

Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT)
Wednesday, August 28, 2019, 7:00 p.m. | Carroll Creek Montessori Public Charter School

BOT Members in Attendance: Travis Creamer, Tara Dunsmore, Deb Knox-Teitel, Jeff Koehler, Deb Korth, Jen Kuhn, MVMPCS GC Chair Ellie Landru (non-voting), CCM GC Chair Carrie Jean Rathmell (non-voting), Shemica Shepard, Molly Spence

Regular Meeting Agenda

1. Call to Order
2. Community Comments
3. Consent Agenda Items
 - a. Board passed approval of Letter of Intent to purchase for Bowers Road property for CCM on July 11 by evote. Aye: 8 votes. No response: 3.
 - b. Board passed approval of Letter of Intent to lease for Bowers Road property for CCM on July 22 by evote. Aye: 11 votes.
 - c. Board approved afterschool keyboard program to be held at MVMPCS during the 2019-2020 school year. Aye: 9 votes. No response: 2.
 - d. June BOT Meeting Minutes approved July 14. Aye: 8. No response: 3.
 - e. BOT voted to approve Travis Creamer as CCM Parent Trustee at the BOT Budget Workshop on August 7th.
 - f. BOT voted to approve the admin fee for FY20 at the BOT Budget Workshop on August 7th.
4. Reports
 - a. MMCI President (Molly Spence)
 - *Restarting MMCI level Facilities Committee to oversee Facility Committees at both MVM and CCM. Each school will maintain their own building search committee. The committee will consist of BOT President, both principals, and both chairs of Building Search Committees at each school.*
 - b. CCM VP (Liz Seal)
 - *No update*
 - c. MVM VP (Kathleen Luttrell)
 - *No update*
 - d. BOT Treasurer (Jeff Koehler)
 - *The MMCI budget was sent to the BOT on August 28 by email.*
5. Updates

CCM Update (Carrie Jean Rathmell/Marilyn Horan)

 - *CCM is hoping to offer a chess club this fall and is working with an outside vendor.*

- *Parent Square is in the process of being resolved to properly upload information and will be a permanent fix.*
- *Back to school picnic planned.*
- *Annual zoning hearing was 8/22/19 and the site was cleared for school use for another year.*
- *Landlord not fulfilling landscaping responsibilities*
- *Facilities search ongoing. Will get an update on Bowers Rd. on 8/20 and learn of any new options.*
- *Started using Schoology. Looking into clarification on what licenses are held by FCPS and what CCM has access to use and what fees will be owed for accessing student information.*
- *CCM fully staffed and just has one SEIA position to fill.*

MVM Update (Ellie Landru/Amy Dorman)

- *2 IAs were forced placements and this needs to be addressed for the future. MVM was not allowed to interview for compatibility with Montessori.*
- *MVM will meet new principal, Amy Dorman for the first time 8/29 at supply dropoff.*
- *GC approved 2019-2020 budget. Ellie noted that the budget includes the asbestos estimate not the actual amount. MVM is essentially up to code but will have some projects that will need done over long weekends or summer.*
- *Parent Handbook - there are a couple topics that still need discussed but it is mostly final.*
- *MVM had a picnic for yearbook distribution over the summer and many new families attended. Many volunteer positions were filled with new families.*
- *Nicole Dowlearn will take over the library lead volunteer role.*

Fundraising Committee

Both schools are working on fundraising calendars. CCM has created a calendar but is still finalizing a few dates. MVM has a new chair and met yesterday. Tara has been working on MMCI fundraising pages to make sure the message and information is current. Tara will be working with both schools on annual fund.

Legislative Committee (Matt Mills)

No Update

Grants Committee (Jeff Koehler)

We applied to \$250,000 in grants and didn't get any. Jeff asked for anybody interested in grants to please feel free to help. The majority of grants are for specific things like technology in the classroom.

Lottery Committee (Melissa Najera)

No Update

Insurance (Liz Seal)

No Update

Facility Update (Kathleen Luttrell)

No Update

Nominating Committee (Jen Kuhn)

Secretary will be activating the nominating committee and getting two people from each school to make sure we recruit enough people for each open spot. This process will start in September and the annual meeting will be held in November.

6. Discussion/Action Items

- **Discussion/Vote: MVM 2019-2020 budget approval**
Jeff Koehler reviewed spreadsheet of MVM budget recommendation. Ellie recommended a BOT level SOP on budgets to provide guidance. GC requested to review MOI earlier in the year so teachers are better able to order supplies and to review budget more than once a year.
Jeff motioned to approve the budget as recommended by the GC, Deb Korth seconded the motion; Aye: 8, Nay: 0
- **Discussion/Vote: MMCI 2019-2020 budget approval**
Jeff Koehler reviewed spreadsheet of MMCI budget recommendation. Jeff noted that training was a surplus one year because training didn't go through yet and it will be a deficit to balance and account for these trainings but equals in the end. Raffle was removed because MMCI does not want to approve it until they are ready for it. Jeff motioned to approve the budget as recommended, Shemica seconded; Aye: 8, Nay: 0
- **Discussion/Vote: CCM Charter Renewal**
Carrie Jean Rathmell presented the CCM charter renewal. Molly Spence will submit it on Friday 8/30 to FCPS. CCM is requesting a 10 year extension. Molly voted to approve the Charter renewal as written to submit to Mark Pritts and the superintendent. Travis Creamer seconded. Aye: 8, Nay: 0
- **Discussion/Vote: CCM 2019-2020 Budget Approval (Kevin Wilfong)**
Molly motioned to approve the FY2020 as presented. Jeff seconded. Aye: 8, Nay: 0
- **Discussion/Vote: CCM After-school chess club outside vendor approval**
BOT will evote once form is finalized. Carrie Jean discussed purpose of rent for after school clubs and Tara Dunsmore will look into a consistent policy for this.
- **Discussion: Lottery Policy/Sibling Priority**
At CCM the sibling priority has come into question. A child in the lottery got a spot, a sibling got a priority spot and now the original child has been withdrawn. The parent wants to keep the spot for the child who is only in due to the sibling priority. The spirit of the policy is to keep families together, however the way the current policy is stated it is not 100% clear. Melissa is working on SOPs to combine the three (MMCI, CCM, and MVM).

- **Discussion: MMCI Staff Position**
Moved to September

7. Closed Session - no closed session required

8. Announcements

1. Upcoming MMCI Business Meetings (held at 7PM the FINAL Wednesday of each month):
 - o September 25 @ MVM
 - o October 30 @ CCM
 - o November Annual Meeting (date TBD) @ MVM