

# MINUTES

Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees  
(BOT) Wednesday, September 29, 2021 @ 7:00 p.m.

**BOT Members Present:** Molly Carlson, Nichole Dowlearn, Tara Dunsmore, Jeff Koehler, Jen Kuhn, Ellie Landru, Kathleen Lutrell, Jen Mayo, Tori McCarthy (MVM GC Chair, non-voting), Carrie Jean Rathmell (CCM GC Chair, non-voting), Shemica Sheppard, Amy Sullivan

## 1. Call To Order

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

## 2. Welcome/Introductions

Tara did a brief introduction of the BOT members.

## 3. Community Comments

The BOT received one community comment which was read by Jen K. at the beginning of the meeting:

*Good evening,*

*I feel the need to voice my frustration with how children of charter schools in Frederick County had no safe option for school this year. Virtual was not offered, so I was left with the option to lose my child's spot for an exceptional education at MVM or risk her safety. Ultimately I had to choose her safety and decided to homeschool this year. My daughter has a compromised immune system and a predisposition to respiratory illness. I am highly disappointed with this system and the limited options given to children and families who are still concerned about the ongoing pandemic and safety of our children. It hurts my heart to give up her spot for a Montessori education especially one at Maryland's first charter school. We were so thrilled to be a part of this academic family and never thought we would have to choose safety over education. She attended MVM for Pre-K 3 and also muscled through virtual PreK 4 just to keep her spot for Kindergarten and beyond. Now, because of the pandemic, she will not have to opportunity to continue with this beautiful educational model. I would love to see these children who have been forced to give up so much because of the pandemic be given another opportunity at attending this Montessori school. I intend on reentering the lottery when it is safe to do so, but without sibling priority, or any priority, our likelihood*

*of winning again is few to none. I would love if you would consider a priority model for the families who had to make these extremely difficult decisions this year based on a global pandemic. We are devastated to be leaving the community and hope to join again soon.*

*Thank you for your time*

*Kaitlyn Keefer*

#### 4. Consent Agenda Items

- Evotes
  - 9/27/21 August BOT Minutes passed; 8 in favor, 5 did not vote.
  - 9/27/21 Facilities Committee Architectural Vote; 10 aye, 2 did not vote.
- Advance Reports and Committee Updates (To be included in September Minutes)
  - [MVM GC Chair Update](#)
  - [CCM GC Chair Update](#)
  - [MMCI Lottery Committee Update](#)
  - [MMCI Facilities Committee Update](#)
  - [MMCI HS Expansion Committee Update](#)
  - Advocacy Committee Update (no report received)
  - Diversity, Equity & Inclusion Update (no report received)
  - [Nominating Committee Update](#)
  - [Finance Summary August 2021](#)
  - [Financial Reports August 2021](#)

#### 5. BOT Member Reports

MMCI President Report

*Tara Dunsmore*

*Last month it was discussed that MVM and CCM hadn't had time with Dan Lippy. In September we were able to hold our leadership meeting and get our things addressed. Last month Tara asked about participating in an independent COVID testing program that is offered to the state of Maryland and MMCI was told that we must follow the same safety protocols as FCPS. If FCPS changes their mind we will be included. Tara requested a volunteer at the MMCI level for a fundraising chair and a communications chair. Anybody interested should reach out to Tara.*

CCM VP Report

*Christopher Chandler*

*No update*

MVM VP Report

*Ellie Landru*

*MVM had plumbing issues last winter and Early spring when MVM first returned to the*

building and returned at a much lower capacity. This allowed things in old pipes to congeal. It was thought to be fixed by creating an access panel so that the pipes could be snaked. When school returned within two days there was another plumbing issue. More pipe was replaced under the floor of the lower el girls bathroom. It was determined that some pipe or rebar had punctured the pipe. When more pipe was uncovered they used a camera and a metal detector but they were unable to find it because the camera actually knocked the rebar loose and it flowed into the main. It was not clear that there was actually damage to the pipe with the camera so it was decided to not do the extensive work to continue investigating and another access panel was created so this could be accessed quickly in the future. After this, there was a clogged toilet but by the time plumbers arrived it was cleared. It has been found since multiple instances of paper towels in toilets, urinals, etc. There were paper towels found in the other clog and the connection was made that there is a Tik Tok challenge to cause damage to bathrooms. We are hopeful that the problem has been resolved.

