

# MINUTES

## **Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT) Wednesday, January 27, 2020 @ 7:00 p.m.**

**BOT Members present:** Molly Carlson, Nichole Dowlearn, Tara Dunsmore, Elise Goodwin, Jeff Koehler, Jen Kuhn, Ellie Landru, Jen Mayo, Tori McCarthy (MVM GC Chair), Carrie Jean Rathmell (CCM GC Chair), Shemica Sheppard, Rita Shewbridge (Assistant Treasurer - Elect), Molly Spence, Amy Sullivan

### 1. Call To Order

*Molly called the meeting to order at 7:08 p.m.*

### 2. Welcome

*Molly greeted the community.*

### 3. Community Comments

*No Community Comments*

### 4. Consent Agenda Items

- *CCM Annual Report and Probation Report Approval on 1/6/21 at Special Meeting joint with CCM GC. Molly S. motioned and Tara seconded. 11 aye, 0 nay*
- *CCM Annual Report Presentation Approval by evote on 1/11/21. Tara motioned and Molly C. seconded. 9 aye, 4 did not vote.*
- *December BOT Minutes approved by evote on 1/24/21. Jen K motioned and Ellie seconded. 9 aye, 2 abstain, 0 nay, 2 did not vote.*

### 5. Reports

MMCI President Report

*Molly Spence*

*Both the CCM and MVM leadership meetings were held. Our schools received some guidance from FCPS regarding reopening. Tara has started shadowing Molly and attending meetings with Molly working towards her taking over the role of President for July 1.*

CCM VP Report

Christopher Chandler

No update

MVM VP Report

Ellie Landru

*Ellie welcomed the new BOT members. MVM has been working diligently on the Annual Report which will be discussed at this meeting. Ellie met with staff regarding reopening in the hybrid models. One of the MVM obstacles is requiring multiple entrances. On the 5th Street side one of the two entrances is a fire entrance and MVM currently has an agreement with the city of Frederick to use the alley as the main entrance so MVM is seeking permission to use the Dill Ave entrances as additional entrances.*

BOT Treasurer Report

Jeff Koehler

*Advance report sent (included at the end of the minutes). There were two large expenses recently - CCM's rent was paid in December and MVM's rent has just been paid. This year MVM's rent was paid by check, in the past it has been wired.*

## 6. Updates

CCM update

Carrie Jean Rathmell / Marilyn Horan

*Carrie Jean sent an advance report (included at the end of the minutes). One item Carrie Jean highlighted is that CCM is coming to a decision point with facilities. If CCM takes the renew option CCM would need to make this decision at the end of February. The lease requires a 4 month notice of cancellation. CCM's landlord has also been in contact about a 5 year renewal option.*

*Marilyn - People were back in the building today. There is a CCM pickup day for material on Friday for the next semester. When CCM leadership met with Dan, he indicated that CCM has one of the lowest numbers of students returning in person. This will not be a social experience for kids. They will see each other and people outside of their families, but kids will sit in a seat, 6' apart, and occasionally use the bathroom or get materials. The new secretary is doing a wonderful job. CCM has posted for the new custodian.*

MVM update

Tori McCarthy/Amy Dorman

*Amy - February kicks off African American History month and MVM will be highlighting this all month. This goes hand in hand with the race and relations PL with staff. The new art teacher will start on February 1. MVM has a school leadership team across staff in all disciplines. The team is going over everything carefully for the plan to return. There will be a communications page shared with the families when the plan is finalized. At this point it appears that the date will be February 16. Principals are still receiving information and developing plans. The Annual Report has been a large task. Marilyn and Amy will be reviewing some possibilities of new grants. MVM will have the next materials pickup on February 10. Staff is working on a video tour/orientation. At the GC level, the GC is full again as they have a replacement for the staff rep position.*

Fundraising Committee

Tara Dunsmore

*Jen Shemer is the acting fundraising chair. She is working with a group on a virtual variety show in place of the talent show this year. There is normally a collection at the event. This year it will include prerecorded videos. She is looking for some people at the MMCI level to record pitches to include with the videos if any BOT members would like to volunteer.*

