

March 2018 Meeting

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

Wednesday, March 28, 2018

Location: MVMPCS, 217 Dill Ave., Frederick

BOT members in attendance: Amy Duvall (President), Liz Seal (Vice President @CCM), Kathleen Lutrell (Vice President @MVM), Kevin Wilfong (Treasurer), Melissa Najera (Assistant Treasurer), Molly Spence (Secretary), Analiese Kennedy (Parent Trustee @CCM); Lisa McCrohan (Parent Trustee @CCM), Matthew Mills (Parent Trustee @CCM), Deb Korth (Parent Trustee @MVM), Jeff Koehler (Parent Trustee @MVM), Jonathan Phillips (Parent Trustee @MVM), Libby Miller (Friend of Education), Ellie Landru (GC Chair @MVM), Molly Carlson (GC Chair @CCM)

Regular Meeting Agenda

1. Call to Order/Welcome (MMCI BOT President Amy Duvall) @7:05 p.m.
2. Community Comments: Prior to the meeting, MVMPCS parent Jennifer Cavanaugh emailed the BOT with concerns regarding cyber-bullying and in-person bullying at MVMPCS. She asked the BOT to discuss ways that it can help both schools to address cyber-bullying and in-person bullying via creating policy to be followed at both schools. These items were added to the BOT's list of action items for the upcoming month, to investigate and address at a future meeting.
3. Consent Agenda Items
 - a) February 2018 meeting minutes *E-vote passed on 03/17/18*
4. Mindful Communication Moment (Lisa McCrohan): *Three Deep Breaths, Focusing on the Exhale.*
5. Reports

CCMPCS VP Report (Liz Seal): *The CCM GC March meeting minutes are attached. The CCM 17-18 perceptual survey results are attached. The CCM Spanish Language Task Force will be presenting an overview of the CCM Spanish program at our meeting this week. There will be a question and answer session after the presentation. The CCM special exception zoning approval was obtained at the March meeting of the Frederick County Zoning Board of Appeals. This is a yearly approval to occupy our current building due to incompatible zoning. The CCM GC attended the March 9th CCM staff meeting to introduce ourselves and familiarize the staff with parent committees and how we can help. The CCM April leadership meeting will be held on April 11th. There was no meeting held in March.*

MVMPCS VP Report (Kathleen Lutrell): *GC meeting minutes from March are not yet available – the BOT requests that GCs evote their meeting minutes and get them approved prior to the monthly BOT meetings.*

BOT Treasurer Report (Kevin Wilfong): *Action item from February meeting to discuss whether MMCI should charge tax on products it sells. Melissa sent an email to MMCI's*

auditor. They say yes we must collect tax on products we sell, regardless of our nonprofit nature. Analiese will investigate other opinions on this item.

6. Updates

CCM GC Chair update (Molly Carlson): On May 4, Scott Blundell, Head of FCPS Security, will be instructing CCM staff on strategies to use to “Avoid, Deny and Defend” in the case of an intruder threat. The CCM GC approved the posting of a Montessori Teacher Specialist position to support the work of the principal, provide professional development to teachers, monitor and report on student test data, support the development of Spanish materials for classroom use, and more. CCM’s Facilities Task Force will convene later this spring to discuss future facilities options. It is highly likely that the current lease will be renewed until June 2021, but the task force will develop alternatives for after that date. CCM is entertaining before+aftercare proposals from both YMCA and Clubhouse Kids. The first community/student Spanish Conversation groups for middle schoolers were a success; more are planned with the goal of developing students’ Spanish conversation skills and preparing them for required Oral Proficiency Interviews. The Open Mic Talent Show was a success; thanks to MVM for accommodating our over-excited group. The show only ran from 6-7:35pm, which was especially wonderful!

MVM GC Chair (Ellie Landru): March GC meeting delayed, as it falls on a holiday; work session scheduled for April 4.

MVM principal report (Nancy Radkiewicz absent, report given via Maureen Capillo): 5th and 8th graders took four science units of the Maryland Integrated Science Assessment (MISA) exam, results will be given to schools in the fall. An MVM student was highlighted in Delaplaine Visual Arts Center art show. Ms. Shannon led the Drama Club to a successful musical performance last weekend, featuring middle school students. One Primary teacher, two Upper El teachers, Nancy and Maureen all attended the American Montessori Society Conference in Denver last week. The 2019 conference will be in Washington, D.C. and the hope is to send a larger contingent from our schools.

