

**Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees
(BOT) Wednesday, December 15, 2021 @ 7:00 p.m.**

BOT Members Present: Molly Carlson, Chris Chandler, Nichole Dowlearn, Tara Dunsmore, Elise Goodwin, 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

Regular Meeting Agenda

1. Call To Order

Tara called the meeting to order at 7:06 p.m.

2. Welcome/Introductions

3. Community Comments

4. Consent Agenda Items

- Evotes
 - 12/13/21 Approval of October 2021 Minutes 8 aye, 4 did not vote.
- Advance Reports and Committee Updates (To be included in minutes)
 - MVM GC Chair Update
 - MVMPCS Principal Report
 - CCM GC Chair Update
 - MMCI Lottery Committee Update
 - MMCI Facilities Committee Update (no report received)
 - MMCI HS Expansion Committee Update (no report received)
 - Diversity, Equity & Inclusion Update (no report received)
 - MMCI Financial Report 11/2021 (*access restricted*)
 - MMCI Finance Summary 11/2021

5. BOT Member Reports

MMCI President Report

Tara Dunsmore

Tara discussed the openings still on the BOT for BOT Treasurer, Friend of Ed, and Virtual Meeting Moderator.

CCM VP Report

Christopher Chandler

Nothing to report.

MVM VP Report

Ellie Landru

Ellie formally thanked Ashley Madden for chairing the Building & Ground committee for at

least 2 years on her own as she ends her term. Ellie will be chairing the committee in the interim. Smoke alarms were going off falsely and service contractors will be looking into this system tomorrow. In anticipation of next year MVM is beginning the process of reaching out to Mr. Morelli and seeing what options are for next fall which will also provide an update about what is going on with the status of the property.

BOT Treasurer Report

Jeff Koehler

Advance report sent, included at the end of the minutes. Tara asked for clarification about if we had full PPA on September 30. Amy O'Connor clarified that we were full and received full PPA.

5. Updates

CCM Principal update

Marilyn Horan

The Math/Science Middle School teacher has resigned. Lindsay Welch will be taking over and has a Phd in science and has taught at the University level so they will be in good hands. CCM recently held concerts. The annual report planning is starting and CCM is looking forward to going before the board. Brad Young visited CCM. He is very supportive of Charter Schools and Montessori. Classrooms are having winter retreats and older students are planning. They will be recording songs to share instead of bringing families into the school. There have been many field trips. CCM is a Covid outbreak school as of today however 4/6 are from the same family. So it is an outbreak but it has been a limited outbreak. CCM is following all of the procedures that are needed. FCPS has decided that staff does not need to do contact tracing after school hours and parents have been gracious with this.

MVM Principal update

Amy Dorman

Advance report submitted, included at the end of the minutes. In addition, MVM had an online parent training session last night. MVM has hired a custodian who will start in January. MVM is interviewing for both the User Support Specialist and 2 SEIA positions. Ms. Shannon and the drama department held a successful school play

Facilities update

Molly Carlson/Ellie Landru

- CCM Update

CCM is constantly scanning properties and if any previous properties that became unavailable become available again, they would reconsider. CCM is also looking into purchasing their current building. It is slightly larger than their current requirements and CCM is drafting an LOI and what they would like modified. The zoning would need to be changed. The CCM GC is very interested in understanding next steps if an offer would be accepted.

- MVM Update

Ellie is working on building the Facilities team at the MVM level. MVM has been working on targeting a specific facility but it is looking less likely because of

recent developments. MVM is also working on the financing piece so that when MVM is working on building relationships there is a polished portfolio. Once the template is set up MVM is happy to share with CCM. Tara suggested that the financial portfolio possibly be moved to under MMCI since MMCI is ultimately responsible for financials.

Committee Updates

Advance reports submitted for Lottery, included at the end of minutes.