Lottery Committee

Melissa Najera/David Henry

*Advance report sent (included at end of the minutes)*

Facility update

Molly Spence/Molly Carlson/Kathleen Lutrell

*Molly S. reiterated that CCM has been approached by their landlord for a 5 year lease at a cost savings. Once CCM makes the decision about what is the best for them this will impact the big picture for MVM as CCM and MVM have been looking at joint campuses. Shepherd Pratt is meeting 2/9 and after MMCI's LOI, Shepherd Pratt referred MMCI to their realtor so while this seems like it is progressing it is still early in the process. Molly C. shared that the more individuals that have been involved with the Facility Committee, the more information they are getting. There are a couple of properties that have been discounted previously that have had circumstances change and should possibly be reconsidered. CCM is using the community survey to help guide their decisions. Kathleen shared that one other property that is moving forward is 321 Ballenger. There are a lot of things in motion right now.*

Advocacy Committee

Eddie Benites

*Advance report sent (included at the end of the minutes). Eddie drafted a letter to newly elected local officials with information about MMCI schools. The lottery committee has addresses of current students and if Eddie can get this information she can determine how many are in each legislative area. Eddie sent an email to local legislators about the MMCI lottery and included information to share with their constituents. Eddie asked for news updates to be sent to her (teacher of the year, video walkthrough for the community). The Maryland Assembly is now open and will have a lot going on for 3 months. Eddie sent the BOT the bills that are being considered that impact education. Hogan announced there is federal money coming through that will be funneled to states so Eddie recommended that MVM and CCM compile a list of needs to have on hand. Ellie asked for clarification on what information is needed from the lottery system. Eddie shared that she just needs the street address and number of students, no names. She also shared she has signed the non-disclosure agreement with MMCI. Molly said she looked into this with the lottery to make sure it was an okay use of information and determined it was. Ellie volunteered to help Eddie as it is a large project. Tara will respond to the email with David to indicate that Eddie can have access to the information.*

(Molly Spence left the meeting, Tara Dunsmore and Jen Kuhn led the remainder of the meeting.)

## 7. Discussion/Action Item

- **Discussion/Vote:** *MVM Annual Report (Tori McCarthy, Amy Dorman, Ellie Landru)*  
 Tori reviewed the MVM Annual Report presentation.  
 Marilyn made a change of the word Certification to Accreditation. Molly C. recommended that MVM have the demographic data readily available. Tori indicated that it is in the Annual Report supporting document. Ellie suggested that as she is presenting to include the pages to reference to data.  
 Ellie made a motion to approve the MVM annual report chart, report, and presentation as presented. Tara seconded the motion. 10 aye, 0 nay, 0 abstain
- **Discussion/Vote:** *Clubhouse Kids during hybrid learning model (Tara Dunsmore)*  
 Amy Dunn said that she had been in touch with Amy Dorman and Marilyn Horan. Tara wanted to know how the principals felt about this moving forward. Marilyn said she spoke with Clubhouse Kids at length and they are following so many procedures Marilyn has no concerns at all and this is a great service for MMCI families.  
 Clubhouse Kids has asked if they can use the \$1/day extension for lease as they were not able to use it earlier and they would like to offer the before and after care program for MMCI families. Marilyn recommended MMCI extend this for the remainder of the year as it is not a large revenue generator. Tara shared that it is income that MMCI does include in the budget but it is within the budget to continue this cost for the remainder of the year. Amy Dorman shared that MVM has had families express an interest. Clubhouse Kids is maintaining a standalone facility for full time daycare, this program is exclusively for the students that are in the building for hybrid learning on those days. Tara made a motion to extend the offer to Clubhouse Kids for the duration of the 2020-2021 school year to offer before and after care for both MVM and CCM. Ellie seconded the motion. All in favor. 10 aye, 0 nay/abstain.
- **Discussion/Vote:** *CCM attorney fees for lease renegotiation (Molly Carlson and Kathleen Lutrell)*  
 Molly C shared that they would like for the BOT to pre approve an amount for attorney fees in case they are needed. Kathleen shared that in the past it has cost about \$1500 for non-contentious renegotiations. Molly Carlson made a motion for MMCI to enter into a Representation Agreement with John Garza of the Garza Law Firm to represent CCMPCS in lease negotiations with the landlord at 7215 Corporate Court up to a cap of \$2500. Seconded by Jeff. 10 voted aye, 0 nay/abstain
- **Discussion/Vote:** *Review 3 architecture proposals for CCM and approve up to a dollar amount for initial project work. (Molly Carlson and Kathleen Lutrell)*  
 Molly C shared that CCM would like to determine what architect they would like to work with so that when a project is ready supports are set up. Molly and Kathleen have looked at 3 architects: ZA&D, GWWO, and Studio MB. All three have education backgrounds. ZA&D is a local firm and has worked with FCPS and Hood. Kathleen feels that GWWO is on the expensive side. Studio MB's proposal is 2 years old from a project that was half the size. Tara asked for all three proposals to be as apples to apples as possible. Molly C. and Kathleen will work to refine the proposals and send to the BOT for an evote. Tara asked for the facilities committee to make a recommendation to forward to the board and recommend an amount to approve up to for this project.

