

MINUTES

Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT) Wednesday, June 24, 2020 @ 7:00 p.m. Virtual

BOT Members in Attendance: Travis Creamer, Nichole Dowlearn, Tara Dunsmore, Jeff Koehler, Ellie Landru (MVM VP Elect), Kathleen Lutrell, Jen Mayo, Tori McCarthy (GC Chair), Carrie Jean Rathmell (CCM GC Chair), Shemica Sheppard, Molly Spence

1. Call to Order/Welcome - Molly opened the meeting
2. Community Comments - No community comments. The community can always feel free to email Molly (president@mmcimd.org) or the BOT (bot@mmcimd.org) with Community Comments or questions.
3. Consent Agenda Items
 - May BOT Minutes approved on 6/22/20: 8 aye, 0 nay, 5 did not vote.
4. Reports

MMCI President Report Molly Spence
Molly reminded the board that Dr. Lippy is taking over as Charter Liaison with FCPS and is being supported by Mark Pritts.

CCM VP Report I
No update

MVM VP Report Kathleen Lutrell
Kathleen submitted a written report on June 23rd.

BOT Treasurer Report Jeff Koehler
Financial reports were emailed to the BOT on June 23rd. Audit to start mid July.

5. Updates

CCM update

Carrie Jean Rathmell

- *Charter Renewal Probation: this is back to an active project. MMCI level work group met virtually. Researching and preparing to present NWEA MAP as an assessment of student learning to FCPS. FCPS Work group scheduled to meet again for first time since COVID interruption on July 13 (organized by Mark Pritts). Amy arranged for the MMCI team to talk with a representative from the Center for Montessori in the Public Sector who has used NWEA MAP in schools. I invited Amy to share about this.*
- *CCM Leadership Virtual Meet & Greet with Dr. Lippy*
- *Staffing Update: interview held and offers made for Upper EI and counselor positions. SEIA position remains to be hired.*
- *Maryland EXCELS Accreditation: received information that accreditation process is on hold until further notice. MSDE will protect accreditation of schools with current accreditation until the process is able to proceed again.*
- *CCM Facilities: Molly Carlson gave a facilities update with little new information to present.*

MVM update

Tori McCarthy/Amy Dorman

Tori submitted a written report on June 23.

Amy discussed the CARES act funding and the items MVM requested, including industrial sanitizers, additional chromebooks for home/school use, laptops for each lead teacher, a Secretary Station to provide better distancing in the front office, and rugs and yoga mats for classrooms.

MVM had some changes to the staffing committee, Laurie Gibbons will be new chair, Susi Cedillo is new secretary. Interviews for a new full-time custodian are in progress. Full time IA and Special Education instructor will begin soon.

Fundraising Committee

Tara Dunsmore

MVM held their fundraiser with Pizza and Pretzel Creations on the last day of school. Jen Shemer mentioned possibly scheduling other MMCI dine out opportunities over the summer, Tara will follow up with Jen.

Grants Committee

Jeff Koehler

Edwina Benites, an MVM parent, volunteered to work on grants.

Lottery Committee

Melissa Najera/David Henry

No official report sent. Kathleen reported that both schools are currently fully enrolled with a waitlist. Tara mentioned concerns regarding late August/early September enrollment changes due to covid-19 and the FCPS plan to reopen schools. This could have a significant impact on both schools budgets if we

are unable to fill vacancies by Sept 30, our cutoff for PPA funding. Molly will speak to Dr. Lippy and Mark Pritts to inquire about flexibility from FCPS on the September 30 deadline for this year.

Facility update

Molly Spence

Property searches are still ongoing. MMCI has retained an attorney to negotiate the lease for MVM at 217 Dill Ave. Those negotiations are ongoing.

6. Discussion/Action Item

- **Discussion: Insurance Update/Renewal (Kathleen)**
Kathleen emailed insurance quotes to the BOT in advance of the meeting. Kathleen gave an overview of the coverage gaps with MMCI's current policy. The Utica Agency quote offers wider coverage for roughly the same amount that MMCI currently pays. The recommendation was made that we accept the quote from Utica Agency. Kathleen Motioned that we accept the Bittman Henry Agency quote for Utica Agency Insurance Quote at \$23,610. Jeff seconded. Aye: 8, Nay: 0.
- **Discussion: MVM GC approval for teacher reimbursements for tuition. (Tori/Kathleen)**
The BOT continued discussion from last meeting. Tori noted that the MVM GC had decided to follow the MMCI policy as written rather than request any modifications. Kathleen motioned to approve 1/3 staff reimbursement as proposed (as approved at the June 1, 2020 MVM GC Meeting.) Nichole seconded. Aye: 8, Nay 0.
- **Discussion: Preliminary budget for FY21 (Tara/Jeff)**
Tara presented a draft budget for FY21. Important to note that there are reduced program incomes due to covid-19 and uncertainty surrounding Clubhouse kids ability to operate at full capacity. The budget is currently projecting a deficit of \$11,587.09. Tara suggested the options to balance the budget are to pull from savings or to eliminate required savings for FY21. Kathleen asked if there is any reason we cannot carry a deficit. Several members expressed agreement that the projected deficit is a true accounting of the effects of covid-19. Tara will follow up with Amy O'Connor to determine if we can approve a budget with a deficit, rather than alter savings.
- **Discussion: COVID related grant applications (Nichole/Ellie)**
PPP grant was submitted - Nichole did the research and gathered information, Tara submitted to PNC. Tara will follow up with PNC for status update.
- **Discussion: MMCI Bookkeeper expanded position description (Tara)**
Updated Bookkeeper position description was shared. Tara and Jeff will resend this final draft - if any additional changes are needed, they should be submitted to Tara and Jeff within 2 days.

- **Discussion/Vote:** Request for virtual piano lessons through MMCI (Tara)
The BOT had a discussion regarding the FCPS Zoom policy and that it does not apply to MMCI, however because Shannon is a staff member and also an independent contractor for MMCI, this creates a grey area. It needs to be made very clear that Shannon is acting as an independent contractor, not as an FCPS employee. Tara motioned to approve keyboard lessons with Shannon in the amount of \$10 per student with added wording disclaimer that the program is not affiliated with FCPS to agreement. Seconded by Jeff. Aye: 7, Nay: 0.

Closed session

Topics for closed session according to Maryland Open Meetings Act:

- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or public security, including: (ii) the development of and implementation of emergency plans
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter

9:14-9:59 p.m.

Molly adjourned at 9:59 p.m.

7. Announcements:

1. Upcoming MMCI Business Meetings (held at 7PM the FINAL Wednesday of each month): *meetings will be virtual until further notice*

- July 29
- August 26
- September 30

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