

MINUTES

**Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees
(BOT) Wednesday, April 28, 2021 @ 7:00 p.m.**

BOT Members present: Molly Carlson, Chris Chandler, 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, Molly Spence, Amy Sullivan

1. Call To Order

Molly Spence called the meeting to order at 7:05 p.m.

2. Welcome

Molly welcomed everyone to the April meeting and introduced herself.

3. Community Comments

None

4. Consent Agenda Items

- *March BOT Minutes approved on 3/24/21. Jen K motioned and Tara seconded. 7 aye, 6 did not vote.*

5. Reports

MMCI President Report

Molly Spence

Molly shared that MVM is in the middle of the process of preparing the annual report for the BOE. The process has been delayed a few times due to the BOE having too many things on their agenda. The MVM Annual Report is now on the agenda for the end of May.

CCM VP Report

Christopher Chandler

From the recent CCM Leadership meeting it was shared that there is funding in place for a full day pre-k 4 program. This will carry through the first semester. CCM is now awaiting a final verdict on funding for the remainder of the year. Dan Lippy will be letting CCM know when he hears back from the BOE if they will need more information.

MVM VP Report

Ellie Landru

The plumbing issues at MVM persisted and the plumber had to come back multiple times. The problem does seem to be fixed and an easier access point was added if the problem would happen again. The MVM GC is getting ready for teacher appreciation week.

BOT Treasurer Report

Jeff Koehler

Advance report sent (included at the end of the minutes). Kathleen Lutrell was doing insurance for both schools last year. Jeff asked for a volunteer to take over this responsibility. Kathleen recommended that Amy O'Connor start the process by getting quotes if there aren't many changes. Jeff and Ellie will connect about insurance and send to Amy O'Connor.

6. Updates

CCM update

Carrie Jean Rathmell / Marilyn Horan

Carrie Jean - Advance report sent (included at the end of minutes) The GC approved increasing the CCM Spanish IA from half time to full time. It is currently a temporary position. Because it is temporary it does not include benefits. CCM is looking into how to continue year end traditions. CCM held a move up day today. CCM is looking into teacher appreciation.

Marilyn - Move up day was successful. Field day will be held for an hour. CCM has made plans for whether FCPS goes back to 4 days or not. For field day there will be activities at school and there will be activities those at home can participate in. At graduation 8th graders can only bring two guests. 8th grade pictures will be next Friday. Parents will hear for the first time about PK-4 and it will be in the newsletter this week. Pre-K 4 will start August 8th and will be full day. CCM is working hard to create multiple plans giving the restrictions and guidelines that we have to make the best of the year that is remaining. The CCM Girl Scouts and Garden Club have done a lot of work on the gardens.

MVM update

Tori McCarthy/Amy Dorman

Amy - The MVM report is very similar to CCM. MVM is also preparing for the possibility of a 4 day school week. 116 families responded and about 70% said they would choose to be in class for 4 days. Unfortunately school was closed for 2 ½ days due to the plumbing issues. There was another materials pickup. There was also another parent education event. The topic was Cosmic Education. 4 positions have been approved for hiring. The pre-k expansion grant was approved. This will include 45 hours of small group tutoring as determined by teachers. The SR2 grant was approved but not the whole way through so MVM is determining how to best use that. MVM will be holding an 8th grade graduation.

Tori - The GC approved the high school proposal and it is on the agenda tonight. The MVM annual report is finally on the calendar. The GC is shifting focus on what the fall will look like and how we communicate with families. The GC approved a middle school IA that was part time to be moved to full time. The virtual talent show was amazing and everybody did an excellent job. Instead of selling tickets attendees were asked to donate to the annual fund. There were so many parents trying to donate that it froze up the website. MVM is still doing dine outs and there are a few dates left including Mod Pizza on Tuesday.

Marilyn asked to add that as soon as FCPS announced that they would provide virtual options for next year and as using materials if foundational for Montessori she reached out to Dan Lippy and CCM will not be offering virtual. This was recommended by the school improvement team and approved by the GC.

Fundraising Committee

Tara Dunsmore

MVM has exceeded their goal of \$20,000. CCM is working on fundraising with their talent show and around their pre-k program. Tara also asked for a volunteer to take over this function.

Lottery Committee

Melissa Najera/David Henry

The lottery is running as expected. Positions have been offered and most filled.