Meeting adjourned at 9:12 p.m.

Announcements:

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

- February 17\*
- March 24\*
- April 28

\*February and March meetings are one week earlier than normally scheduled

***Advance Reports:***

- *CCM Report*
- *Lottery Report*
- *Treasurer Report*
- *Advocacy Report*

**CCM Report:**

*CCM GC Report to MMCI*

*January 2021*

*Submitted by Carrie Jean Rathmell*

1. *February GC Meeting Rescheduled*
  - a. *The February CCM GC meeting has been rescheduled to Wednesday, February 3 @ 7pm through Google Meet because of the conflict with the CCM Annual Report on February 10*
2. *CCM Annual Report*
  - a. *Wednesday, February 10, 2021*
  - b. *Tentatively the meeting will be at 3:00 pm - to be confirmed closer to date*
  - c. *Tentatively in-person meeting (since staff and students are returning to the building for hybrid reopening)*
3. *Results of Facilities Surveys*
  - a. *CCM Facilities Task Force surveyed families and staff regarding facilities locations less centrally located in the county than our current location*
  - b. *Results of the survey were shared with the CCM Facilities Task Force, CHarter Amendment Work Group, and GC.*

- c. [Staff Survey Results](#)
  - d. [Family Survey Results](#)
- 4. Girl Scouts
  - a. Girl Scouts were approved to hold a cookie sale with protocols including limited numbers of people, masking, and distancing, outside the building on Saturday, February 27
- 5. CCM Yearbook
  - a. 2020-2021 Yearbook Project is underway at CCM
  - b. Coordinated by parent volunteer - [Sarah Burns-Spielvogel](#)
  - c. Working with art teacher, Ms. Reed, to have students submit a portrait as an art assignment.
  - d. Asking for a minimum of 75% participation to move forward with the project as a school sponsored yearbook with Lifetouch.
  - e. Students are also voting on a cover design during art class.
- 6. CCM GC Chair
  - a. Carrie Jean Rathmell was elected as the GC chair for 2021.
- 7. Maryland EXCELS Accreditation: Technical Assistance "Virtual Visit"
  - a. Molly Carlson has been leading the reapplication process for CCM with Maryland EXCELS since Spring 2020.
  - b. Our application was submitted and were at the site visit stage when everything was paused by the pandemic in Spring 2020.
  - c. Our accreditation was granted over the summer.
  - d. Now MSDE has created optional Technical Assistance appointments which are Virtual Site Visits (in-person site visits are still not happening due to the pandemic).
  - e. [Molly Carlson](#) is in the process of scheduling our Virtual Visits.
- 8. Custodial Hiring for CCM
  - a. .5 FCPS Custodial position is currently in place for CCM.
  - b. An additional 1.0 FCPS Custodian for CCM has been approved and coordination with FCPS is in progress to proceed with hiring
  - c. Position will be posted as soon as the green light is received from FCPS HR
- 9. Decision Point for CCM Facilities @ Corporate Ct - end of February Deadline
  - a. If exercising the option in the current lease at Corporate Ct for another year, notice is due to the landlord no later than 4 months prior to the end of the term of the lease which means (Sunday) February 28, 2021.
  - b. CCM GC will be discussing and voting on how to proceed with facilities at our next meeting on Feb 3 and then the matter will move on to the BOT.
- 10. Additional ESSR (COVID) Funds
  - a. It came to Marilyn's attention that additional ESSR funds are available to FCPS.
  - b. Marilyn asked [Dan Lippy](#) to help us determine what portion the charter schools will be receiving, advocating for allocation of these funds to charter schools on a per pupil basis.