BOT Treasurer Report

Jeff Koehler

The reports were sent in advance that were pulled together by Amy O'Connor. Amy O'Connor also did a great job with our annual audit reviewing spending, votes, and policies. Nothing needed to be redone, there were no major findings, and Jeff will send the report to the BOT. There are funds in our facilities that exceed our FDIC insurance. Our bank has recommended this be put in investment funds however this prevents it from being liquid if the decision is made to purchase a facility. Amy Sullivan shared that Amy O'Connor did a lot of research about what credit card options are available outside of our current bank and Jeff is reaching out to determine what can be done with our current bank. Jeff will also address what names should be on cards. Tara shared that we currently use Debit cards and would like to switch to Credit cards however the problem that was found was that it would need to be attached to a person's name and would affect their credit score and be dependent on the volunteers income and credit score which is not realistic. We are currently looking into a Corporate Credit Card.

## 5. Updates

CCM Principal update

Marilyn Horan

Not much to update. CCM chose to take the MAP assessment and has completed this. NWEA will be done next week. CCM is currently working on the Spanish assessment which is done in 3rd, 6th, and 8th grade and should be done before conferences. CCM has learned that FCPS has a tutoring service for only \$17/year for a student for unlimited hours. There is money in the SR budget and students will be carefully selected for tutoring. Urbana had a hispanic celebration and CCM was the only FCPS school to attend. The CCM booth was highly visited. Lower El went to Tree Trekkers. Upper El is going to Carroll Creek on Friday for science experiments.

MVM Principal update

Amy Dorman

MVM is also doing the same assessments. These will form our tutoring and there will be Meerkat Camp and Power Hour starting the second week of October. Students will be invited to attend. Conferences will be either virtual or in person. We will be working with Love for Lochlin during this including a vaccination and wellness clinic. Ms. Dorman has become a pro at contact tracing. Eventually this will not be the responsibility of principals. It derailed the Peace Day celebration which has been rescheduled to this Friday. It will start with a moment of silence and a meditation, there will be a song from Lower El, and Peace Ribbons. A parent took responsibility for getting all of the ribbons. There will be an opening for a new custodian. Renee the secretary's last day is tomorrow. There is also an SEIA, IA, and User Support Specialist position still open. There are currently 36 parents signed up to volunteer. There are a lot of volunteer opportunities for tasks that could use help. MVM Middle School also went to Upward Enterprises. Ms. Dorman shared that there has been nothing fun about the Tik Tok challenges and the next one includes slapping a teacher and this will be addressed seriously if this happens.

Committee Updates

Jen Kuhn discussed needs for members of the nominating committee and positions that are open for election this year.

High School Charter Expansion Committee - Tara and Tori are working to restructure the committee to become a BOT/GC project to make sure that all pieces are being reviewed. Some things will impact the BOT and some will impact the GC. There will be an interview with the State of Maryland to discuss the \$900,000 grant. Several individuals will attend the meeting and have been reviewing questions and preparing for this meeting.

## 6. Discussion/Action Items

- **Discussion:** Lottery Waiver Requests (Tara Dunsmore)
  - Lottery Priority for MVM and CCM alumni who are rising 10th graders to be granted priority for the first year of the High School Lottery (This will address the question of equity for students who completed 8th grade at either school but no longer has a sibling enrolled and therefore not eligible for sibling priority.)
  - Lottery Priority for the 2022-23 school year for any family from MVM or CCM who unenrolled or declined a placement this school year in order to enroll in the virtual school option provided by FCPS (with verified proof of virtual school enrollment)

Tara shared that Lottery Waiver Requests must go in front of the state board of education. Tara feels that both of these are valid and the BOT needs to determine if they are both necessary or if one should be prioritized. One is for the Lottery Priority for students going into 10th grade for the 2022-2023 school year. This means that students

that graduated 8th grade will have left Montessori and no longer have priority. The timeframe is limited with the lottery starting in January.

The second request is from multiple parents that have reached out because they were frustrated that they had to give up spots because they had no virtual option. The MVM GC would like to determine if there is a priority option for these families that had to unenroll.

