

**Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees  
(BOT)Wednesday, February 10, 2020 @ 7:00 p.m. at Carroll Creek Montessori  
Public Charter Schools**

**Regular Meeting**

**Agenda (TENTATIVE)**

1. Call to Order/Welcome **7:00 p.m.**
  
2. Community Comments *any MMCI community members* **7:00 - 7:10 p.m.**
  
3. Consent Agenda Items **7:10-7:15 p.m.**
  - December Minutes approved on 12/30/19: 7 aye, 1 abstain, did not vote.
  - January Minutes approved 2/10/20: 8 aye, 5 did not vote.
  
4. Reports **7:15-7:35 p.m.**
  - 5 Mins – MMCI President Report *Molly Spence*
  - 5 Mins – CCM VP Report *Liz Seal*
  - 5 Mins – MVM VP Report *Kathleen Lutrell*
  - 5 Mins – BOT Treasurer Report *Jeff Koehler*
  
5. Updates **7:35-8:10 p.m.**
  - 10 Mins – CCM update *Carrie Jean Rathmell / Marilyn Horan*
  - 10 Mins – MVM update *Regina Chadwick/Amy Dorman*
  - 5 Mins – Lottery Committee *Melissa Najera*
  - 5 Mins – Facility update *Molly Spence*
  - 5 Mins – Fundraising Committee *Tara Dunsmore*
  - 5 Mins – Legislative Committee *?*
  - 5 Mins – Grants Committee *Jeff Koehler*
  
6. Closed Session **8:10-8:20 p.m.**

*Topics: Personnel*
  
7. Discussion/Action Item **8:20-9:30 p.m.**
  - **Discussion/Vote:** Approval of contract with Ken Breen, real estate broker.
  - **Discussion/Vote:** Approval of contract with Building Hope for project management services for MMCI future facility(ies) (Molly)
  - **Discussion/Vote:** CCM Lease Renewal (Carrie Jean Rathmell)
  - **Discussion:** Talking points for next BOE Meeting (Molly)

- **Discussion:** *Intention statement for emergency fund and cash on hand(Tara Dunsmore/Jeff Koehler)*
- **Discussion/Vote:** *Key Access Policy (Nichole Dowlearn)*
- **Discussion/Vote:** *Proposed SOP changes from BOT members - Ethics, Conflict of Interest, Financial, etc. (all) - Moved to work session - Doodle poll for date to follow*
- **Discussion:** *BOT email and evote protocol (Molly Spence)*
- **Discussion:** *How to make the MMCI Office useable (Tara)*
- **Discussion:** *FCPS Custodial Issues (update) (Nichole)*
- **Discussion:** *Buyer commission policy (Don Townsend)*

8. Announcements:

1. Upcoming MMCI Business Meetings (held at 7PM the FINAL Wednesday of each month):

- March 25 @ MVM
- April 29 @ CCM
- May 27 @ MVM

2. Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>