### **Lottery Report:**

*As of 2:30pm today, Friday January 22, there are:*

*Total Applications: 1248*

*CCM: 636*

*MVM: 612*

*Last year (2020-21) to date: 1475*

### **Treasurer Report**

#### *MMCI Accounts*

- *Unrestricted cash balance in checking account \$25,692*
- *Current Reserve Fund Savings balance \$367,446*

#### *CCM Accounts*

- *Projected Facility Fund Savings balance \$383,075*
- *Projected end-of-year PPA surplus \$895,278*
- *Unrestricted cash available in checking account \$112,654*

#### *MVM Accounts*

- *Projected Facility Fund Savings balance is \$793,750*
- *Projected end-of-year PPA surplus is \$102,473*
- *Unrestricted cash available in checking account is \$46,330*

*Expenses Expenses paid over \$2,000 threshold:*

- *Westlake One/Dr. Mohiuddin (CCM rent) \$220,299.00*

*Nonprofit MMCI's annual Charity Registration Renewal was submitted to the*

*State of Maryland. This registration maintains MMCI's ability to solicit charitable contributions in Maryland. Of note, no fee was due this year since the total fundraising amount in FY20 was less than \$25K.*

*CCM The check for the 2nd half of CCM's rent payment was delivered to the landlord on 12/28/2020.*

*Fundraising Current fundraising totals:*

- *CCM donations \$6,670*
- *MVM donations \$13,126*

*Of note, MVM received a one-time \$5,000 donation from a parent-owned business.*

## **Advocacy Report**

### **1. Summary of outstanding items.**

Advocacy is paused until the following items are complete:

1. Introductory letters. Draft introductory letters were included with the December report. Please let me know when these letters have been sent so that I can follow up with meeting requests. [Here is a link](#) to the draft letters.

Have the letters been sent?

2. Legislative districting. The first question we will be asked is "how many of your students live in my district?" In order to prepare a response, in December I requested legislative districting be added to the information we collect from families during the lottery process. The Lottery Committee was unable to incorporate these changes in the current lottery, and there may be a cost associated with this change for future lotteries. In December, I requested access to the physical addresses in order to create a database.

The Lottery Committee and I are waiting for a response. Could I have access to physical addresses to determine students by legislative districts? (As a reminder, I have signed a non-disclosure agreement with MMCI. Addresses would not be released.)

### **2. Advocacy email developments**

The CAN-SPAM Act requires that all email newsletters subscribers double-opt-in. I'm unable to do so with our legislative contacts. I created labels in the advocacy Google drive as a "workaround." [Here is a backgrounder](#) from the Federal Trade Commission on the CAN-SPAM Act.



The first advocacy email went out to the Board of Education members and several local legislators to let them know our lottery is open.

I would like to send at least one email per month to our legislative contacts. Please forward any positive press to [advocacy@mmcidc.org](mailto:advocacy@mmcidc.org) so that we have fodder for these emails.

### 3. Legislative updates

1. The Frederick County Teachers' Association Representative Assembly passed a vote of no confidence in Superintendent Alban. The full announcement is available [here](#). The Frederick County Board of Education released a counter statement "We have confidence in the FCPS hybrid learning plan..." The FCPS BOE statement is available [here](#).
2. Governor Hogan announced this week his budget request for \$20.7 million for schools and community colleges to assist with COVID relief. The Maryland Legislature must approve these budget requests for them to be incorporated into law. [Here is a recent article](#) on Hogan's request.
3. President Biden, through leaders in the House and Senate, plans to offer k-12 school COVID relief through \$130 billion in federal funding. Proposals are still in negotiations, but it should be noted that federal funding will primarily be funneled through state and local municipalities. [Here is a primer](#) on the current status of funding.

### 4. Ongoing projects:

#### MMCI Representative Backgrounder

I continue to research and develop our internal document on the backgrounds, contacts, staff contacts, etc. of our local and state representatives. The document can be found here: [https://docs.google.com/document/d/1OLYFmLXZP4iGlusnwJrahXXqAKISqis\\_yZwj3QUKMc/e/dit](https://docs.google.com/document/d/1OLYFmLXZP4iGlusnwJrahXXqAKISqis_yZwj3QUKMc/e/dit) (It is only accessible under MMCI board member logins and by me.)