

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

Wednesday, December 12, 2018 | Carroll Creek Montessori Public Charter School

BOT members in attendance: Melissa Najera, Jeff Koehler, Tara Dunsmore, Libby Miller, Kevin Wilfong, Liz Seal, Molly Spence; MVM GC Chair Ellie Landru and CCM GC Chair Molly Carlson

Regular Meeting Agenda

1. **Call to Order/Welcome:** 7:10 p.m.
2. **Community Comments:** none
3. **Consent Agenda Items**
 - a) October 2018 meeting minutes: *E-vote passed 11/13*
 - b) Motion to approve full tuition of \$249 for MMCI BOT President-Elect Molly Spence to attend the MCMS Capital Projects Workshop, with funds being deducted from the MMCI checking account (GL account, 5108-Training & Tuition): *E-vote passed 12/10*
 - c) Motion to approve up to \$695 from the MMCI Conference Expense budget line code 7715 for MMCI BOT President Amy Duvall to attend the American Montessori Society Conference in Washington, D.C. in March 2019: *E-vote passed 12/11*

4. **Reports**

CCMPCS VP Report (Liz Seal):

There was a CCM leadership meeting on December 4. Discussion with Mark Pritts about the school report card (CCM got a 4-star report), attempting to clarify what is in each category and how much weight is put in each category. More than 140 students missed more than 10 days in 2017-18 school year, which hurt us in the report (absenteeism category). Marilyn will attend FCPS training to clarify results.

CCM will send 19 staff members to AMS Conference in March 2019. A Primary teacher left CCM last month, a long-term substitute will be in the room for the remainder of the year.

In discussion with FCPS regarding additional help for special education; could purchase extra help from FCPS, as MVM does.

Marilyn and Molly are working on CCM Annual Report; must send letter of intent to BOE to renew our charter in March 2019.

MVM Building Project Update (Kathleen Lutrell sent via email):

Recent activity:

43 E. South St. - *A group of people from MVM and CCM toured the Cahill Factory at 43 E. South St recently. The asking price is \$4 million, comprising two buildings containing about 60,000 sq. ft. in the historic district. The location is good, it's on 2 acres near Carroll Creek (close to the Delaplaine). It's being used as warehouse space principally, with a few small offices and one residential apartment on site. There was not much interest in pursuing further information at this time. Since the property is located in the historic district we would not be allowed to modify the exterior and most of the building is a roofed shell with no infrastructure (no heat, plumbing, insulation, usable interior features etc. in place), it would be a complete interior demo and rebuild. This project does not meet our budget of \$4.5 million.*

217 Dill Avenue - *Our current location could be evaluated for purchase. Although the landlord's asking price is \$5 million, we do have a purchase option clause in our lease*

that says that the price will be determined by two independent appraisals. We must notify the landlord by 2/1/19 if we wish to proceed with a purchase under the terms of our current lease. Unfortunately, the agreement also calls for a **nonrefundable deposit** of \$137,500, so it would be fiscally irresponsible of us to proceed under the existing agreement. We would also need to renovate the building to address improvements and deferred maintenance. However, we are starting negotiations with the landlord to remain in Dill Ave. for an additional year to accommodate a potentially delayed timeline for occupancy in another property.

1720 N. Market St. (the Banner School) - We are still talking with the sellers of the Banner School property to define mutual requirements to allow us to proceed with our offer to purchase. We are scheduling a face-to-face meeting with the International Order of Odd Fellows (IOOF) to discuss details. Since this process is taking longer than we had anticipated, we are simultaneously talking with the MVM landlord about a one-year extension of our current lease. If we can reach agreement, the offer will be contingent upon receiving financing and positive results from renovation estimates and environmental studies. We will proceed with our financing application through Charter Impact Fund once we have arrived at a satisfactory agreement.

BOT Treasurer Report (Kevin Wilfong):

We have been converting from software version of Quickbooks to online version, and there are some differences and challenges, so financial reports will look different moving forward.

Work session scheduled with Treasurer, Assistant Treasurer, and MMCI Bookkeeper mid-December. Planning a meeting with all new finance people in early January.

Motion by Kevin: MMCI will pay \$500 holiday bonus to Bookkeeper Amy O'Connor, to come from MMCI Payroll Expense Account. Second by Melissa. All in favor. **Motion passed.**

5. Updates

CCM update (Molly Carlson / Marilyn Horan):

Working on draft of Annual Report to present to BOE in February.

MVM update (Ellie Landru):

Nancy is out on medical leave for the next several weeks. Monica Talley is helping with some tasks in Nancy's absence.

Due to Nancy's absence, we are having trouble gaining access to data on Global Scholars, ELL, etc. Our substitute principal is working with Ms. Talley to get access to this information.

Working on Annual Report, will present in March.

Middle school attendance percentage is at 96.57% and elementary is 95.32%, averaging just under 96%; FCPS goal is 96%

Working to establish a firm policy regarding toilet training in preschool, set a policy in order to allow parents to have due process, should a child be asked not to return to school after xx amount of accidents. Nancy typed up a statement in the handbook, but it is not a policy that was voted on by the Governing Council. According to Mark Pritts, at other FCPS preschools, there is no policy stating children could not attend after xxx accidents.

Fundraising Committee (Tara Dunsmore):

Much of the fundraising leadership is new, so right now there is more information available about MVM, and not as much about CCM. MVM has raised about \$6,500 so far this school year, including store credit at Dancing Bear and Curious Iguana gained via the Book Fair. Both CCM and MVM are working to get envelopes for end-of-year Annual Fund giving request to be placed in Thursday folders.

Grants Committee (Jeff Koehler):

This is the final year we will receive Pre-K Grant Funding. All 25 slots filled for last year of pre-K grants, spread between both schools. We have been looking for other opportunities to replace lost funding moving forward. Funding may begin again, but only for schools with full-day programs for 4-year-olds.

Lottery Committee (Melissa, Kevin):

Lottery vendor (Smart Choice) is ready to start training admins. We must begin scheduling this in January. The lottery will open on time. The training is on how to run the lottery pull. There will be a meeting to determine which permissions go to whom, and what responsibilities various people will hold in the system. MMCI Lottery will be open January 3 to March 3. Looking at week of March 25 for actual lottery pull, which is not planned to be open to the public.

Safety Committee (Deb Korth): *no report*

Legislative Committee (Matt Mills): *no report*

6. Discussion/Action Items

- **Discussion / Vote:** *Motion from Melissa: Send letter request to FCPS BOE to modify charter and add 5 students at MVMPCS for 2019/2020 school year. Tara seconds. All in favor. **Motion passed.***

7. Announcements:

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