

**Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT)**  
**Wednesday, September 26, 2018 | Carroll Creek Montessori Public Charter School**

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

**BOT members absent:** Melissa Najera (Assistant Treasurer), Matthew Mills (Parent Trustee @CCM)

### **Regular Meeting Agenda**

**1. Call to Order (Amy Duvall):** 7:08 p.m.

**2. Community Comments:** none

### **3. Consent Agenda Items**

a) August 2018 meeting minutes

*E-vote passed on 9/11/18*

***Motion from Amy Duvall:*** To approve MVMPCS parent Tara Dunsmore to fill the vacant position for MVM Parent Trustee on the BOT; Second by Kathleen. Discussion: Was the opening communicated to the MVM community? Unsure if it was shared properly to the community at large. Decision is to retract the motion, and instead post the opening to the MVM community and allow for a short window of application. GC Chair Ellie Landru said she would post the vacancy on Thursday, and ask for applications over the weekend. The BOT would E-vote on how to fill the position the following week.

### **4. Reports**

**CCMPCS VP Report** (Liz Seal):

The September meeting minutes for the CCM GC can be found here:

<https://docs.google.com/document/d/1YFJrs9pij8FSfitiRT4CbmHYhOw4wios8BqumWWIeNE>

CCM improved tremendously in all categories on the PARCC assessments from last year. Middle school scores were especially promising. CCM's charter renewal intent is due on 01/01/2019 and the charter renewal application is due 09/01/2019. A few 8th grade spots remain unfilled; this item has been added to the agenda, below. CCM is still awaiting the launch of the Raptor System; installation is complete and training is happening now. Parent Square has been launched on an opt-in basis for the 2018/19 school year; conversations continue with FCPS for release of information to Parent Square. CCM launched our new "face of the school" website outside of the FCPS platform. It can be found here: <http://ccmmd.mmcmd.org/> Discussions are happening about expanding into more space in our current building. I believe that CCM should do a financial feasibility study to determine the school's ability to afford the project cost and additional rent in future years.

There are currently several leaks in our facility that are unresolved. There are also falling bricks and faulty wiring on the outside of the building. These are major safety concerns and a possible mold issue. GC Chair Molly Carlson asked to have this item added to the agenda to discuss further.

Our new part-time shared Spanish teacher was hired, and has since resigned. CCM is filling in the middle school lessons with our current Spanish IA. HR is working to contact another choice from

*the interviews previously conducted.*

*Back to School Night held on 9/17, was well attended and very successful. Cyber security night, held on 9/24, was very successful, but not well attended. Hopefully the information presented can also be shared electronically with parents. CCM leadership meeting is scheduled for 10/9.*

**MVMPCS Building Project Update** (Kathleen Lutrell): *The process is somewhat stalled. There was another offer accepted for the Banner School property, end of due diligence phase for that offer is first week of October. We have an offer ready to go to submit at the end of that period. The current offer involves a required zoning change which would take quite a bit of time and effort. We are hopeful they will take our offer instead, as we have financial backing and no zoning changes needed. In case this does not become productive, our realtors are putting together a list of other property possibilities. Committee is scheduled to meet 10/2 for discussion. The community is welcome.*

**BOT Treasurer Report** (Kevin Wilfong): *We have completed the audit process. Report has been finalized, with copies sent to BOT. Work has begun on the 990 checklist, which will be posted publicly for those who want to look at the financials of our nonprofit. We have begun the conversion to Quickbooks Online. We've been using a desktop version, backed up online. The online version will allow for more ability to work on the books remotely. Bookkeeper continues to have issues getting all the paperwork for purchases, so she has developed a Google form; she will send the link to BOT. Kathleen, Ellie and Kevin were informed of a request to meet with Frederick Classical regarding the PPA funding formula. I gained a ton of information about that, which is not all related to the transportation funding issue. Classical has disputed how the transportation funds were calculated. FCPS sent to state level. State has agreed that calculation was incorrect. Now there will be negotiations between FCPS and the state to figure out correct calculation. Other issue – what does FCPS owe in arrears? It should be different for each school, based on the language in our charters? There is some language in the MVM charter that makes it more challenging. Classical looks at buybacks differently from us. FCCS lawyer had some advice – problem is transparency. It's not transparent what these in-kind services are and what they cost. FCCS has filed a FOIA request and got the PPA formula. Not sure they will share the information with us. Possibly interested in scheduling a meeting with FCCS and MMCI.*