Facility update

Molly Spence/Molly Carlson/Kathleen Lutrell

MMCI was expecting for the Jefferson School property to be approved and at the last minute the Jefferson School chose to remove it from the market. MMCI is reaching out to determine why this happened. MMCI is also revisiting locations that have been looked at and our realtor is working with us and understands that our organization is serious about a location. The Facility Committee is also developing alternate plans. Molly C. will set up a Facility Committee meeting.

Advocacy Committee

Eddie Benites

There will be Annual Report follow up for MVM but it will be a coordinated effort with CCM. Eddie has begun conversations with Chris on things that can be done following their Annual Report.

7. Discussion/Action Item

7:50 p.m.-9:20 p.m.

- **Discussion:** *MVM High School Expansion (MVM GC) (1 hour)*

Molly reviewed the process with the BOT and explained that the BOT will discuss the topic this evening, develop questions, and it will come before the BOT again at the next meeting for final discussion and vote before it goes to the BOE. The role of the BOT as the charter holding body are mainly in regard to financials, facility, and big picture. The BOT is setting up the future of our organization and how MMCI fits with education in FCPS.

 - *The MVM GC provided a presentation of the MVM High School Expansion Project (Tori)*
 - *Each BOT member was given the opportunity for up to 3 minutes to speak (asking questions, expressing concerns, suggesting edits, etc.)*
 - *Molly C - Confirmed there will be a GC committee to continue to develop the proposal and also stated that she appreciated the change of timeline to 2022. Molly C. commended the team on their awareness of FCPS curriculum review process. Molly C. asked about subject diversification and administration positions.*
 - *Chris asked about the hiring timeline which currently indicates a 3 month window. Is there a contingency if that timeline is not met? How does this window compare to hiring of other positions?*
 - *Jeff - Likes some of the program components like the capstone projects. Jeff is interested in hearing more about the go/no go milestones. Jeff's facilities concerns were already addressed in the presentation.*
 - *Nichole - This is an opportunity for the school that would be self sufficient and the grant opportunity is also something that we should not overlook.*
 - *Tara -*

This will have a chain reaction on the MVM budget and MMCI budget including admin fees. Including increased custodial fees if there are more students in the building. Tara would like to help work with the team to get the numbers and make sure they are accurate. Looking at the staffing plan Tara noticed in year four it indicated that there would be an assistant principal but it doesn't appear to be in the budget. Tara can also connect the team with Amy O'Connor.

- *Ellie-
Worked with the high school proposal team. A lot started for her in remembering her son transitioning to high school after his lifelong Montessori experience into an environment where freedom with responsibility would be gone. He did find a program that did have independence. Our dynamic kids will do well wherever they go but Ellie loves the idea of a program that may propel them further with this pedagogy. We do have a lot of great options in Frederick County but not in the same dynamic way that our Montessori program does.*
- *Amy S.
Amy watched her son in a traditional program through 3rd grade and every year she saw his love of learning become less and less. He entered MVM in 4th grade and he has had an unbelievable transition and now loves school. Continuing this environment should be an option for our kids. This could be a life changing opportunity for many of our kids.*
- *Molly S. thanked the committee for their time and efforts and Tori for her presentation. This is a big ask and a big project to take on. Is this the right move for our organization at this time? Is this the vision we have for our organization? These questions are in the role of a board member and as stewards of public education in Frederick County. If this is the direction of our organization it cannot be the effort of few. It will take many hands to make it happen and take it to FCPS and then to implement the program.*
- *Tara -
Right now MMCI is not working under any strategic plan and moving forward we should become more strategic. We need to work with CCM to make sure these goals are not working in contradiction with each other's goals.*
- *Carrie Jean -
Carrie Jean agreed with what Tara said. How will the different projects that are going on like finding a long term facility decision - how do these connect as MMCI priorities and projects? How does CCM fit into the project and what is their role? How can they be teammates at the MMCI level like in facilities where we are looking at facilities? What are the top priorities and focus? If there is a slow roll out can they support a new facility?*
- *To move forward, Molly S. wants the GC and high school team to take all questions and share answers and respond to concerns. We will discuss and plan to vote at our May meeting.*
- *The BOT will announce the vote in advance of their May meeting. The GC will update the proposal and provide answers to questions by May 10 so that we can read and give final considerations before our next meeting*

which is tentatively May 19th. Molly made a motion and Ellie Seconded. Jen K asked for clarification on the focus and view of the BOT role which is the function of the organization. Molly requested for a set team to be put in place.

