

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

Wednesday, May 29, 2019 @ 7:00 p.m.

Monocacy Valley Montessori Public Charter School

BOT Members in Attendance: Tara Dunsmore, Amy Duvall, Deb Knox-Teitel, Jeff Koehler, Deb Korth, Jen Kuhn, MVM GC Chair Ellie Landru, Kathleen Lutrell, Libby Miller, Matt Mills, 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 - *Thank you to Kevin Wilfong for all of his contributions. The May meeting is his final meeting for his term as BOT Treasurer.*
3. Consent Agenda Items - *no evotes*
 - a. *Kevin Wilfong, Kathleen Lutrell, and Liz Seal all brought forward items to add to the May agenda. The board agreed to include these items at the appropriate times.*
4. Reports
 - a. CCM VP Report (Liz Seal)
 - *Approved Montessori training for new hire teacher.*
 - *Sending Spanish staff to training.*
 - *Marilyn Horan updated BOT that a Special Education candidate was extended an offer which was accepted.*
 - *Offer also extended for a 1.0 Spanish lead teacher.*
 - *Molly Carlson is working on facilities with Kathleen. All charters met together (Classical, MVM, and CCM) and are collaborating to ask for additional funds from the City of Frederick*
 - b. MVM VP Report (Kathleen Lutrell)
 - *MVM was approved for 2 1.0 special education positions and MVM is currently going through the interview process for these positions.*
 - *Kathleen provided the following email update to the BOT on 5/28/19:*
 - *Committee reports were offered (at the MVM GC meeting), please see GC meeting minutes for additional details.*
 - *Fundraising forms were discussed and funding for this year's Family Fun Night was requested.*
 - *A proposal for an after school video club was introduced and additional information was requested for a future meeting.*

- *Removal and replacement of some asbestos tiles in a Primary classroom was discussed, as well as updating our building asbestos inspection.*
- *Radon tests of the lower level were completed. One area (the multipurpose room) tested at a level where mitigation could be considered and estimates are being obtained.*
- *The revision of the MVM Strategic Plan was approved. The MVM 2020 Vision Fund was closed and new fundraising profits will be directed to the MVM School Fund to allow more flexibility in how the funds are spent.*
- *There was a discussion of how to implement new COMAR technology requirements for middle school.*
- *Next GC meeting is Monday, 6/3/19 at 7 pm.*

c. BOT Treasurer Report (Kevin Wilfong)

- *MMCI still has one payment left for the MSDE Grant to complete the amount of \$91,800 which MMCI will no longer qualify for in the future. Both schools need to be aware of this loss.*
- *The BOT needs to decide its main priority and ensure that the money is focused appropriately.*
- *Deb Korth will look into capital campaigns. Kevin Wilfong recommended also looking into more grants. Amy shared that MMCI did a feasibility study a few years ago and the feedback that was received was that the community was not ready for this step. Jeff Koehler shared that MMCI is in a difficult spot because the community is not wealthy enough to support a campaign, but not poor enough to qualify for certain grants.*
- *Kevin added to the agenda MMCI Insurance - Kevin has been handling MMCI's insurance which is not the role of the treasurer but a role he agreed to fill. Kevin will help with the renewal with the person who is willing to take it over. Kathleen recommended a comparative quote, however Kevin noted there would not be time to have additional quotes in time for renewal. Liz Seal volunteered to take over in this capacity. Kathleen offered to help.*

5. Discussion/Action Item:

Discussion: MVM and CCM Joint Facility Planning

MVM and CCM's most viable option for sustainability for both schools is a joint campus. Both schools are working towards this goal in addition to separate properties. Both schools need to start normalizing this concept throughout their communities. Monica Talley mentioned getting staff input. This would be a shared address, but not shared identity. There may be some opportunities to

share costs (for example: library) however, the vast majority would be completely separate.

Marilyn shared one of the big things that would be sharable is a daycare center and possibly begin taking 3s and 4s all day for small income. There could also be collaboration between adults. She discussed how collaboration even with a wall adds so much value to vastly different programs.

Kathleen says we do not have a lot of options and collaboration gives us new options that we do not have. Amy stressed that both schools are in aggressive lease renewals and it is a good time to review options. Molly Carlson will come up with preliminary numbers and present at the next GC meeting with bullets.

6. Updates

CCM Update - (Carrie Jean Rathmell) *(email received by BOT 5/28/2019)*

- *Molly Carlson sent a draft letter for MMCI to request funds from the City of Frederick for school facilities.*
- *Approval for Montessori training for CCM primary teacher new hire.*
- *Of note:*
 - *Received Charter Renewal documents from Mark Pritts*
 - *Working on Parent Square access to SIS data from FCPS*
 - *Continue to work on facilities*
- *On the calendar:*
 - *8th grade ceremony: June 13 at Sky Stage*
 - *End of the year picnic: June 19 at Ballenger Creek Park*

MVM Update - *no update*

MVM Principal Search Committee - (Kathleen Lutrell) *The second round interviews have been completed and an offer has been extended. An announcement will be made at the June 12th meeting which is where the community will learn the principal placement.*

Fundraising Committee - (Tara Dunsmore) *Amy confirmed the \$91,800 MSDE grant loss and asked Tara to look into a Capital Campaign before the June meeting. MVM is ending 2020 Vision June 30. They need to reconcile that fund and determine what to do about the donation levels and promises made (leaves and bricks.) MMCI also should discuss what to do with the donor restricted funds (invest?). MVM still needs a new Fundraising chair.*

Legislative Committee - (Matt Mills) – *MMCI has been asked by the National Alliance of Charter Schools to do a letter writing campaign. Marilyn mentioned MSM is talking to MSDE about private schools and licensing on June 5th and*

they will again bring up that Montessori teacher training should equal teacher licensing. Kathleen mentioned on a local level CCM and MVM should invite BOE members to visit and familiarize with both schools. CCM has already extended an offer but so far the BOE has not accepted. Marilyn thinks this is more likely in the fall.

Grants Committee - (Jeff Koehler) *Jeff is forwarding several grants to principals and GC Chairs. There are several grant opportunities through NEA for professional development. Jeff is also looking into Technology in Classrooms grants.*

Lottery Committee - (Melissa Najera) *The new platform is still going well. When families indicate they are leaving the school in the system, notification is automatically being sent to the next individuals as it should. Melissa will stay on in the lottery committee role beyond June 30.*

7. Discussion/Action Items

- **Discussion:** Proposal from Vonnya Pettigrew of Rootbranch Productions, to create an afterschool documentary film club for aspiring junior filmmakers. (Kathleen Luttrell) *moved to July*
- **Discussion:** *Special Education Staffing at MVM - Marie Desir brought up the concern that if candidates do not automatically select charter schools on their application the hiring committee does not see any of these candidates and requested that HR better screen these candidates to verify if they may in fact be interested in non-Montessori specific positions with the school. Amy will reach out to FCPS HR.*

8. Closed Session

9. Announcements:

1. Upcoming MMCI Business Meetings (held at 7 pm the FINAL Wednesday of each month)
 - i. June 26 @ CCM
 - ii. July 31 @ MVM
 - iii. August 28 @ CCM
2. Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>