

Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT)
Wednesday, June 25, 2019, 7:00 p.m. | Carroll Creek Montessori Public Charter School

BOT members in attendance: Amy Duvall, Tara Dunsmore (assistant treasurer elect, non-voting), Deb Knox-Teitel, Jeff Koehler, Deb Korth, Jen Kuhn (secretary elect, non-voting), Kathleen Lutrell, Libby Miller, Matt Mills, Melissa Najera, CCM GC Chair Carrie Jean Rathmell (non-voting), Liz Seal, Shemica Shepard, Molly Spence

Regular Meeting Agenda

1. Call to order/welcome

2. Community Comments - The June 25th meeting was the final meeting for President Amy Duvall. Amy was presented with a plaque as a thank you for her service as President of the MMCI BOT.

3. Consent Agenda items -

A. The board evoted to approve the May minutes. 8 aye, 1 nay, 1 abstain.

B. The board evoted to approve a motion for up to \$10,000 in tuition for Sara Holloway, CCM's new Primary hire, using MMCI's tuition reimbursement policy by paying 50% of the tuition up front. The money will be paid from CCM's PPA, account 74016. The motion passed with 11 aye.

4. Reports.

a. CCM VP (Liz Seal) -

- *MMCI BOT approved up to \$10,000 training for new primary teacher by evote and she will begin at Barry.*
- *CCM has been trying to work through the parent square situation with FCPS.*
- *CCM is trying to get access to FCPS data to populate their internal system.*
- *Molly Carlson has been working hard on facility options.*
- *It was not a great fundraising year for CCM - there is a chair but not an active committee.*

b. MVM VP Report (Kathleen Lutrell) -

- *Ms. Nancy's last day is 6/28, Friday.*
- *MVM had a great family fun night. Ms. Shannon's band played and families watched Ralph Wrecks the Internet.*
- *MVM held Race for Education and raised \$11,235.*
- *Spring concerts and 8th grade graduation were held.*
- *In May, MVM held a Games in the Park.*
- *Stipends were approved for staff and OG coordinator.*
- *Upcoming expenses include radon mitigation (first quote was \$4,000), asbestos inspection, and MVM has two malfunctioning smoke detectors.*
- *MVM adopted their strategic plan update.*

- *MVM is working to finalize the parent handbook by July.*

c. BOT Treasurer Report

- *Jeff Koehler will be taking over. Kevin Wilfong was not present but sent an email report on June 23 to the board.*

5. Updates

CCM Update: (Carrie Jean Rathmell) [sent to board by email June 25]

- *Facilities: Facilities research continues. The two options that seem to have the most potential at this time are a purchase option that would be a conversion of a current church building (potentially as a joint project with MVM) and an expansion and new lease at our current Corporate Ct site. A tour of the church site has been scheduled for Thursday evening at 6 pm.*
- *Charter Renewal: CCM has a deadline of September 1 for submission of Charter Renewal documents. Work has begun on this task.*
- *Staffing: Spanish teacher, Special Ed teacher, and Primary teacher openings have been filled. Interviews for IA openings will take place over the summer.*
- *Finance Chair: New recruit, Sonia Reigles will fill the vacancy in the finance position left by Curt Bolton's resignation.*

MVM Update: *Ellie Landru and Nancy Radkiewicz not present, no update given.*

MVM Principal Search Committee: (Kathleen Lutrell)

Kathleen will be stepping down on the principal search committee as chair and the committee has been notified. Molly Spence will be taking over as chair in this role. The posting will now be open until filled and the goal is to fill by the end of the summer. Interviewing is ongoing. Kathleen mentioned many candidates applying do not have Montessori training but seem like they could be excellent leaders and we need to decide if we will consider this option. Amy Duvall encouraged MVM to look at these candidates and to hire for excellent leadership then Montessori. Training and certification can be done, if necessary.

Fundraising Committee – (Tara Dunsmore)

Alicia Moldanado and Monica Talley will take the lead of the Fundraising Committee until an official chair has stepped up.

Legislative Committee – (Matt Mills)

Legislation is out of session, no updates from Matt. Marilyn Horan shared that licensing is being discussed.

Grants Committee (Jeff Koehler)

Nothing to update from Jeff. Molly Spence and Molly Carlson will meet with the mayor to discuss funding from the city.

Lottery Committee - (Melissa Najera)

Melissa is gathering changes that are needed, dates of lottery.

Insurance - (Liz Seal)

Liz spoke to insurance broker. Liz is getting pricing and had to fill out an application for board coverage. There will not be an updated policy before July 1, however Liz is working to ensure MMCI has the appropriate policies to be properly insured.

Joint Campus Examples - (Shemica Shepard)

Shemica reviewed slides that she sent the board. Joint campuses are being called Co-locations. More than half of New York schools share locations with schools and programs. Shemica discussed challenges and advantages of high schools sharing locations. California has a shared space law where if there is unused space charter schools can apply.

Capital Campaign - (Deb Korth/Tara Dunsmore)

Email sent by Deb Korth on June 21. Deb was hoping to hear back from neoncrm but has not yet. Deb sent a link for the position description for an individual who can run capital campaigns. Fund managers can be part time and make about \$20/hour. Amy stressed that before we pay somebody to fill the role it is critical that they understand PR and getting image out and also the middle income bracket.

Perception Survey Results - (Amy Duvall)

Marilyn provided this for CCM and Nancy sent some things to the GC but Amy did not receive. MVM is missing leadership, engagement and communication, and professional development. Melissa recommended Molly sit with both principals to see the types of reports that can be run.

6. Discussion/Action Items

- **Discussion/Vote:** Proposal from Vonnya Pettigrew of Rootbranch Productions, to create an afterschool documentary film club for aspiring junior filmmakers. (Kathleen Lutrell)

Amy made a motion to approve the proposal with the understanding that it will go to each GC where they will decide if it will come to CCM and MVM. Melissa seconded. They need to have background checks and certificate of insurance on file. Aye: all, Nay: none

- **Discussion: Joint Campus (Amy Duvall)**
 - o Kathleen shared that there is a property tour tomorrow at 6pm of the church building that is being considered. Kathleen will be returning with a builder and architect on July 1. There is a 40,000 square foot building that is only 11 years old and about 40 acres.
 - o There will be another tour of Banner July 8th from 4-6 pm. It already has 70,000 square feet and a great location. A developer we have a relationship with has offered to help with financing.
 - o JLL has been working with us on Banner and would like a limited services agreement only for working with the Banner property. Kathleen made a motion to approve a limited brokerage services agreement for the lease or purchase of the Banner property located at 1730 N Market street with JLL. Liz Seal seconded. Deb Korth expressed concern about continued Banner talk. Molly shared that CCM has another individual representing them in other areas and just to be aware of this. Aye: 10, Nay: 1, *Motion passed*
 - o Kathleen updated that MVM's landlord has listed 217 Dill Ave. for sale.
 - o Kathleen suggested having a commercial realty company on hand to conduct feasibility studies for commercial properties that could give MMCI full recommendations quickly. She will determine cost.

7. Closed Session: Start time 9:10 p.m. Topic: *MVM facility*, End time: 9:25 p.m.

8. Announcements:

1. Upcoming MMCI Business Meetings (held at 7PM the FINAL Wednesday of each month):
 - o July 31 @MVM
 - o August 28 @CCM
 - o September 25 @ MVM

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