Ellie shared that her concern is political capital. How many students would this benefit? If it came down to one or the other, her first decision would be how many families are benefitting from each and she would have that lead to a decision. Michael Beth Edwards was involved with the CCM waiver and it was incredibly difficult even though they felt that using incredibly specific language to get it through and this had equity pieces. Michael Beth Edwards offered to review the current waiver requests. Kaitlyn Keefer asked if we need to pick one. Tara shared that it is not necessary but the waivers are very difficult to be approved so if we determined one was more important it could be beneficial to put all of our efforts behind one. Ellie shared that while our waivers have not been approved in the past these have solid reasoning and it makes sense to try for either one. Amy Dorman suggested reaching out to Classical Charter. Tara suggested to reach out to MAPCS to see if there is other precedent in the state. Tara would like 1-2 volunteers for each waiver to draft a request and do some research so that by the next meeting we would be in a position to vote. Carrie Jean was wondering the order in relation to staff and siblings and if it would just be a one year opportunity or if it would be an offering that would go for a few years because currently not all siblings get places. Tara shared that while this has been requested by the community the community often does not realize how much work goes into a request like this and it will require volunteers. Ellie shared that her vision was that the request would last for multiple years especially if it is for after siblings because it may take a couple years to get back in. Marilyn requested that staff be included. Interested individuals should reach out to Tara or Jen Kuhn.

- **Discussion:** Funding for facilities up front expenses (down payment, feasibility studies, etc.) (Tara Dunsmore)

Tara discussed that when Jeff went over financials there is a large amount of money in the MVM GC, CCM GC, and MMCI Facilities Fund. We have made 11 offers over the years that so far have not come to a purchase. We will hopefully be at a point to put down a downpayment and we need to decide how these will be covered. Will they be paid for 50/50 by MVM & CCM? So far these have been covered by MMCI. The facilities committee will be working out what costs we should be prepared to pay and their recommendation of how to handle them. Tara welcomes BOT input on how to handle these funds.

- **Discussion:** Letter of Intent for the purchase of Real Estate for Future Shared Campus (Tara Dunsmore)

Tara shared that MMCI has submitted a letter of intent and details are not being shared at this time. If it is approved it will be shared with the community.

- **Discussion/Vote:** Motion to pursue a zoning text amendment that makes both private and public schools permitted uses in the ORI zone in Frederick County, which may include spending up to \$2000 in attorney's fees. (Tara Dunsmore)

Molly Carlson shared that the property is currently zoned Industrial which only allows a temporary zoning waiver and we are currently working to get zoning changed. This property gives us the square footage that MMCI needs at a price we find desirable. We are also working with an architect to come up with a plan with our needs to see how it compares to the size of the building that we are looking at and other buildings that may apply. Tara shared that with the zoning issue Tara will amend the upcoming vote because we are not clear on what zoning we will need to change so we will make this more broad. We have already authorized \$2000 for attorney fees and we haven't used any of this until last week. A member of our community has been representing us and trying to help us keep this affordable. Our attorney has recommended several options and we are trying to see which one is most favorable. One is a property specific agreement, however these are generally not viewed without a specific agreement identified. Tara shared that our contract, if approved will indicate that we have 90 days to get zoning approved and if we are unable to do so we will be able to get out of the contract. Tara wanted to make sure that before we pursue this legal path that the BOT is in support of this effort.

Tara motioned that MMCI allow the facilities committee to pursue a zoning text amendment with the Frederick County Zoning Council for a potential facility purchase. Ellie seconded the motion. 10 aye, 0 nay.

Tara motioned to go into closed session. Ellie seconded. 10 aye, 0 nay.

Closed Session 8:50-9:05 p.m.

Maryland Open Meetings Act reasons for closing the meeting:

- Consider the acquisition of real property for a public purpose and matters directly related to the acquisition.