MVMPCS High School - The dates for the BOE approval have been pushed back a couple of times. MVM is currently looking at the first meeting in January. Dr. Markoe has been attending all meetings and fully briefed and will be prepared to lead the vote and vote in January. MVMPCS High School will present at the first meeting in January on 1/12 and vote at the second on 1/26. The delayed timeline will not impact the grant. After much discussion the MVMPCS GC decided to delay the opening of the high school due to facilities which puts the project in jeopardy and we also received feedback that the BOE would be very in support of the program if we delay opening to work on the program and figure out facility.

6. Old Business: Action Items/Follow-up

- **Action Item:** Annual Fundraising Calendars and plans (Carrie Jean Rathmell/Tori McCarthy) Neither school had anything to update.
- **Followup:** MMCI Staffing Discussion - Tara asked about how to collaborate and start a document of responsibilities that would be delegated to a staff member. Either things that are BOT member responsibilities or things that we see that are not being done. Carrie Jean will send the previous description. Tara for those with information to send to Jeff and be prepared to discuss in January.

7. New Business: Discussion and votes

- **Discussion/Vote:** Approve additional \$5000 for McCurdy, Dean & Graditor Attorneys for continued negotiations and zoning work on behalf of both schools (Tara Dunsmore)
CCM has been working with McCurdy, Dean, & Graditor attorneys on zoning issues. MVM has been working with them on possible properties and future projects and zoning. We would like to increase the original amount to cover additional legal expenses. Tara motioned to approve an additional \$5000 for McCurdy, Dean & Graditor Attorneys for continued negotiations and zoning work on behalf of both schools. Ellie seconded the motion. The BOT discussed what budget item the money would come from, the reporting of lawyer expenses, Tara shared that the funds would come from MMCI which

was budgeted for this year because of knowing that MMCI would need this assistance. Chris Chandler asked if the BOT would receive reports on how this would be spent. Tara shared that the Facilities Committee will be working on a better way of reporting information.

11 voted in favor, 1 did not vote.

Discussion/Vote: Approve up to \$1500 for attorney (John Garza) to begin negotiations with the MVM landlord for the lease renewal. (Ellie Landru) *MVMPCS has worked with John Garza in the past with negotiations with Mr. Morelli. He will first get a status update and assuming that MVM is able to use the option to renew for one additional year it should be a simple renewal. \$1500 should be more than enough. Tara motioned to approve up to \$1500 for attorney John Garza to begin negotiations with the MVM landlord for the lease renewal. Seconded by Ellie. Ellie would be the point of contact. All in favor.*

(Chris Chandler left the meeting.)

Closed Session: (15 minutes) Maryland Open Meetings Act reasons for closing the meeting: to consider the acquisition of real property for a public purpose and matters directly related thereto.

Tara motioned to close the meeting for purpose of considering the acquisition of real property for a public purpose and matters directly related thereto. Ellie seconded. 10 in favor, 2 did not vote.

Start: 8:20 p.m. - 9:09 p.m.

- **Discussion:** Review Project Management and Financial Services quotes for facilities acquisitions (Molly Carlson/Ellie Landru) *Building Hope, Charter School Capital, JLL, and Legacy Impacts Capital are being reviewed and have been contacted with questions. At the Facility Committee level the team is analyzing answers and financial details. There will be a workshop in January and both GCs and BOT will be invited to look at all of the data.*
- **Discussion/Vote:** [Amended MVM charter expansion request with updated timeline](#) (Tara Dunsmore) *MVMPCS GC has voted to delay the start of the MVMPCS high school to Fall 2023. They have also voted to change the requirement of Montessori certification to a preference of Montessori certification. If a teacher would not*

have this certification it will be included in the budget to provide this training. Tara made a motion to approve the revised proposed Charter Amendment Language for the MVMPCS High School Expansion. Jeff seconded the motion. 11 in favor

- **Discussion/Vote:** Updated Lottery policy (Tara Dunsmore)

- [Summary of Changes](#)
- [Full lottery policy with proposed changes](#)

Marilyn recommended that this be moved until after the Lottery Committee has had a chance to review. Tara agreed and Jen will add to the agenda for January.

