

**Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT)**  
**Wednesday, December 4, 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. Call to Order/Welcome - none
2. Community Comments - none
3. Consent Agenda Items
  - a. *Online Voting - a motion was approved on November 9, 2019 for a payment of \$299 payable to associationvoting.com for the purpose of online voting for the MMCI Annual Meeting. Aye: 11, No response: 2*
  - b. *October Minutes - a motion was approved on November 27, 2019 to approve the October minutes. Aye: 8, No response: 5*
4. Reports
  - a. MMCI President (Molly Spence)
    - *Reminder: we are a team and need to always work together even when we don't agree.*
  - b. CCM VP (Liz Seal)
    - *none*
  - c. MVM VP (Kathleen Luttrell)
    - *MVM is taking a major look into budget concerns. A Town Hall was held.*
  - d. BOT Treasurer (Jeff Koehler)
    - *Jeff emailed. Board will review and email any questions. Jeff and Tara will present Accounting Policies and Procedures in January.*
5. Updates

**CCM Update** (Carrie Jean Rathmell/Marilyn Horan)

  - *Approved sending staff to AMI.*
  - *Girl Scouts presented to replace benches.*
  - *Looking to revise attendance in Pre-K students. Currently attendance is not mandatory. CCM is looking to clean up this policy to address these situations.*
  - *Carrie Jean found a position for BOE for an administrative position which may be a good position to use as a guideline for the possible MMCI/CCM position.*
  - *CCM needs to decide what they are doing with Maryland Excels. Carrie Jean will have information for the January meeting.*
  - *8th grade students are working on a business model to create a smoothie business.*
  - *Middle school went to Harriet and Lower El went to Weinberg Center for field trips.*

**MVM Update** (Ellie Landru - Amy Dorman)

- *GC Held a Town Hall meeting to discuss with the community possible solutions to current budget concerns. The community was asked for additional ideas and the GC is going through ideas and still determining what it will do. January and February are critical months with deadlines if it is decided to eliminate any positions. The entire Town Hall was a collaborative effort of the entire GC. FCPS's date for excessing positions is March 1. FCPS expectation is that this process has started in January with notifying staff. The timeline is based on a majority led decision.*
- *Upper El team has entered into a partnership and students will take classes at the YMCA's cooking kitchen.*
- *Spirit week was the week before Thanksgiving and was led by Middle School students. All staff dressed up as twins for twin day.*
- *Parent Ed observations were held which started on an explanation of Planes of Development.*

**Fundraising Committee** (Tara Dunsmore)

*Annual fund is normally launched at around this time. MVM is motivated to get out new marketing materials around annual giving. There was a Giving Tuesday push. CCM is planning to wait and do a spring push after they are through Charter Renewal.*

**Legislative Committee** (Matt Mills)

*No Update*

**Grants Committee** (Jeff Koehler)

*Jeff has found some new grants he will send out to board.*

**Lottery Committee** (Melissa Najera)

*No Update (on agenda)*

**Facility Update** (Molly Spence)

*An MMCI Facility meeting was held that was productive. Representatives from both schools are working on multiple paths*

**Nominating Committee** (Jen Kuhn)

*The election went well. Evote was well used for a short window. Nominating committee will come up with steps forward for online voting and changes for next year.*

**Closed Session**

Topics: Personnel, Legal Issues Update

6. Discussion/Action Items

- **Discussion:** *Extra December/January meeting necessary - BOT added meeting Tuesday, January 7 at 7:00 at MVM.*
- **Discussion:** *Carroll Creek Montessori Charter Renewal Status Update - met this morning and next week will be returning to BOE with responses to any concerns. Still*

hopeful for a 10 year renewal. MMCI and CCM are providing items that would allow the BOT measures that are more effective for Montessori and measures for improvement. The concern areas were overall math scores, level of proficiency compared to FCPS, plan for multi-tiered student supports for math and reading. The BOE Meeting is on Wednesday 12/11/19 and it is likely a vote will be held that night.

- **Discussion:** MMCI Fundraising Policies - Tara reviewed proposed changes to bring Fundraising into compliance with non-profit requirements, handling of cash donations, tax-exempt requirements, standard documented policies to include conflict of interest, and ethics policies. The BOT members are to review documents and suggest changes for an evote.
- **Discussion:** Program Fees for After school enrichment - move to January
- **Discussion:** Key Access Policy - move to January
- **Discussion/Vote:** Lottery Policy Language Update - Board reviewed recommended changes. Molly motioned to approve the Lottery Policy Updates with the amendments of removing two sections regarding twins. Deb Korth Seconded. All in favor.
- **Discussion:** Root Branch contract and programs procedure. The proposal was submitted over the summer and with changing board members we did not enter into a final contract. We need to make sure we have a contract in place. Amy O'Connor is willing to enter into a contract with vendors so that she can also manage payments.
- **Discussion:** Friend of Ed position description and recruiting - Libby reviewed description. Suggestion to add "Bring forward knowledge and assistance in areas of expertise." "Welcome and encouraged to join committees in areas of interests." (define unaffiliated - not a current parents or grandparent of a student). The board will now look at recruiting efforts and how to reach the community to find Friend of Ed candidates for the open BOT Friend of Ed position.
- **Discussion/Vote:** Tara made a motion to approve an annual year-end bonus for the MMCI bookkeeper in the amount of \$500. Kathleen seconded. All in favor.
- **Discussion:** MSDE Infusion of Federal Charter School Funding - moved to January.

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 (ADDED) January 7 @ MVM
  - o January 29 @ CCM
  - o February 26 @ MVM
  - o March 25 @ CCM