- **Discussion/Vote:** Move May BOT Meeting from Wednesday, May 26 at 7:00 p.m. to Wednesday, May 19 at 7:00 p.m. (Molly Spence)
Our May meeting is in direct conflict with the MVM Annual Report which is scheduled for May 26. The recommendation is made to hold it one week in advance so it can be reported with confidence at the BOE Meeting. Molly made a motion to move the meeting to May 19 at 7:00. Ellie seconded. All in favor (12)
- **Discussion:** MVM Key Policy (Molly Spence)
At the last meeting the BOT voted to grant the MVM Vice President a key to allow them their necessary access to the building. The decision was made to have the MMCI bookkeeper maintain the keys for MMCI to the individuals who need it and collect keys when terms are over. Molly has received feedback that this plan works well for MVM. Nichole had started drafting the policy prior to the pandemic. Molly requested the BOT to review the policy that Nichole sent and be ready to discuss at the next meeting. Carrie Jean added that she has gotten feedback on the request for at least one GC or BOT member to have access to the building. Because of the build out there is not one master key, there is a set of keys for all of the different areas that they access. Because it is a collection of keys CCM purchased a lock box for the lobby with the Code for access. Marilyn and the building and maintenance chair will both have access to that box. The code can be reset whenever personnel is changed. Marilyn shared that over the weekend Girl Scouts needed to use the bathroom and she was able to provide a code so they could use the bathroom. The box seems to be working well. Carrie Jean shared that it was only \$135.
- **Discussion:** Lottery Equity - Marketing & Communications efforts (Molly Spence)
Molly is moving this to the May meeting and has asked for anybody who would like to take this on as a passion project to please be in touch so we can move this forward.
- **Discussion:** Membership to Maryland Alliance of Charter Schools (Amy Sullivan)
Amy shared a one page document. Amy said that the individuals at the Alliance have been incredibly helpful throughout the whole high school process even though we are not members. The Maryland Alliance of Charter Schools is an advocacy group for public charter schools and supports schools. Dues run from August 1-July 31. Currently dues are \$3 per student. There was an offer for MMCI to join for \$250. They have done video meets and held many conversations. They have completed a red flag review of the high school proposal. They have a scheduled meeting for potential changes. One other area they provide support is in grants. Eddie shared that if it is helpful in moving towards the high school proposal that's great. She feels that MMCI needs to prioritize their own interests and values and our own contacts first. Kathleen shared that she believes we were a member in the past and we chose to not continue because we felt that many of their interests applied to Baltimore City schools and that was not necessarily what MMCI was interested in. Kathleen does feel that this has changed and they are working to get charter voices out at a statewide advocacy level. Kathleen agreed that they have been wonderful and done everything they can do to help. Tara shared that because it is school specific it is her belief that it should

probably be a GC level vote to allow each school to determine if it is important to them. Ellie agreed that at the BOT level they would be making a decision for both schools, and the decision should ultimately come from each school's GC because it would come from the school's budget. Molly S said that it will go to the GCs and if both schools are not interested, then it will be at the GC level. The GCs can let MMCI know if they are interested and based on what they share the BOT will vote at the May meeting. Amy will forward to GCs and have the discussion at the GC level about the benefits of joining.

Molly adjourned the meeting at 9:28 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*

- May 19
- June 30
- July 28

Advanced Reports

- Treasurer Report (Jeff Koehler)
- CCM Report (Carrie Jean Rathmell)

Treasurer Report

MMCI Accounts

- Unrestricted cash balance in checking account.....\$14,427
- Current Reserve Fund Savings balance.....\$368,469

CCM Accounts

- Projected Facility Fund Savings balance.....\$383,044
- Projected end-of-year PPA surplus.....\$974,889
- Unrestricted cash available in checking account...\$113,577

MVM Accounts

- Projected Facility Fund Savings balance.....\$793,705
- Projected end-of-year PPA surplus.....\$141,309
- Unrestricted cash available in checking account....\$54,007

Expenses Expenses paid over \$2,000 threshold:

- None in March

Budget Projections

- End of year budget projections show an additional \$15K will need to be used from the
- Savings account to cover MMCI operating expenses. The projections do not include the
- JLL financial services agreement approved in October, the \$20K that was approved in
- February for architectural services, or any financial votes that may have taken place at the March meeting.

