

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

**Wednesday, April 24, 2019 | Monocacy Valley Montessori Public Charter School**

BOT members in attendance: Amy Duvall, Tara Dunsmore, Deb Knox-Teitel, Jeff Koehler, Deb Korth, Jen Kuhn, Kathleen Lutrell, Libby Miller, Melissa Najera, CCM GC Chair Carrie Jean Rathmell, Liz Seal, Shemica Shepard, Molly Spence, Kevin Wilfong

**Regular Meeting Agenda**

1. Call to order/welcome

2. Community Comments - none

3. Consent Agenda items - no evotes

a. The board decided to add a vote for the March minutes under agenda item 6 Discussion/Action Items.

4. Reports.

a. CCM VP (Liz Seal) -

- *Liz has the minutes approved from the CCM GC.*
- *Need to follow up on the alumni survey. Amy will provide survey questions.*
- *Senate Bill 734 (every school in the state of Maryland has to have early literacy monitoring program in place in Kindergarten) - Beginning the timely process of researching programs and ensuring goals are met. Time for staff is being allocated as well as impact on budget.*
- *CCM is expecting their final salary increase of about 4 1/2%. CCM will likely not see a monetary increase from FCPS to compensate for this salary increase.*
- *Hiring - CCM did increase a Spanish position to 1.0 and is holding off on filling an IA position at this time.*
- *Building - A CCM/MVM building committee meeting has been rescheduled for May 7. CCM is trying to renew the lease. Kevin Wilfong and Molly Carlson met with the landlord and accomplished some relationship building however have not been able to discuss future plans. Liz Seal will submit the zoning permit.*
- *CCM is having issues with arrival and dismissal (dropping kids at curb, arriving late for dropoff and pickup, parents not coming in). They are now having parents sign in their children and so far only one child has been late in two days.*
- *CCM has not resolved their issues with their cleaning company*

b. MVM VP Report (Kathleen Lutrell) -

- *Waiting on Climate Survey from MVM Principal Nancy Radkiewicz who is putting it into a tangible format.*

- *Senate Bill 734 - primary teachers will attend the next training in the Fall. MVM is already using the Dibbles assessment so can add kindergarten. MVM is checking with Mark Pritts to see if the leveled reading program that was just purchased can be used to meet the requirements. Mark said training was included and Kathleen will inquire about a workshop and if it is covered.*
- *Budget - MVM budget needs careful attention. MVM is dipping into surplus funds to fund the Administrative Assistant position by about \$25,000. Marisa Berube, MVM Budget Committee Chair, has an end of the year projection of \$179,000 surplus. While this is good there are many spending needs coming.*

C. BOT Treasurer Report (Kevin Wilfong) Kevin showed the board a spreadsheet tool that he created and is continuing to work on that provides a view of how MMCI is doing financially and how each school does independently at a quick glance.

## 5. Updates

**CCM Update:** (Carrie Jean Rathmell), *email update sent 4/24/19 to the Board of Trustees:*

- *Facilities: CCM continues to be engaged in researching and pursuing facilities options.*
- *Staffing: primary teacher for the 2019-2020 school year was hired. Vote forthcoming to approve training.*
- *Custodial service: there were some issues with the quality of the service we are receiving from our contracted custodial services. Met with our point of contact with All Clean on 4/17 at CCM to address the situation. Additional issues yesterday evening 4/23.*
- *Booth at Children's Festival 4/27: CCM has arranged to host a booth at the annual Children's Festival at Baker Park as outreach to be a presence in the community supporting children in Frederick County. Following the combined committee meeting 4/15 there is some interest in MVM jointly participating in the booth.*
- *Transition to FCPS tech and phones services is ongoing - John Edwards is working to make sure the new system set up is complete so that we can cancel our old contracts and are not paying for redundant services.*
- *Leadership meeting with Mark Pritts was held.*
- *Perpetual Climate Survey Data – Received from FCPS had some surprising results. After sharing with staff members on the school improvement team and discussing how to take back to teams to address these results, Marilyn received an email from FCPS personnel stating that the data CCM had received was incorrect. Will review again at a future date when we have accurate data.*

**MVM:** *Ellie Landru and Nancy Radkiewicz were both not in attendance, no report given.*

**MVM Principal Search Committee:** (Kathleen Lutrell)

*MVM received 8 applications by closing date of April 11, 2 met all of the requirements.*

*Interviews will be scheduled by Friday, April 26. Kathleen recommends approving funds in case needed to post further advertising. Additional funds would come from MVM per Kevin Wilfong. Kathleen recommends offering a meet and greet for a final candidate with a select audience (staff, hiring committee, BOT members, and MVM GC members).*

**Fundraising Committee** – Email from Tara Dunsmore to Board of Trustees on 4/24/19:

*We held a combined committee meeting earlier this month - only a few were able to attend but the meeting was productive! (Attendees: Tara Dunsmore, Ellie Landru, Carrie Jean Rathmell, Deb Knox-Teitel, Jeff Koehler) The takeaways:*