- **Discussion:** Lottery Procedures - clarification for Lottery Committee on how to handle certain scenarios with MVM and CCM. Is it okay for the two schools to handle placements differently? What flexibility is allowed in state charter law, vs. What autonomy does MMCI intend to give to each school? (Tara Dunsmore)

Tara shared that the Lottery Committee has asked for clarification on certain questions and wondered as a BOT if there is a concern with both schools operating slightly differently in how they handle the lottery. Ellie shared that both schools have slightly different ways of handling situations and they are both very transparent. Tara shared that her only concern is legality. Marilyn shared that certain rules are consistent between both schools like they will never skip over places, however there are certain situations like keeping families together that are very important to the school. Tara shared that we should review what is a law and what is written in the charter and make sure that we are following this. Carrie Jean shared that there are staff to student ratios of 15 to 1, or 30 per class with the teacher and IA. CCM is bound to this so if there are 32 3rd graders and 28 2nd graders when the 3rd graders move up upper el may be out of balance if no 3rd graders leave. So far somebody has left and we haven't had the situation come up that on count day we didn't have the right ratio, but it should be another consideration when determining lottery procedures. Tara shared that we should just have a standard procedure and response so that the Lottery Committee has clear guidance to make decisions so the process can be as smooth as possible. Tara will send the policies to Carrie Jean and Tori and all other parties that should be reviewing them to bring something from

- **Discussion:** MMCI Confidentiality Form - what roles should use updated form (Tara Dunsmore)  
Forms should be signed by all elected members of the BOT, individuals that might be invited into a closed session, and parent volunteers that may have access to private information.
- **Discussion:** MMCI Annual Meeting Date and Timeline & December Meeting Date (Jen Kuhn)  
Jen Kuhn motioned for the Annual Meeting to be scheduled for Wednesday November 17 and the December meeting to be rescheduled to December 15, Jeff seconded. 10 in favor.
- **Discussion:** Annual Fundraising Calendars and plans (Tara Dunsmore)  
The last couple of years have not been normal but usually MMCI asks each school to contribute. Each school has the autonomy to handle this how they want but it is an important source of income and MMCI should get back to this. Previously families were asked for \$250 contribution or \$150 for single parent households. Tara would like each school to decide how to handle this and to reach out to Tara by the October

meeting.

Tara motioned to end the meeting. Shemica seconded. All in favor. Meeting adjourned at 9:45 p.m.

## Advance Reports

- [MVM GC Chair Update](#)
- [CCM GC Chair Update](#)
- [MMCI Lottery Committee Update](#)
- [MMCI Facilities Committee Update](#)
- [MMCI HS Expansion Committee Update](#)
- Advocacy Committee Update (no report received)
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## MVM GC Chair Update:

### ***Updates and reminders on the movement of the MVM GC and its Committees:***

- ***Facility:*** MVM's situation at 217 Dill Ave continues to be challenging. We are three months into the fiscal school year and emergency repairs on the building have already caused our students to miss two instructional days and subjected our parents to one emergency early dismissal. In addition, emergency repairs during this school year have now pushed our budget past the halfway point for our Contracted Maintenance and Repairs Category and additional repairs on this scale during this school year have the potential to affect our facilities savings. While we are hopeful that the MMCI facilities committee can find a future home for MVM and CCM soon, these emergencies have highlighted the need for MVM to have a clear individual short-term pivot plan for facilities. At our October meeting, the GC will be discussing asking our Future Facilities Committee to look into multiple options for MVM for SY23, including working with our VP to the BOT to put together a timeline of action items.
- ***Policy:*** The GC continues to review our SY22 Parent Handbook at our monthly meetings to revise and rework any areas for the document that need further clarification as back-to-school continues. During the September GC meeting, edits were made to the carline procedures in response to the flow of the new carline patterns and safety



concerns.

- **Communications:** *MVM continues to struggle to find a happy medium concerning community communications. Recent changes in leadership on our Communications Committee have left MVM without the option for a committee-driven weekly eNews offering. The absence of this weekly communication has been felt strongly across the community and the adjustment to other methods of communication has been slow. The GC is actively working to recruit new volunteers into communication roles and develop leadership-level communication plans.*
- **Committees:** *The BOT has requested that MVM's Charter Expansion Committee provide an update during Wednesday's meeting and that update will be provided by the committee separately. Moving forward, this committee will be overseen directly by Tara Dunsmore and myself as leadership representatives to guide this project through the FCPS/BOE and MSDE review processes.*
- **Volunteerism:** *Parent volunteer numbers are slowly rising as the community adjusts to being back in the building. Our committee coordinators continue to share information regarding the FCPS volunteer training module across our social media platforms.*
- **Volunteerism:** *MVM is still actively seeking multiple committee chairs and co-chairs for several additional committees. The GC continues to work on taking a more active role in*