Fundraising Current school fundraising totals:

- CCM \$7,198
- MVM \$21,330

CCM Report

CCM GC Report for MMCI BOT

April 2021

Submitted by Carrie Jean Rathmell

- Leadership meeting with Dan Lippy on April 19.
 - He is following up regarding whether or not CCM needs to notify BOE (particularly on the Oct 1 timeline) if continuing full-day preK4 beyond the COVID grant funded offerings during the 2021-2022 school year.
 - There was nothing to update at that time on the BOE decision to bring students back 4-days beginning May 1 other than Dan hoped to have more of a status update to address the complaints filed by all 3 unions by Thursday, April 22.
- EVOTE 3/18/2021 Carrie Jean Rathmell motions to approve payment of the Application Fee for the Montessori Training Program at CGMS for Mary Ellen Wolfinger using the CCM MMCI Checking Account. Second by [Sherry McCoy-Quinones](#). Vote passed. 7 in favor, 0 opposed, 0 abstentions, 3 did not vote.
 - Context: Payment of the application fee for Ms. Wolfinger's Training was approved as part of a tuition reimbursement agreement approved in September 2020 and fees confirmed October 2020. Even though Ms. Wolfinger's program enrollment and tuition payment has been delayed, the application fee was paid in January. Because enrollment has been delayed and may or may not occur this fiscal year, [Amy O'Connor](#) requested a new vote to cover the application fee that has already been paid.
- MMCI key policy was back on the agenda at the March mmci meeting. Key policy for MMCI/GC members who have keys to the building is more of an issue at MVM where the MMCI office is located and where there are more frequent facilities issues that require after hours attention. Currently at CCM, only staff members have keys to access the school portions of the building (everyone can access the lobby which is shared building space). MMCI is requesting that at least one MMCI/GC representative for each building have a key to access the building.
 - Marilyn Horan motions that the CCM buildings and grounds chair have the code to a box in the exterior lobby that holds the keys to open the front door, the custodial closets, the door to the fuse boxes, and the middle school room. Second: Anna Spencer. Motion passed: 8 in favor, 0 opposed, 0 abstentions.
 - Key box and keys have been procured by Melissa Anderson. An evote is in progress to approve the expenditure from the PPA budget.
- Moved money between lines in the PPA budget to adjust for unexpected expenses
 - 1. Marilyn motions to approve the finance recommendation from Kate Chasse to transfer \$4000 from 10-73028 Custodial Supplies to 10-72069 Contracted Services to cover the charges and the last two pest control invoices. Second: Marisa. Motion passed: 8 in favor, 0 opposed, 0 abstentions.
 - 2. Marilyn motions to approve the finance recommendation from Kate Chasse to transfer \$355.00 from 10-73028 Custodial Supplies to 10-73001 Office Supplies non-school. Second: Marisa. Motion passed: 8 in favor, 0 opposed, 0 abstentions.
- The April GC meeting was the last meeting for [Kate Chasse](#) before her family relocates out of state.
 - Parent Square administrator and webmaster roles will transition to CCM secretary, Melissa Anderson
 - Finance role will be covered by Amy O'Connor and Josh Rathmell will serve as interim Finance chair while we continue to recruit a volunteer to fill the role.
 - Sherry Quinones volunteered to manage the google accounts for CCM
- Connecting & Recruiting Parent Volunteers
 - The [GC Connect Brainstorm doc](#) had some good suggestions from Molly (thank you!)

