

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

Wednesday, April 25, 2018 @ 7:00 p.m. | CCMPCS, 7215 Corporate Drive, Frederick

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

Absent: Liz Seal (Vice President @CCM), Analiese Kennedy (Parent Trustee @CCM), Susanne Abromaitis (Friend of Education), Jonathan Phillips (Parent Trustee @MVM), Matthew Mills (Parent Trustee @CCM)

Regular Meeting Agenda

1. Call to Order/Welcome *MMCI BOT President Amy Duvall* **7:04 p.m.**

2. Community Comments

Mary Lou Reynolds, staff rep from CCM GC, read a statement from a teacher at CCM (Katie Mosquera) and then read her own statement in support of restitution for families affected by the errors in the MMCI Lottery: "We teach our students to own up to their mistakes and we should do the same. Families are owed more than an apology. Accepting responsibility and making amends are good practice."

3. Consent Agenda Items

- a) March 2018 meeting minutes *E-vote passed on 4/9/18*
- b) Continuation of Summer Drama Camp MOU at MVM *E-vote passed on 4/16/18*

4. Mindful Communication Moment *(Lisa McCrohan): Talked about the acronym VERB: Victim, Entitled, Rescue, Blame. When in conflict, we fall into each of these sometimes. There was encouragement to pause and recognize, am I going down that pathway? If you are, instead, practice radical self-responsibility.*

5. Reports

CCMPCS VP Report *(emailed by Liz Seal):* CCM leadership met with FCPS liaison Mark Pritts on April 11. Main Items discussed were: Perpetual Survey; the new leadership agenda continues to be a work in progress; a testing data calendar will be developed to set clear expectations for testing reporting requirements, and the soon-to-be-hired Montessori specialist will be integral in this process next year; Mark continues to be concerned with CCM's math performance; Lottery issues were discussed at length. There have been a large amount of Spanish language materials distributed into the classrooms in the past month; the Spanish language taskforce has been working very hard to increase those materials; the taskforce will be submitting an additional materials of instruction (MOI) request to the GC at an upcoming meeting to further this goal. CCM staffing will hold interviews for the Montessori specialist position on April 24.

MVMPCS VP Report *(Kathleen Lutrell):* The GC chair thanked the outgoing committee chairs for their service and mentioned the new kindness initiatives at the school. The GC chair is asking that all meeting attendees respect the flow of the meeting by limiting unnecessary conversation and submitting comments in writing if possible. The AMS meeting in Denver was attended by several MVM staff members. Staff members mentioned appreciating the anonymous "Kindness Project" at MVM. Record keeping via the Compass system has been implemented. The Staff Leadership Team is evaluating progress/goals for the design of next year's SIP (School

Improvement Plan). Nancy Radkiewicz will bring a proposal for training additional staff members in Orton Gillingham (OG) and for a summer “refresher” program for OG students to the GC. Staff would like to purchase RazKids Plus online learning programs for Primary, Lower and Upper El. Winter Scantron scores were presented by Maureen Capillo. MVM GC is considering more participation in Teacher Appreciation Week by contributing a gift to staff.

BOT Treasurer Report (Kevin Wilfong): *Financials are attached. FCPS requested an estimate for where MMCI will be at the end of the year, budget-wise. Both schools seem to be in a positive situation leading into end of the year.*

6. Updates

CCM update: *(GC Chair Molly Carlson’s comments were emailed and shared during Lottery discussion below); Principal Marilyn Horan - Testing started Monday, and the window is tight to complete it all. A new CCM parent offered a number of free tickets for the African American History Museum in Washington, DC; 7th graders will take a field trip to use them.*

MVM update: *GC Chair Ellie Landru – The Kindness Project at MVM has passed on random acts of kindness through parents, students and staff, as well as volunteers. Gratitude was also expressed to the BOT for their volunteered time. MVM has several fundraisers lined up through the end of the year but has lost its Volunteer Committee Chair. Several volunteers are stepping in to provide gap coverage until a new chair is in place. FCPS Supervisor of Security Scott Blundell and team provided an analysis of safety at MVM and said it “looks very good at MVMPCS overall.” Suggested improvements: posting an evacuation map (done), adding an outdoor camera for front door, and stating staff must be diligent about ensuring doors and windows are locked.*