#### **August 2021 MVMPCS GC Chair Report**

*supporting the existing committees as they work to identify and incorporate new volunteers and plan for this year's activities.*

- **Elections:** *MVMs GC is working to identify candidates for the two Parent Representative and one Friend of Education positions eligible for election at the Annual Meeting. Additionally, one of the GC Friend of Education positions is currently vacant and the GC is in discussion on whether to appoint an existing candidate for the remaining 3 months of the current open term or wait until after the annual elections to fill the position.*

#### **Votes Completed:**

- **September 13, 2021,** *Approved changes to the SY 2021-2022 Parent Handbook, including updates traffic flow graphics, staff list, and language regarding one-way access during carline.*
- **September 13, 2021,** *Approved the extension of the MVM Community Connection Facebook group to the end of the current school year (June 30, 2022)*
- **September 13, 2021,** *Approved up to \$15,000 for plumbing services and floor repair completed in September 2021.*

- **September 13, 2021**, Approved the purchase of a portable air conditioning unit for one of the upper elementary classrooms.
- **September 13, 2021**, (eVote) Approved the April 2021 GC Monthly Voting Meeting Minutes
- **September 23, 2021**, (eVote) Approved the September 2021 GC Monthly Voting Meeting Minutes

#### **Upcoming Meetings and Work Sessions:**

- October 4, 2021, @ 6:30 pm, Monthly GC Voting Meeting to be held virtually

## **CCM GC Chair Update**

*GC Chair Report to MMCI BOT*

*September 2021*

*Submitted by Carrie Jean Rathmell*

- **Building & Maintenance**
  - Ready to move ahead with Lead Testing after receiving the go ahead from Dan Lippy that we can use any approved labs from the MDE list. Deadline for completion is early December for CCM.
  - Travis is working on arranging a delivery of playground sand & mulch.
  - Developing procedures for chain of responsibility for facilities issues, especially for issues that take place outside of school hours.
- **Volunteering**
  - Information about GC, MMCI, and Volunteering was shared with the CCM Community in coordination with CCM's Virtual Back to School Night on September 13. [This video](#) and [presentation slides](#) were shared with the community to view at their convenience reserving live meets for classroom teachers.
  - A volunteer Catalog is being created with the goal of sharing it with the community by the end of September to list volunteer opportunities for CCM parents. Each entry includes a description of the role, time commitment, specific dates and times of volunteering if applicable, location of volunteering, and point of contact for the role.
  - Recruiting (especially for elections) - to date we have not been able to recruit any new members from the CCM community for the nominations committee. Chris, Sherry, and Carrie Jean are committed to covering roles this fall.
  - Volunteer Training process will be posted in the CCM websites, in ParentSquare, and in the Handbook when all steps are finalized. Currently FCPS Online Training & Registration is posted.
    - FCPS Online [Volunteer Training and Registration](#)

