula Funding Committee (Jonathan Phillips) - Goal of this committee is to assess FCPS funding model for charter schools. In Frederick County charter schools receive a smaller amount of funds due to in-kind services. At the state level, the Kirwan Commission is charged with improving public schools and looking at funding formulas. The commission has thus far issued a draft report that makes a passing reference to charter schools. They have not made any new determinations as of yet.

Policy Committee -- no updates

8. Discussion/Action Items (continued)

- **Review** – CCMPCS Annual Report: Reviewed by BOT; CCM GC passed on to Board of Education. Meeting set for February 28, time to be determined.
- **Discussion** – Financial implications of MVM Building Project (5-year budget projections) (Kathleen Lutrell) – Discussion focused on conservative budget projections of MVM building

project. MVM Finance Chair Marisa Berube calculated 5-year budget projections for project. Determination is that the project is still financially viable.

- **Discussion** – MMCI Fundraising Guidelines (Analiese Kennedy). **Motion by Amy Duvall to approve the MMCI Fundraising SOP, with Melissa’s most recent edits. Second: Analiese. All members present in favor. Motion passed.**
- **Discussion** – Paypal Reader Usage: Analiese put together a quick guideline on how to use Paypal readers. Each school will have one in the secretary’s office paired with the Paypal readers.
- **Discussion** – Combined Schools Fundraising Calendar – calendar through the end of the year is largely fixed. Will begin doing post-mortems following fundraisers to determine their worth.
- **Vote – Motion by Melissa: Reimburse MVM Principal Nancy Radkiewicz for up to \$800 for hotel expenses at 2018 AMS Conference in Denver. Second: Kevin. All members present in favor. Motion passed.** Discussion followed regarding formalizing a policy on amounts the BOT will set aside for such expenses in the future.
- *(Note: Discussion on Engaging school staff on the BOT level and Discussion on Review of Confidentiality Agreements and processes moving forward were bumped to February meeting.)*

7. **Announcements:**

1. Upcoming MMCI Business Meetings (held at 7PM the FINAL Wednesday of each month):
 - February 28 @ CCM (Possible change to March 7, in case of conflict with CCM presentation at BOE meeting.)
 - March 28 @ MVM
 - April 25 @ CCM
 - May 30 @ MVM
2. Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>