

Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT)
Wednesday, October 30, 2019, 7:00 p.m. | Carroll Creek Montessori Public Charter School

BOT Members in Attendance: Travis Creamer, Nichole Dowlearn, Tara Dunsmore, Deb Knox-Teitel, Jeff Koehler, Deb Korth, Jen Kuhn, Kathleen Luttrell, Libby Miller, Liz Seal, Shemica Shepard, Molly Spence

Regular Meeting Agenda

1. Closed Session (Topic: Legal Issues Update) - *Cancelled*
2. Call to Order/Welcome
3. Community Comments - *none*
4. Consent Agenda Items
 - a. *September Minutes approved 10/20/19. Aye: 9, Abstained: 1.*
5. Reports
 - a. MMCI President (Molly Spence)
 - *All members of BOT consider connections, talents, skills, and share with the board so that we can best align members with skill sets prior to next meeting.*
 - b. CCM VP (Liz Seal)
 - *Great school year so far. Spanish program doing well, middle school coming together. Staff retention is increasing and cohesion is evident. Facilities search is ongoing.*
 - c. MVM VP (Kathleen Luttrell)
 - *VP report sent. So far a great start to the year.*
 - d. BOT Treasurer (Jeff Koehler)
 - *Sent financial report. Includes the past three months.*
6. Updates

CCM Update (Carrie Jean Rathmell/Marilyn Horan)

 - *Marilyn - end of October no families have left so far this year. Very stable year. A second full time SEIA started 10/30. Middle School is going to see Harriet. Lower El has an outdoor field trip tomorrow.*

MVM Update (Ellie Landru - absent/Amy Dorman)

 - *Ellie Landru provided email update to Molly Spence*
 - *First parent workshop last night well attended. Childcare and pizza provided. Positive feedback received. Five total scheduled. During education week parents will be invited to the classrooms to visit.*

- *New report card being used which will combine Montessori teachers and specials.*
- *There was a meeting on Monday with Vanguard who creates modular construction. They do not offer project management or budgeting.*
- *It was stated that the GC is starting a discussion on how to move middle school towards a more traditional Montessori environment.*
- *MVM is looking into tightening the budget and figure out the best ways to be fiscally responsible and tighten where possible.*

Fundraising Committee (Tara Dunsmore)

Started updating MMCI Policies and Procedures. Individual schools can set their policy but it's important that MMCI has strong policies in place so both schools can be in compliance with legal requirements.

Legislative Committee (Matt Mills)

No Update

Grants Committee (Jeff Koehler)

Grants could use additional volunteer assistance.

Lottery Committee (Melissa Najera)

No Update (on agenda)

Insurance (Liz Seal)

No Update (on agenda)

Facility Update (Kathleen Luttrell)

No Update (on agenda)

Nominating Committee (Jen Kuhn)

Ballots go out in Thursday folders on 10/31. Annual Meeting scheduled for 11/14 at 7:00 p.m. at MVM. Online voting on agenda. Almost all positions have candidates other than openings for Friend of Ed for CCM GC and MMCI BOT. Childcare has been arranged with Clubhouse Kids. Nomination Committee is working through all of the logistics involved around the annual meeting.

7. Discussion/Action Items

- **Discussion:** *Annual Meeting agenda and speakers - Molly will provide overview. Jeff will give financials. Jen Kuhn to introduce board members and GC members and explain election process.*
- **Discussion:** *Online Voting - Association Voting for up to 5,000 voters is \$299. It allows MMCI to segment the ballot into groups. The emails entered into the lottery for guardian 1 and 2 and will be used as login. The oldest child at MVM or CCM's*

birthdate will be the password. This will create a unique identifier for each guardian. On the day of the election we can print out the list of who voted then cross reference with absentee ballots. The company guarantees that the system is confidential and the data is auditable. Marilyn is concerned that using the emails in another system is outside of what we should use the data for. This will be verified before the online voting is put in place. BOT will evote if this method is viable.

- **Discussion:** *Strategies for filling open Friend of Ed positions.* Molly Carlson suggested approaching local corporations that provide services in areas we know we need guidance. Molly Spence mentioned Women 2 Women mentoring. Libby will create a position description and the board will determine the best way to reach Friends of Ed at the December meeting.
- **Discussion/Vote:** *2019-20 Insurance Renewal Policy (email sent 10/15 by Molly Spence)* Molly went over options to enhance policy. The quotes received do not include these items. We are interested in data breach coverage. The current policy started in October. Kathleen recommended getting multiple quotes and also getting an Insurance Assessment. Kathleen and Liz will start this process now.
- **Discussion/Vote:** *Authorize Molly Spence, BOT President, to sign an agreement with Robert Bryant of Colliers International Realty authorizing him as the Realtor to represent MMCI for State Farm Property Negotiations.* Buyer brokerage agreement that protects Colliers for earning a commission only on this property. It is only in effect for 6 months and can be cancelled immediately at any time. The only thing that might affect us is if we go with another realtor Colliers would still get a commission. They will represent only us and work to obtain the best deal for us and we are not obligated and owe them nothing unless we would proceed with a lease. Jen Kuhn motioned to approve Molly Spence to sign an agreement with Robert Bryant of Colliers and authorize them to represent MMCI on negotiations for the State Farm Property. Travis Creamer seconded. In favor: all. Opposed: none
- **Discussion:** *Facility - Building Hope* facilitated a tour of the State Farm property. It includes all requirements. It is in excellent condition on 93 acres and is being offered at a fair price. We are looking at 60,000 sq ft rental. Both schools would be completely separate. The building was purchased and should settle this week. Each school could have their own entrance, parking, covered awning. Outdoor space would be enough to include play areas, sports field, gardens.
- **Discussion/Vote:** *Lottery Policy for Siblings and Twins -* Melissa Najera to send most up to date policy to BOT for review with revisions in red.
- **Discussion:** *MMCI Staff Position - review new proposal of alternates to full time position from Carrie Jean Rathmell.* Carrie Jean reviewed two possible positions. One for a Fundraising position and one for an Administrative Assistant. One of the questions is who this position would report to and that is a detail that would have to be determined. Concern was expressed for committing to a full time position prior to a major building initiative for both schools. Concern was expressed for relying on volunteers to do tasks with steep learning curves that set us up for vulnerability. Volunteer turnover and demands outside our control presents risk. One major

revision to the positions was to change the positions to be more directed as opposed to being tasked with leading the projects. By the January meeting Tara will determine how much each school would need to contribute to fund each of the scenarios for this position. Carrie Jean will discuss with CCM if they are interested in a CCM only position.

- **Discussion:** *Keys/building access at MVM policy.* Molly noted this is something that should be reviewed and assessed for both schools. Concern was expressed at MVM to have a procedure in place that the secretary can follow for both assigning and tracking keys. In addition, clearly stated who should have access to the building in what capacity and any requirements they may need to fulfill. Nichole Dowlearn will create an updated policy with who should have keys, procedures, and building access.
- **Discussion/Vote:** *MMCI Fundraising Policies* - moved to December 4 meeting

Kathleen voted to adjourn the meeting, Molly seconded. All in favor. Meeting adjourned at 10:00 p.m.

8. Announcements

1. Upcoming MMCI Business Meetings (usually held at 7PM the FINAL Wednesday of each month):
 - o November Annual Meeting November 14 @ MVM
 - o December 4 @ CCM
 - o January 29 @ MVM