- **MMCI Confidentiality Form**  
[https://drive.google.com/file/d/1QKbDEmkBGwed6St7wRvMd5-W\\_1eSIWxZ/view](https://drive.google.com/file/d/1QKbDEmkBGwed6St7wRvMd5-W_1eSIWxZ/vi<u>ew</u>)
- **Fundraising**
  - *Annual Fundraising Plan is in development. Ideas include an auction and 5K (although the volunteer for organizing the 5K may have pulled out) and focusing on the annual campaign.*
  - *Spirit Wear for fall was delayed because the vendor we have used for many years is no longer available. We are regrouping with a new vendor and hope to have a new proposal ready to approve at the October 6 meeting.*
- **Budget**
  - *We received feedback from FCPS on 2 items in the CCM FY22 budget. Both regarded the amount of benefits calculated for custodians. Adjusting the budget based on this review will result in a total of \$7,132.18 increase in the amount budgeted for custodial benefits. To balance the budget, the \$90,000 amount in class 15 capital outlay will be reduced to \$82,867.82.*
  - *We are waiting to receive finalized information about current CCM salaries now that the FCTA agreement has been ratified. Dan Lippy has agreed to help us get this information with the caveat that it will be at least next pay period until we have this information. Dan Lippy has indicated that FCPS will be covering the \$1,400 retention incentive for teachers hired on or before Feb 1, 2021. He is following up on whether FCPS will also be covering the hiring and retention bonus for benefitted support staff hired summer 2021.*
- **Facilities**
  - *CCM is in the process of surveying staff and families on their perspective on shared and solo campus for future facilities projects for CCM. Staff survey has been distributed. Distribution of the parent survey is awaiting revision of the Facilities video to correct the amount spent annually on facilities in FY22 budget.*
- **Fall Assessment Update**
  - *CCM received confirmation from Dan Lippy that it is not necessary to administer both the NWEA MAP and Scantron assessments so CCM will be proceeding as planned with using the NWEA MAP assessment and not administering Scantron for the 2021-2022 school year.*
- **Staffing**
  - *CCM has not yet filled the math interventionist position for the 2021-2022 school year. Interviews have been held and offers have been made but there has been delay from HR with making offers and by the time offers have been made candidates have accepted different positions.*

## **MMCI Lottery Committee Update**

*Lottery Report 2021-09-27 (As of 9 am) submitted by Jen Swafford*

*CCM has 317 enrolled and 1 accepted waiting on registration (in 7th)*

*18 offers have been made since 8/23, 11 accepted, 7 declined, 0 pending offer (above)*

MVM has 295 enrolled and 3 pending offers (in 1st, 3rd, and 6th), 2 waiting on paperwork  
 31 offers have been made since 8/23, 9 accepted, 19 declined, 3 offers pending (above)

Please have the board review the suggestions below and provide feedback:

#1 Each school or MMC1 needs to define who will be the contact for admissions volunteers' questions and they will answer in a timely manner. (See below)

#2 Each school needs to define the way they would like to fill their open seats for volunteers. (See below)

#3 All documents and communications around the timeframe to respond to an offer should be reviewed and updated (if needed) to clearly align with policy and ensure the parents understand when the clock starts ticking.

- Time of offer and business days. Example: Offer made at 4pm on Friday needs to be accepted by 4pm Monday.

- Direct the parents to decline the slot if they know they are not going to take it.

#4 We all need a clearly defined response.

Examples: "This is a question for admissions/admin/principal." "We are unable to provide any information regarding your students' placement until the registration is submitted and approved."

**CCM**

#1 **Contact for Admissions Questions:** Marilyn Horan and Melissa Anderson (Marilyn typically answers seat fill questions, Melissa everything else)

#2 **Seat Fill Preference:**

PK-K - Fill only seat opened by grade

Lower and Upper Elementary: 90 students total, preference given to siblings to keep families together over grades being 30/30/30

Middle School: Give sibling priority, then ratio of 32 7th to 28 8th

**MVM**

#1 **Contact for Admissions Questions:** Renee Holt (Who will be her replacement?)

#2 **Seat Fill Preference:**

Fill only seats opened by grade, keep all grades even.

CCM Curre nt Numb ers by Grade			*** FILL BASED ON SIBLING PRIORITY IN LL and UL ***				
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	Enrolled	Pending Offer	Waiting on Reg/Paperwork	TOTAL	Staff/Siblings on Waitlist	
PK3	18			18	3	
PK4	30			30	0	Primary Total (78)
K	30			30	0	<b>78</b>
1st	30			30	0	
2nd	31			31	1	LE Total (90)
3rd	29			29	7	<b>90</b>
4th	30			30	0	
5th	32			32	1	UE Total (90)
6th	28			28	0	<b>90</b>
7th	30		1	31	0	Middle Total (60)
8th	29			29	0	<b>60</b>
Totals:	317	0	1	<b>318</b>	318 GOAL	
<b>MVM Current Numbers by Grade</b>			*** ALWAYS KEEP GRADES EVEN OVER SIBLING PRIORITY***			
	Enrolled	Pending Offer	Waiting on Paperwork	TOTAL	Staff/Siblings on Waitlist	
PK3	12			12	5	
PK4	18			18	1	Primary Total (60)
K	30			30	0	<b>60</b>
1st	29	1		30	0	
2nd	30			30	0	LE Total (90)
3rd	29	1		30	0	<b>90</b>
4th	29		1	30	0	
5th	30			30	0	UE Total (90)
6th	29	1		30	0	<b>90</b>
7th	29		1	30	0	Middle Total (60)
8th	30			30	0	<b>60</b>
Totals:	295	3	2	<b>300</b>	300 GOAL	

