

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

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

Regular Meeting Agenda

1. Call to Order
2. Community Comments - none
3. Review Candidates for BOT MVM Parent Trustee position open through 12/31/2019
One candidate applied for the open position: Nichole Dowlearn. The board reviewed her bio in advance and asked questions about her background, interests, and abilities.
4. Closed Session
Topic:
 - MVM Parent Trustee position
5. Vote on BOT MVM Parent Trustee position
Molly Spence made a motion to approve Nichole Dowlearn for the open BOT MVM Parent Trustee position. Deb Knox-Teitel seconded. All voted in favor. Nichole joined for the remainder of the meeting in her new role.
6. Closed Session
Topic:
 - Legal Advice
7. Consent Agenda Items
 - a. none
8. Reports
 - a. MMCI President (Molly Spence)
 - *Molly made a motion to approve MVM parent Don Townsend as special advisor to the BOT on lease issues. Kathleen Lutrell seconded. Deb Knox-Teitel abstained, Deb Korth opposed. 8 in favor.*
 - b. CCM VP (Liz Seal)
 - *No update.*
 - c. MVM VP (Kathleen Lutrell)
 - *No update.*
 - d. BOT Treasurer (Jeff Koehler)

- *Jeff sent the report by email to the BOT on 9/24. Budgets from both schools went to FCPS. There was one change in August that requires an additional vote. Jeff motioned to approve the revised MMCI admin fee that was voted on at the August meeting. Molly Spence seconded. All in favor.*

9. Updates

CCM Update (Carrie Jean Rathmell/Marilyn Horan)

- *Started field trips to the ropes course and Smithsonian. The first camping trip is next week and will be continuing for the next 3 weeks.*
- *CCM was videotaped for training purposes for a training academy.*
- *Charter renewal is this fall.*
- *Will be taking 18 kids in 6th and 7th grade to go to the model UN in NYC.*

MVM Update (Ellie Landru/Amy Dorman)

- *Second emergency fire drill and reverse drill and weather drill have been completed so now MVM is ahead of schedule on drills. All drills were smooth.*
- *Upper elementary went to Tree Trekkers.*
- *Middle school is doing mum and pansy sales for end of year field trip.*
- *Darlene Overholzer will certify staff in first aid and CPR.*
- *2 staff are taking and 1 will join restorative coursework.*
- *On children's peace day Ms. Dorman didn't realize it was a family event and will make sure that's on her radar in the future.*
- *Looking at expenditures like IXL that are upcoming.*

Fundraising Committee

No update

Legislative Committee (Matt Mills)

No Update. Session will be starting again in January and there is a possibility that the facilities funding bill will be coming back.

Grants Committee (Jeff Koehler)

No update

Lottery Committee (Melissa Najera)

Both schools are at capacity which will allow each school to receive the full PPA amount.

Facility Update (Molly Spence)

MMCI Facility Committee meeting held. More to report later. Letter went to Brad Young to express interest in the Dearbought property.

Nominating Committee (Jen Kuhn)

The Nominating Committee has met and is working to actively recruit individuals for the open positions and is preparing for the Annual Meeting which will be November 14. The board will look into whether there are any necessary changes to bylaws or votes needed for the Annual Meeting.

10. Discussion/Action Items

- **Discussion/Vote:** Recommendation to change the December Meeting date from December 25 to December 4. The board decided it will discuss at the December 4 meeting if a shorter meeting is required between the December 4 meeting and the January 29 meeting. Molly motioned to make the change from December 25 to December 4. Liz seconded. All in favor.
- **Discussion/Vote:** Chess club for CCM. CCM would like to run a chess club by Silver Knights once a week from 4-5, open K-8. Charging \$14.50 and CCM will pay \$1 per student per meeting out of the MMCI CCM account instead of charging the vendor to use the space. The chess club will take care of advertising and enrollment and they will show proof of background checks and insurance. Liz motioned to approve the CCM chess club after school as an independently run after school program by the Silver Knights. Molly seconded. All in favor.
- **Discussion/Vote:** Retaining MMCI's lawyer to review Building Hope Pre-Development agreement. It would take about 1 hour of work for \$300. Molly clarified that she is looking at this more in general for retaining the lawyer and approving a small amount of funds when MMCI needs a lawyer's opinion. Molly recommends that the BOT approve two hours of lawyer time for use on contract reviews. Because this involves both schools it should come from the MMCI checking account and up to \$600 level. Jeff made a motion to approve \$600 in funds from the MMCI Checking account to allow our lawyer to review contracts. Liz seconded. All in favor.
- **Discussion/Vote:** MMCI Staff Position to handle tasks such as facilities project management, charter renewal and annual reports, accreditation applications and reports, and fundraising & grants management. Carrie Jean discussed there are major items that are incredibly important for our schools. These are huge efforts of combined volunteers and staff. In addition to man hours that are required there are also skills that are required and a requirement on volunteers being available. Additionally, if something happens to a volunteer in these roles it could have dire consequences to our schools. She understands she is coming to the board at a time when budgets are tight and facilities are critical. Concern was expressed about considering this position now with large financial decisions being considered. Molly encouraged the board to consider it like an audit - an expense that needs to happen that will make our organization stronger. Carrie Jean will create two additional scenarios one part time focusing on fundraising and then another position for just CCM.
- **Discussion/Vote:** Proposal and requirements for Clubhouse Kids including PreK care in a new facility. Clubhouse kids shared a document of requirements and interest in sharing a facility and expanding offerings. Molly will reach out to acknowledge receipt and let

them know MMCI will be in contact when MMCI is at a point that it can discuss this option.

Molly motioned to end the meeting at 9:35 p.m. and Kathleen seconded. All in favor.

10. Announcements

1. Upcoming MMCI Business Meetings (held at 7PM the FINAL Wednesday of each month unless otherwise noted):
 - o October 30 @ CCM
 - o November 14 @ MVM **ANNUAL MEETING**
 - o December 4 @ CCM
 - o January 29 @ MVM