- along with instructions on how to [personalize our ParentSquare pages](#).
 - Using the GC Column portion of the CCM Newsletter to highlight/introduce a GC member. Sherry McCoy-Quinones in March. Newsletter Highlight Volunteers so far: Anna Spencer (May), Rene Shuler (April)
 - A [proposal with description is included for adding Virtual Fika](#) (feeKAH, Swedish coffee break) to encourage facilitated informal community connections which lead to identifying potential GC candidates and increase our volunteer pool. Sherry will lead the first Fika. Proposed times are: Mondays May 3, 10, 17, 24 from 7-8pm
- Planning for End-of-year Traditions
 - Field day - 1 hours mornings at cluster levels, will have two days (one per A&B cohort)
 - 8th grade celebration - plan approved by Dan Lippy, at Sky Stage with 2 attendees per 8th grader
 - Move up day - all virtual move up hour held on Wednesday All-virtual day.
 - Last Day of Celebration & Potluck at Ballenger Creek Park will NOT be held this year
- Staff Appreciation in Combination with Mod Pizza Fundraiser approved. Date still being reworked because original date was on Wednesday when most staff are off-site for all virtual day.
 - 10% of sales go to CCM
- The [Talent Show Proposal](#) asks for talent show videos under 3 minutes long to be sent to fundraising@carrollcreekmontessori.org as soon as request post goes live, until May 21st with the Flipgrid share on June 1st and June 8th at 6:30pm through a GoogleMeet invite to parents of participants who can then share the invite with their families/friends. There is a 100 login attendee limit and attendee protocol will be included with the information sent out.
- [SpiritWear order dates from May 24-June 1 to April 25-May 5](#) in order to get the items distributed before summer break. The February order will be combined with this April order.
- Camille motions to approve a .5 Spanish IA non-benefited temporary position for the 2021-2022 school year at an estimated salary of \$11,500 that combined with the .5 Spanish IA position funded by COVID grants will create a 1.0 Spanish IA non-benefited position for the 2021-2022 school year. Second: Marisa. Motion passed: 8 in favor, 0 opposed, 0 abstentions.
 - CONTEXT: currently CCM has .5 Spanish IA staffing. We have one IA who serves in the morning only primary classroom in the mornings and the Spanish classrooms in the afternoons which provides .5 Spanish IA staffing for CCM. With the COVID grant funding providing the opportunity to provide full-day preK4 for the 2021-2022 school year, the current IA will be assigned to remain in primary for the full-day and a temporary .5 IA for Spanish will be hired for the 2021-2022 school year only. Because this is a temporary position it will be non-benefited. The salary for .5 IA is estimated at \$11,500.
 - Marilyn has asked Kate to run the numbers to see if it would be a viable option for CCM to pay for .5 Spanish IA from PPA budget to bring the Spanish IA staffing to 1.0 for the 2021-2022 school year. Again because this is a temporary position there would be no cost for benefits. The cost would be the cost of .5 salary \$11,500. Funding for this would come from a reduction in materials of instruction and technology budget because CCM was able to make purchases in these categories through COVID grants.
- Free Program with Adam Stone Magic, Families (all ages) would opt-in to attend together by registering for the event. All that is needed from CCM is to distribute the flyer/information.
 - [Sample Flyer](#)
 - [Marketing Video](#)
 - [Clip Lego Magic Show](#)
 - [Harry Potter Themed Show](#)
- Fundraising Challenge Discussed: CCM has secured COVID grant funding that will provide the opportunity for full-day preK4 for the 2021-2022 school year. To continue offering the full-day preK4 option for the 2022-2023 school year we need to raise \$55,120 by October/November 2021. To put it in perspective this amount is \$173 per CCM student or \$1837 per preK4 student.

	.5 teacher	.5 primary IA	Cost of full-day PreK4	.5 Spanish IA	Benefits	Cost of increase to 1.0 Spanish IA with benefits	Cost of both full-day preK4 and 1.0 Spanish IA
2021-2022	\$41,500	\$11,500	\$53,000	\$11,500	\$19,000	\$30,500	\$83,500
2022-2023	\$43,160	\$11,960	\$55,120	\$11,960	\$19,760	\$31,720	\$86,840
2023-2024	\$44,886	\$12,438	\$57,325	\$12,438	\$20,550	\$32,989	\$90,314
2024-2025	\$46,682	\$12,936	\$59,618	\$12,936	\$21,372	\$34,308	\$93,926
	Cost of full-day PreK4	Per student (318)	per family (175)	per PreK4 student			
2022-2023	\$55,120	\$173	\$315	\$1837			
	Cost of increase to 1.0 Spanish IA with benefits	Per student (318)	per family (175)				
2022-2023	\$31,720	\$100	\$181				
	Cost of both full-day preK4 and 1.0 Spanish IA	Per student (318)	per family (175)				
2022-2023	\$86,840	\$273	\$496				