## MMCI Facilities Committee Update

*MMCI Facilities Committee Report - 9/26/2021  
submitted by Molly Carlson*

*We will need a closed session of about 15 minutes to discuss item 7.*

- 1. The LOI MMCI have initiated between Jan 1 and September 27, 2021 have either received no response or were modified with terms that do not meet our requirements.*
- 2. The MMCI Facilities group recommended floating the cost of new school construction in alignment with our program by local builders before committing to an architectural study. UPDATE: Builder 1 estimated \$14,900,000 for 60K square feet building and site prep costs. Still no updates from other builders.*
- 3. Studio MB staff mentioned that several Montessori schools (including in PG County) have moved to magnet schools simply to access facilities parity with other public schools.*
- 4. The Facilities committee initiated an inquiry about the future of the former Trinity School, owned by the City. It is currently used for storage, recreation, and as a polling place. The Board of Aldermen will eventually consider the longer-term plans for the building, and MMCI is at least on the radar*
- 5. The Facilities committee initiated an inquiry about the possibility of accessing square footage at [800 Oak Street](#) if the County purchases that property.*
- 6. BOT is convening a workgroup to finalize the parameters of MMCI facilities project budgets.*
- 7. BOT will be asked to review details of a current initiative involving a County property in the Office Residential Industrial Zone during a closed session on 9/29.*
- 8. BOT is finalizing a vote about engaging Studio MB Architects for a renovation feasibility study on the building under the most recent LOI, according to the terms of their June 4, 2021 proposal.*
- 9. [A summary of major facilities activity](#) was developed to provide context for current issues and initiatives. The summary will be provided to the community soon.*
- 10. Committee members and an attorney met to discuss zoning advocacy and next steps.*

## MMCI High School Expansion Committee Update

***Submitted 9/26/2021 by Tara Dunsmore (Chairs: Tara Dunsmore, Tori McCarthy, Amy Dorman)***

*Tori and Tara have worked over the past month to reorganize this committee in order to ensure oversight and management of the charter expansion request and grant proposal is happening at both the BOT and MVM GC levels.*

*Items identified for BOT oversight include:*

Facilities plans, budget, Lottery development, partnership with Hood College, communication with FCPS

Items identified for GC oversight include:

Development of 9-12 curriculum, Hiring plan and position descriptions, Montessori consultant, grant communications

Shared items of oversight

Preparation for MSDE interview and BOE presentation

Final review of all documents to be submitted

- August 26, 2021, MSDE CSP Grant Application submitted by MMCI.
- August 26, 2021, The application to expand the MVM grade level band to include grades 9-12 submitted by MMCI and received by FCPS.
- September 1, 2021, FCPS Response Letter with the following timeline

<b>Date</b>	<b>Action</b>
8/27/2021	Saturday submission of application by MMCI, Inc.
9/1/2021	Letter confirming receipt of application and timeline for the process
10/25/2021 to 10/29/2021	Window of time to meet with applicant to share feedback and allow for adjustment
11/11/2021	Applicant provides response to feedback
11/22/2021	Superintendent's Recommendation @ BOE Meeting
11/27/2021	Adjusted final application due
12/8/2021	Last Board Meeting to make a decision
12/22/2021	Final determination with explanation due to applicant

**Upcoming Dates:**

- 10/1/21: MSDE Charter School Program Grant Virtual Interview
- 10/25/21-10/29/21: FCPS window to meet with MVM to share feedback and allow for adjustment.

**Notes:**

- The HSEC requests both the MVM GC and the MMCI BOT initiate a discussion about the submission of a lottery charter waiver request to the State to allow for the priority weighting of former MVM and CCM students in the admission lottery for the 10th grade in the first year of the school.
- The HSEC is working to develop facilities contingency plans and continues to explore the possibility of a partnership with Hood College.

