

**Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT)
Wednesday, March 27, 2019 | Monocacy Valley Montessori Public Charter School**

In attendance: Melissa Najera, Molly Spence, Amy Duvall, Kevin Wilfong, Shemica Shepard, Jeff Koehler, Liz Seal, Kathleen Lutrell, Libby Miller, Deb Knox Teitel; Ellie Landru, Carrie Jean Rathmell; Tara Dunsmore, Jen Kuhn

Regular Meeting Agenda

1. Call to Order/Welcome (7:05 p.m.)
2. Community Comments: none
3. Consent Agenda Items
 - a) February 2019 meeting minutes *E-vote passed 3/27/2109*
 - b) Update to MMCI Lottery Enrollment Policy *E-vote passed 3/26/2019*

4. Reports

CCM VP Report (Liz Seal): *Currently working on submission for zoning exemption, it's a formality, but must pay fees to Frederick County. There is a need to work on lease negotiations with current CCM landlord by September, and have everything figured out by the end of 2019. Kevin is transitioning out of his role as liaison to the landlord, so Molly Carlson is working on it, and has asked for a meeting with the landlord.*

MVM VP Report/ MVM Building Project Update (Kathleen Lutrell) – *Meeting was held on Monday, and a decision was made to withdraw offer for Banner property. Realtor was told we would be putting in a lease offer after we have some questions answered regarding utilities estimate and ADA status.*

BOT Treasurer Report (Kevin Wilfong): *This month a Finance Committee meeting was held among the incoming and outgoing BOT assistant treasurer and treasurer, MMCI bookkeeper, and both schools' budget chairs.*

5. Updates

CCM update (GC Chair Carrie Jean Rathmell)

Increased Spanish Teacher from .25 to 1.0 beginning 2019-2020 school year: CCM GC voted on the recommendation of the staffing committee to change Spanish staffing. Going forward we will have 2 Spanish teachers at 1.0 FTE each. CCM will be eliminating the 1.0 IA for the Spanish program. So in summary: 18-19 the staffing was 1.0 Spanish teacher, .25 Spanish teacher, 1.0 Spanish IA. Beginning 19-20 CCM will have 1.0 Spanish teacher, a second 1.0 Spanish teacher, and no Spanish IA. Amy has sent the letter to Mark Pritts regarding the increase of the Spanish Teaching position.

CCM Facilities Task Force: *Continue to work to figure out what our facilities options and game plan are for moving forward when our lease expires. Had a no-obligation meeting on site at CCM with architects from StudioMB.*

FCPS Charter School Leadership Meetup: *Molly Carlson has organized a meet up with representation from all 3 FCPS Charter Schools on Thursday, April 4 beginning at 6:30 for an optional tour or 7 p.m. for meeting at CCM.*

FCPS Technology Services in place for testing: *Having FCPS technology services in place has made a significant impact on the logistics of testing.*

AMS Conference: The AMS Conference visit to CCM receive positive publicity with an article in the Frederick News Post.

Snapology: Snapology classes will be offered in May. Sign up information goes out this week in Thursday folders.

CCM Talent Show at MVM: CCM is organizing our Annual Talent Show to be held at MVM on Friday, April 26 with a snow date of Saturday, April 27.

MVM update (Ellie Landru):

AMS Conference: Ten staff members attended. Ellie and Amy also attended and focused on administrative workshops to make connections with possible principal candidates. Ellie plans to debrief GC on her attendance.

MVM Annual Report to BOE: Presentation went smoothly. We are anticipating results of request to BOE for 5 additional students. FCPS Board of Education has tabled the vote to post-budget finalization. If they can find a way to increase our enrollment in any form, up to 5 students, they will do so. They are facing a \$19 million shortfall, so it will be a challenge to squeeze up to another \$50,000. If they are unable to approve this request for the upcoming school year, we will need to ask by October 2019 for consideration of the subsequent years.

MVM Principal Search Committee (Kathleen Lutrell): MVM principal job posting closes on April 11.

Fundraising Committee (Tara Dunsmore): MVM has several events scheduled for the last quarter of the year, goal of \$10,000-15,000 profit for Race for Education. CCM has decided not to do the race this year; plan to continue annual fund and talent show, dining out events.

Legislative Committee (Matt Mills - absent): Kevin reported that each school has received about \$3,000 total, due to Transportation Funds; Amy plans to reach out and do advocacy to unions to inform them how to have accurate conversations about charter schools. The facility bill did not make it out of committee at the General Assembly.

Grants Committee (Jeff Koehler): Ausherman Family Foundation has capacity grant for which they will bring in a consultant to examine how you operate and recommend things for board/leadership development. Plan to pursue this grant for BOT and GCs.

Lottery Committee (Melissa Najera): MMCI lottery pull went well. Before results emails were sent, the committee wanted to make sure that everything was indeed fine. Therefore, emails were sent in late afternoon the day after the pull.

6. Discussion/Action Items

- **Discussion/Vote**: Building Use Request from MVM Middle School teacher Ms. TamMara Peer for use of Middle School room by nonprofit group that she is a part of; **Motion** by Kevin: Accept application as proposed; second by Jeff; All in favor. **Motion passed.**
- **Discussion/Vote**: Summer Drama Camp approval @MVM (Melissa Najera): Motion by Melissa: Approve Summer Drama Camp for 2019 for two sessions at MVM; second by Amy; all in favor. **Motion passed.**

- **Discussion/Vote:** Reimbursement for Principal Search Brochures created by Molly Spence; **Motion** by Amy: Approve reimbursement of up to \$80 from MMCI Office Expense category; second by Deb; all in favor. **Motion passed.**

- **Discussion/Vote:** Funding request for Principal Search Committee Meet & Greet (Kathleen Lutrell): Don't have numbers needed yet. Discussion tabled.

- **Discussion:** Review of proposed toileting policy at MVM

Amy: This issue was discussed at MVM GC meeting. BOT will discuss because the BOT has oversight of charter contract at each school, GCs are subcommittees of the BOT. It's our job to review and give recommendations. The same policy will not be enforced at CCM – this is specifically for MVM community.

Kathleen: Proposed policy wording came from Primary staff, next step is for this to go to a committee of parents to review. At the last GC meeting, GC members gave Kathleen an action item to bring this to the BOT to see if there are any problems from the BOT perspective.

Amy: Number 6 in the proposed policy is not legally enforceable. The BOT holds lottery and enrollment policy and therefore the BOT can tell parents that we do not have resources or certification to support the process of toileting. It is dependent upon each individual school how to enforce independent toileting. The root issue at MVM has to do with communication between parents and staff, and trust must be repaired moving forward.

- **Discussion:** AMS Conference Review and Outcomes (Amy):

One result of conference attendance is a desire to get a group together to take on creation of an Alumni Questionnaire. We want to send this to graduating 8th graders to gauge how students feel prepped for high school. It is important to understand this for overall movement of public Montessori. Are students prepared for the future after leaving Montessori? One person from each GC and one person from BOT should work on it.

7. Announcements:

1. Upcoming MMCI Business Meetings (held at 7PM the FINAL Wednesday of each month):
 - April 24 @CCM
 - May 29 @MVM
 - June 26 @CCM
2. Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>