- 1. Both schools should be working on draft fundraising calendars for the 2019-2020 school year to review in June. MVM GC Chair suggested that fundraising chairs send a request to staff and committee chairs create a master fundraising calendar that will include middle school trip fundraising and any staff led initiatives.*
- 2. Grants Chair has received a list of wants/needs from CCM, would like a list from MVM as well: Items that can often be funded through grants are: Technology, Staff training, possibly special education materials. MVM GC Chair suggested we reach out to Monica Talley for help in identifying some of these needs.*
- 2. MVM should plan to close out the 2020 vision June 30, 2019. The MVM GC needs to decide if they would like to create a new targeted fundraising campaign for facilities, or move to a general annual fund campaign. As CCM looks into facility needs as well, this is also something the CCM GC should be discussing.*
- 3. We had a great discussion regarding community/business outreach and the need to incorporate that into all of our fundraising efforts. Creating a positive image of our MMCI and both schools in the community is essential in future efforts to seek out business and corporate donations.*
- 4. Next combined committee meeting in May should include at a minimum both schools' GC Chairs, Fundraising Chairs, and Community Outreach Chairs as well as any others who to discuss and brainstorm how we can achieve this goal.*

**Notes:**

- Amy O'Connor is looking for information regarding the CCM Farmraiser. She has received no checks or payments this school year, or any documentation of where those funds were supposed to be directed. If they were directed to SAF and received by the school, Amy would like confirmation of this.*
- MVM is still in need of a fundraising chair for 2019-20 school year.*

## Legislative Committee –

*May need a different representative. Matt Mills has not been attending.*

## Grants Committee (Jeff Koehler)

*The Honda Foundation pre-k grant submissions was denied.*

## Lottery Committee - (Melissa Najera)

*Most people have transitioned well to the new system with few issues. Documentation is now being uploaded and can be scanned or photographed. Melissa confirmed that MMCI is remaining compliant with FCPS documentation requirements. Flexibility in time to submit paperwork was extended due to the new system, however the 5 day decision window was firm. Melissa is working to minimize duplication of forms next year and in the future. There are a few fields that are requested by FCPS that were not captured on the initial electronic form and she will work to make sure the two are identical in the future and create a header so the form can simply be printed for a student's file.*

## 6. Discussion/Action Items

- **Discussion:** *Proposal from Vonnya Pettigrew of Rootbranch Productions, to create an afterschool documentary film club for aspiring junior filmmakers. (Kathleen Lutrell) Kathleen shared that Vonnya Pettigrew of Rootbranch Productions has shown interest in creating an after school club this coming school year. Melissa Najera clarified that the group needs to follow a procedure and there is not a specific form. The cost would be \$149 per student for 7 weeks and MMCI would get \$14. There will be scholarships that can be applied for if students do not have funds. 10 students would be needed to make the club viable and Ms. Pettigrew would bring all equipment and teach, she would just need space. The goal would be to take kids from media consumers to media creators and create videos that would be useful (tours of schools, editing talent show videos). Legislative and Fundraising videos were also suggested. Timing needs to be adjusted so that both schools can participate. Melissa said based on the procedure she needs to still submit a timeline of fees and payment. MMCI will need to conduct a background check unless one has been completed within the past year. Once these items are obtained this can be voted on. Because this program isn't until the fall Kathleen recommended voting at the next meeting.*
- **(Added) Vote to approve March Minutes:** *The board voted 9 in favor, 2 abstained to approve the March Minutes. **Motion Passed***
- **Discussion: Future facility options/considerations for MVM and CCM.** *Amy discussed that there was an Executive Committee meeting and there was agreement to look into collaborative efforts for a new building. Each school*

*needs to assess the feelings from their community but this option could make a building more viable for both schools. Some of the things that were concerns in the past are not necessarily true now. Autonomy should be assumed and logistical concerns reviewed. Kevin stated from a financial end a combined effort is the easiest solution for both schools solving both problems and the most viable option for both schools. Kathleen said that based on Banner's changing timeline it moves it to the side for MVM. Leasing anywhere else for MVM will be a financial increase and MVM is currently in negotiations with the landlord who would like a rent increase and wants to discontinue coverage of HVAC. Kathleen mentioned space in Highland Park that the two schools should consider looking into.*

- **(Added) Discussion/Vote: potential use of MVM funds for advertising or meet and greet of potential Principal candidates.** *The board discussed and determined that these funds are held by MVM and therefore a vote should go back to the MVM GC.*

#### 7. Announcements:

1. Upcoming MMCI Business Meetings (held at 7PM the FINAL Wednesday of each month):
  - May 29 @MVM
  - June 26 @CCM
  - July 31 @ MVM

Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>