## **5. Updates**

**CCM update** (GC Chair Molly Carlson / Principal Marilyn Horan):

- *The CCM Facilities Task Force will meet 10/8 at 5:30pm at CCM. Current topics include making a final decision on the timeline for a building search or expansion.*
- *Staff will meet monthly to verify middle school pacing is correct for high school credit in Algebra, Geometry and Spanish.*
- *Dewayne Cash provided our new Spanish teacher (Ms. Maldonado) with periodic benchmark assessments for Spanish I and II.*
- *2017-18 PARCC scores are above established benchmarks. Molly Carlson, Marilyn Horan, and Katie Mosquera will start meeting 10/4 to prepare the annual report.*
- *Ongoing facility issues include a leaky roof and air conditioning units (and possible mold as a result), disrepair of several exterior spaces, and a slowdown on access to the building's fire system for installation of a card swipe system.*
- *Our Spanish assistant, Mrs. Lopez, will be substituting for the time being.*
- *Clubs include Garden Club, Writers' Club, Chorus, Athletic Club, and Montessori Model UN.*

- *The Raptor system has arrived and staff is being trained. There are cameras on all exit doors.*
- *The first Parent Education night (9/24) centered on Cybersecurity; the next will be Montessori 101 (10/15) and a Spanish overview (11/ 14).*
- *All Upper Elementary classes and Middle School will be camping over the next month and Lower Elementary will take a field trip this week.*
- *Katie Mosquera and Marilyn Horan will be facilitating a session for public school personnel at the Barrie conference 11/3.*
- *CCM will be included in the tour of schools by the American Montessori Society during the March 2019 conference.*

**MVM update** (GC Chair Ellie Landru): *Peace Day was held on Friday; Back to School Night was well attended. Enrollment at 299, down 1 student. 9/30 is official count day for PPA funding.*

**Safety Committee** (Deb Korth): *The mandated reporters training for staff at MVM is scheduled for 11/2 and 11/16. The training will run for an hour on each date and is for staff only. It will be given by Kristen Dunn, the designated trainer from Frederick County Department of Social Services (FCDSS). The training is free. Thank you to Nancy Radkeiwicz and Jennifer Shaool for being supportive in bringing this important training to MVM. I will be happy to coordinate the same training for CCM.*

**Fundraising Committee:** *BOT member Analiese Kennedy, who was the fundraising chair for BOT, had to leave her position at the beginning of this school year since her child is no longer a student at CCM. She is continuing to assist with fundraising efforts and plans to run for a Friend of Education position for CCM this fall. Until then, fundraising efforts at both schools are ongoing.*

**Legislative Committee** (Matt Mills, absent): *BOT President Amy Duvall sits on MSDE charter advisory council, and went to meeting last week. Found out that about 90% of total grant monies will go to sub-grantees to enhance charter schools in the state. One idea was professional development for boards of education and superintendents. There is 75% turnover rate in superintendents in the state. The Local Education Authority (LEAs) – for us it is FCPS -- who ultimately make decisions about the future of charter schools don't know much about charters or Montessori. Every year we have to re-justify our existence to these folks. Having 10% overall federal grant going to pay for these members to go to training that involves charter schools would be beneficial.*

**Grants Committee** (Jeff Koehler): *CCM was awarded an Agriculture Education grant (\$1,072.95) by the Frederick County Office of Economic Development and the Agriculture Business Council (POC: Kathy Siedor)*  
*I am going to attend the next combined MVM/CCM strategic planning meeting lead by Analiese Kennedy. My topics of discussion are major initiatives for both schools that could leverage the fundraising/grants enthusiasm this year. The two main initiatives are: pre-kindergarten sustainment funding and staff/leadership development. Please let me know if there are there any additional major funding gaps that could be investigated.*

**Lottery Committee** (Kevin Wilfong): *Question from board – when will the new lottery system be up and running? The committee has done a good bit of testing on the new system; MVM parent*

David Henry has been heavily involved. We believe we are in the ending steps of executing and should be operational soon. Goal would be October.

**Nominating Committee** (Molly Spence): The MMCI Nominating Committee met on 9/24 to plan out the MMCI Annual Meeting, which has been set for 7PM, Wednesday, 11/28 at MVMPCS.