Safety Committee (Deb Korth) – *Deb attended the April 16 FCPS School safety presentation at Gov. Thomas Johnson High, given by Scott Blundell. A detailed report-out of that presentation was emailed to the BOT. Deb asked Blundell who was in charge of school security and the safety of students and staff at FCPS charter schools on a daily basis. Blundell advised that the principal or administrator is in charge, is ultimately responsible in the case of evacuation, fire drill, etc., and must account for everyone in the building during and after an event. Blundell was invited to attend a GC or BOT meeting in the fall to field questions from the community.*

Fundraising Committee (Analiese Kennedy, absent) – *Neither school currently has a Fundraising Chair and must recruit leaders from both schools. Analiese will provide training and support once volunteers are in place.*

Grants Committee (Jeff Koehler) – *The Louis Calder Foundation proposal (for teacher training) was not selected for a full proposal. On the accreditation side, CCM was approved for another year at Level 5 for MD EXCELS (<https://www.marylandexcels.org>), and MVM is in the process for applying for next year. Current funded grants for MMCI, CCM, and MVM with the POC and the reporting requirements for each, are attached to this report.*

PPA Formula Funding Committee (Jonathan Phillips, absent) – *No update*

Legislative Committee (Matt Mills, absent) – *No update*

7. Discussion/Action Items

- **Nano Communication Update** (Lisa McCrohan) – *A document was sent via Google Docs asking BOT members to share information they want to communicate in short, focused ways to parents in the community. Please add facts and information, short sound bites of info in the doc. This will be further discussed in future meetings.*
- **Discussion – Review of 2018 MMCI Lottery Pull and Resulting Issues; Proposal by CCM GC to change preference in 2019 Lottery to make reparations for errors.** – *On the night*

of the MMCI lottery, all entered families were automatically sent emails with their status – accepted or not. Families can also access their status online. Next, the lottery software automatically generated letters with addresses for accepted students. For some reason, the automatically generated acceptance letters were sent to incorrect families – 16 families at CCM and 9 families at MVM. GC Chair Molly Carlson explained the errors to the CCM GC at its meeting on April 9. Following discussion, the CCM GC voted unanimously to recommend that MMCI consider awarding lottery priority in 2019 to those affected by the error, in order to make reparations. During discussion, several members of the BOT stated that circumventing the priority process is illegal according to the MMCI charter contract with FCPS and charter law on the state level. In order to change lottery priority status, the MVM GC would have to vote in favor as well, then the BOT would have to vote to approve. The BOT would then have to submit a waiver for our charter contract as well as a waiver for the lottery process on the state level. It would have to be approved by the county and then the state. Amy stated that, as MMCI President, her advice is to use our political capital for different important projects that both schools will be requesting in the future, instead of this. Amy called the affected families and apologized for the errors, and they largely understood. BOT members supported the idea of not pursuing a lottery waiver at this time.

- Lottery Committee meeting scheduled for Tuesday, May 22, at CCM, at 6PM.

- **Discussion – MMCI Cash Flow Policy** (Kevin Wilfong) – Discussion began about developing an emergency fund for MMCI that essentially involves moving money from one current MMCI money market account into another. There was some discussion about what to do with excess cash received from the admin fee assessed to each school, possibly refunding it back to the schools, using a formula to be decided. There was some question about the necessity of refunding this money back to the schools at all. Discussion had to end as Kevin had to leave due to a family emergency before a vote could occur. The issue was tabled until the next BOT meeting.
- **Discussion – Engaging school staff on the BOT level** (Amy Duvall) – Amy presented a list of ideas on how to engage staff from both CCM and MVM on the BOT level. Ideas included an anonymous online staff survey; asking whether a staff representative on the BOT would be a good idea; asking staff to give a quarterly update during BOT meetings; sharing the staff GC report with BOT; following up with public relations to staff to inform them about BOT and MMCI happenings. The BOT would like to get an email distribution list from each principal, in order to be able to send communication to staff directly. Amy will pursue the idea of an online staff survey and possibly intro it to staff during an in-person meeting.
- **Discussion – Review of Confidentiality Agreements** (Amy Duvall) – Tabled.

Amy made a MOTION to adjourn at 9:46PM. Deb seconded. All in favor. MOTION PASSED.

7. Announcements:

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