Safety Committee (Deb Korth): No update

Fundraising Committee (Analiese Kennedy): The committee intends to strategically focus on corporate donors, moving forward. A training session is planned regarding how to ask for donations from corporate sponsors. The committee is also putting together a list of “warm donors” for each school and assign committee members to do the asks. Committee is researching an idea to host a community event at Baker Park with booths that would allow the community to learn more about Montessori and seek donations there.

Lottery Committee (Melissa/Kevin/Molly): This committee is focused on finding a software vendor for the lottery. It will meet Wednesday to discuss three vendor options, putting them into a framework that we can present to the board for review by June meeting.

Legislative Committee (Matt Mills): At the Maryland State General Assembly: private activity bonds kept tax-exempt status; Montessori teacher certification bill failed in a Senate committee, with everyone voting against moving it forward.

Grants Updates (Jeff Koehler): Working on MSDE accreditation; Pre-K grant application due April 20 (Melissa working on it)

PPA Formula Funding Committee (Jonathan Phillips): Examining our schools' PPA funding allotment and researching the numbers. Met with Mark Pritts recently. Next step is to meet with MVM and CCM principals and identify how much FCPS services we are using on average. Some things are enrollment-dependent. Discussion should happen annually and should be part of the annual MMCI budget discussion. Could begin to pursue alternative funding measures once analysis is complete. Discussion should focus on whether the formula is fair. Frederick County is the only county in Maryland that gives out funding in this format. If we have a good grasp now, we can be prepared in the future regarding the transportation funding issue.

7. Discussion/Action Items

- **VOTE: Clubhouse Kids Contract Renewal at MVM** (Melissa): 5 evaluation letters came to us directly from Clubhouse Kids. We also received 17 responses from an online survey put out by MMCI. Results showed that there is no reason not to continue with Clubhouse Kids and renew the contract. We have the option to renew for 4 years; recommendation is to renew for 2 years, until lease ends at this building on Dill Avenue. **MOTION from Melissa: Renew contract with Clubhouse Kids to provide before- and after-care for students at MVMPCS through 2020; Second by Kevin. All in favor. MOTION PASSED.**
- **VOTE: Summer BOT Meeting Dates** (Molly): Look at meeting dates through August and consider cancelling one or more summer meetings due to member vacations, etc. **MOTION from Amy: Cancel July meeting; Second by Deb.** Discussion: Secretary must be absent from June meeting, notes will be taken by Melissa. **All in favor. MOTION PASSED.**
- **Discussion/Presentation** – CCM Spanish Language Task Force presentation by MichaelBeth Edwards. Can be viewed here: https://docs.google.com/document/d/1az578qKo3w7vXQ9Vf_9MEhOfz5Ht_Ji0F4nXCfTcCHQ/edit?usp=sharing
BOT wants to know what it can do to support the Spanish program at CCM, as it is vital to the school's charter. There are 24 active members of the task force; it will report back to the BOT in June with some data driven information.
- **Discussion – MVM Building Project** (Kathleen): A request for proposals was sent out for building financing four banks. The best offer required 10% down payment, and a loan of up to \$6.5 million. MVM does not have enough cash for a 10% down payment, so we approached folks who provide gap funding for charter schools; none wanted to foot the entire 10% amount. Two different organizations are willing to split the \$650,000, which will allow us to go forward with financing. MVM Finance Chair Marisa Berube encourages fiscal conservatism and believes that \$6.5M pricetag is not wise. She feels we need to cut back the budget to \$5M at maximum so we are not at financial risk. The

Clover Hill property cannot be developed for \$5M. Everything is still in process with that property, but we are now looking at other property options that would fit better in the \$5M range. Starting conversations again with Banner School property, as they have lowered the asking price substantially to \$2.5M. Our agents believe that we could get it for less, possibly.

- ***Discussion – Engaging school staff on the BOT level (Amy) – Amy will send a document via email to the BOT to consider options for the future.***

***9:58PM: MOTION to adjourn from Amy. Second from Matt. All in favor.
MOTION PASSED.***

8. Announcements:

1. Upcoming MMCI Business Meetings
(held at 7PM the FINAL Wednesday of each month):
 - April 25 @ CCM
 - May 30 @ MVM
 - June 27 @ CCM
 - August 29 @MVM
2. Minutes and Agendas may be found online at <http://mmcimd.org/calendar>