Positions open for nomination include:

*BOT: president, secretary, assistant treasurer, friend of education, MVM parent trustee, CCM parent trustee (2 positions)*

*MVM GC: friend of education, parent representative (2 positions)*

*CCM GC: friend of education, parent representative (4 positions)*

*The committee is in the process of getting nominating forms set up; they will go out to the community the first week of October. Recruitment efforts are ongoing - please feel free to approach parents and friends you know who could fill one of the roles listed above.*

*We are also working on the agenda for the night of the meeting — please let me know if you need something added to the Annual Meeting schedule.*

## **6. Discussion/Action Items**

- **Motion from Kevin Wilfong:** Change the date for December BOT Meeting to 12/12 at CCM due to conflict with holiday week off school. Second from Libby Miller; no discussion. All in favor. **Motion passed.**
- **Raffle Permit Request for MVM and CCM** (Ellie Landru): Request to get a \$58 raffle permit for 2018 from Frederick County. If MMCI requests, it can cover both schools with one permit. Gives flexibility to both schools to do raffles at any event. We are already allowed to do 50/50 raffles without a permit. This permit would allow for raffles that give away non-monetary prizes. **Motion from Kevin Wilfong:** Approve request for \$58 to purchase the raffle permit from Frederick County, with funds to come from MMCI checking account under the Cost of Advertising Budget Line Item. Second from Kathleen Lutrell. Discussion: The term of this permit is through 12/31/18. Liz Seal will be named on the permit for CCM; Tara Dunsmore will be named on permit for MVM. All in favor. **Motion passed.**
- **Resolution of May flood mitigation bill dispute with MVM landlord** (Kathleen Lutrell): The amount charged for the repair bill for May 2018 flood mitigation at MVM was subtracted from the annual rent payment sent to the landlord. Since then, the landlord has agreed to pay 50% of the flood mitigation bill. There is nothing in the lease that makes MMCI responsible for flood mitigation. Kathleen suggests that MMCI reply to landlord and say that we would offer to pay \$1,400 total, to cover costs of bacteriological testing, which is only needed because we are a school. With another tenant, the landlord would not have had to pay that amount. **Motion from Amy Duvall:** MMCI agrees to offer \$1,400 to MVM landlord Michael Morelli as a compromise to pay for the bacteriological testing, with the ability to increase to \$2,807 total, if necessary. Second from Jeff Koehler. Discussion: The landlord will get no money until he gives MMCI a letter releasing us from further financial obligation. All in favor. **Motion passed.**
- **Consideration on hiring attorney to negotiate MVM lease extension** (Kathleen Lutrell): There are some real deficiencies in the current MVM lease. There are things that were

*missed, and things we should not have agreed to. Kathleen can do lease negotiation, but any written agreement should be reviewed by an attorney. Kathleen will discuss with Andrew DiPasquale, who served as CCM attorney for lease negotiations, and find out costs.*

- **Transportation and Title II funding issues** (Kathleen Lutrell):
  - *BOT needs to write a Letter of Inquiry to FCPS regarding Transportation funding. Kathleen has contact info for FCCS attorney, and could talk to her about how much it would cost to have her write the letter. Amy and Liz are not comfortable with asking the same attorney to write the letter. Amy can reach out to another attorney.*
  - *Title II – Each LEA gets a chunk of money and distributes money to charter schools and must also give some of it to private schools. FCPS has decided that charter schools are not eligible for Title II funding. They have decided they no longer must give money to charter schools. Federal guidance is clear on this – if charter schools are considered a public school then they are entitled to funding. BOT President needs to write a letter stating the federal guidelines and requesting the funds. In 2017, each school got approximately \$5,000. Funds are used for staff development.*
  
- **Consideration of MMCI Administrative Fee increase to 5% for each school** (Kathleen Lutrell): *Does MVM want to change admin fee to 5%? Other issue – how to deal with surpluses from PPA? Another issue: retaining a CPA's or financial planner's services to account for and manage our surplus funds? More discussion is needed.*
  
- **CCM Facility Safety** (Molly Carlson): *Kevin Wilfong has been point person to CCM's landlord, and his daughter will graduate in June, so we need to figure out who will communicate with the landlord in the future. A few outstanding issues: must be able to log in to fire system so we can install swipe card system. Kevin has to bring that back to landlord. Brick issue – landlord is not maintaining the building, and pieces of brick are falling off, a student recently injured another student by picking up a brick and throwing it. Roof leak issue – main leak was repaired. There are other leak issues due to air conditioning units. Some new leaks have been discovered, and roofer will be coming this week to discuss.*
  
- **CCM 8<sup>th</sup> Grade Student Enrollment** (Molly Carlson): *On October 1, enrollment numbers will officially be counted by FCPS, and our PPA funds will be determined by that number. At CCM, we are short by four 8<sup>th</sup> graders, with no one on the wait list to fill those slots. That means approximately \$40,000 less in funds for the CCM budget this year. Finance chairs are very conservative in budgeting, and the feeling is that we will be able to absorb these costs this year, and expect not to have this problem again in future years.*

## **7. Announcements:**

1. Upcoming MMCI Business Meetings (held at 7PM the FINAL Wednesday of each month):
  - October 24 @ MVM
  - December 12 @ CCM
2. MMCI Annual Meeting: 7PM, November 28 @ MVM
3. Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>