- *David Henry is working to develop the needed lottery programming to allow for the high school.*

## **MMCI Nominating Committee Update**

*Submitted by Jen Kuhn 9/28/21*

### **2021 Nominating Timeline**

*(approved by committee and both principals)*

*Wednesday September 29 - present timeline to the BOT*

*Friday October 1 - BOT secretary email nomination form with open positions out to the community and first notice of annual meeting (This will allow the full month of October to recruit)*

*Friday, October 29, deadline to have member spreadsheets finalized (teacher and guardian)*

*Wednesday, November 3, Nomination forms due,*

*Tuesday, November 9, deadline to have ballots loaded*

*Wednesday November 10-17 Online early voting window*

*Wednesday November 17 - Annual Meeting, voting open for 24 hours (I've cleared this with both schools)*

*Open Positions for Ballot:*

*BOT*

*VP MVM (term start 7/1/22)*

*VP CCM (term start 7/1/22)*

*Treasurer (term start 7/1/22)*

*2 MVM Parent Trustee (1/1/22-12/31/23) (Nichole and Elise's positions)*

*1 MVM Parent Trustee ( through 12/31/22) if not filled prior (Amy Sullivan's position)*

*2 CCM Parent Trustee (1/1/22-12/31/23) (Jen Mayo and Shemica's positions)*

*2 Friend of Ed (one through 12/31/23, one through 12/31/22)*

*CCM GC*

*3 Parent Reps (Jan 1, 2022-Dec 31, 2023)*

*1 Parent Rep ((Jan 1, 2022-Dec 31, 2022)*

*3 Friend of Ed (Jan 1, 2022-Dec 31, 2023)*

*MVM GC*

*2 Parent Rep (Jan 1, 2022-Dec 31, 2023)*

*1 Friend of Ed (Jan 1, 2022-Dec 31, 2023)*

*There are no bylaw change requests from either GC or BOT.*

*Nominating Committee:*

*Jen Kuhn (Chair)*

*Ellie Landru*

*Chris Chandler*



*MVM Parent volunteers: Vanessa Deugarte (1-2 open positions)*

*CCM Parent volunteers: 2-3 open positions (Carrie Jean and Sherry Quinones recognize the need and have been actively engaged until permanent replacements are found, but this is a short term solutions)*

*Concerns:*

*We really only have one active return nominating committee volunteer (CCM has stepped up with two active but temporary volunteers). Long term parent volunteers on the nominating committee from each school (only 2-3) are critical for this committee to have historical knowledge and continuity as board positions change.*

*There are a lot of positions to recruit this year, I am not sure which members are planning to return but have started reaching out, but I have seen many requests for volunteers not filled in general in the community.*

## **MMCI Financial Update**

*Submitted by Jeff Koehler*

### **MMCI Accounts**

*Operating Funds – currently using reserve until Admin Fee funds are received from FCPS*

*Operating Reserve balance \$76,805*

*Facility Reserve Savings balance \$251,008*

### **CCM Accounts**

*Current Facility Fund Savings balance \$383,063*

*PPA surplus in FCPS Reserve \$931,498*

*PPA surplus in FY22 budget \$90,000*

*Unrestricted cash available in checking account \$112,213*

### **MVM Accounts**

*Current Facility Fund Savings balance \$793,747*

*PPA surplus in FCPS Reserve \$825*

*PPA surplus in FY22 budget \$459,450*

*Unrestricted cash available in checking account \$58,941*

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

*MAPCS (FY22 membership fee) \$2,700*

*Utica Insurance (package & umbrella FY22 premiums) \$19,377*

*The MMCI checking account shows a very high balance because we had not yet moved CCM's rent funds (2<sup>nd</sup> 6-month payment due Jan 1) into a savings account as of the end of August. It has since been transferred.*

*The MMCI annual audit for year ending June 30, 2021 was conducted by DeLeon & Stang. It took place the week of August 23<sup>rd</sup> and concluded on August 27<sup>th</sup>. The Audit Report was finalized on September 14<sup>th</sup> and submitted to FCPS on September 15<sup>th</sup>.*