- **Discussion:** Grants/Grant Writer options (Tara Dunsmore) *Tori and Ellie met with Brooke DeSantis who had ideas on hiring a Grant Writer. Brooke discussed strategies that have been successful with her foundation and may be helpful to MMCI.*
- **Discussion/Vote:** *Change the January BOT meeting due to BOE conflict. Tara suggested January 19th and the vote will be moved to evote due to technical difficulty.*

Tara motioned to adjourn the meeting. Jeff seconded. 8 aye.

Meeting adjourned at 9:42 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*

- January 26, 2022 (to be changed due to BOE meeting)
- February 23, 2022
- March 30, 2022

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

Advance Reports and Committee Updates:

- MVM GC Chair Update
- MVMPCS Principal Report
- CCM GC Chair Update
- MMCI Lottery Committee Update
- MMCI Finance Summary 11/2021

MVM GC Chair Update

Submitted by Tori McCarthy 12/14/21

Policy: The GC continues to review our SY22 Parent Handbook at our monthly meetings to revise and rework any areas of the document that need further clarification as the school year continues. The last monthly review of the SY22 Parent Handbook will be on the January 2022 agenda. Moving forward from there, requests for review and changes will need to be made as an agenda request. Discussions about SY23, including the parent handbook, are slated to begin at the May GC meeting.

- **Communications:** MVM is currently using the Find Out First notification system and the school's website and social media pages to relay information to the community. Last week we had a meeting with [ClassroomParent](#), a parent engagement platform, to discuss what the program had to offer and how it could increase communication and volunteer organization at MVMPCS. This information and demonstration video is being shared with the MVMPCS GC for evaluation and discussion at our January meeting.

- **Committees:** The committees at MVM continue to undergo a building year. With volunteerism slow to gain traction on some of our committees, some others continue to benefit from some of MVM's long-term parent leaders. MVM had a successful Giving Tuesday campaign this year and is poised to launch our annual spirit wear campaign thanks to the leadership of Jen Shemer and Meggan Sombat. Additionally, Jen Shemer has also successfully invigorated our Building and Grounds committee and several weeding and beautification projects have been completed on our campus.

It's also important to note that Ashley Szatmary, our Future Facilities staff co-chair, has stepped back from her role on that committee. Ms. Ashley has run this committee without a parent co-chair for over a year and a half and has been an active representative for the MVMPCS at both the GC and BOT levels. We thank Ms. Ashley for shepherding that committee during this time of change and will miss her leadership and institutional knowledge on this committee.

- **Volunteerism:** Parent volunteer numbers continue to slowly rise 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. The recent BOE vote to centralize the FCPS volunteer bank was confusing to the community, Ms. Dorman was able to reach out to FCPS for some additional

clarification as to whether this change affected our volunteering recruitment and protocols, it does not.

- **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

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December 2021 MVMPCS GC Chair Report Continued

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

- **Elections:** The MVMPCS is excited to share that Cita King will continue with us in the role of Friend of Education through December 2023 and Rachel Schooley (currently MVMs Budget Chair) and Brooke DeSantis will also be joining the MVMPCS GC as Parent Representatives in January for two-year terms. The GC will be scheduling work sessions to review and update the MVMPCS CG SOP and Parent Representative Division of Duties documents in January.

- **GC Member Thank You:** The GC is also saying goodbye to two Parent Representatives at the end of this month. Jen Shemer and Kevin Lynn have both brought their perspectives and energy to the MVMPCS GC over the past two years and I truly appreciate both of their advocacy for parents during the ongoing COVID-19 pandemic. I know they will both continue to be fixtures of support in the parking lot and on MVM's social media pages and Jen has already offered to move into the committee chair on our Volunteer Committee as we continue to engage our families this year. Thank you Jen and Kevin.

Votes Completed Since Last Report:

- **October 28, 2021 (eVote),** approved the May 2021 MVMPCS governing council meeting minutes.
- **November 1, 2021,** approved the payment of \$1857.41 for invoice number 159198 and \$467.50 invoice number 15199 to Warner funds to come from account 72055 Class 11 contracted maintenance and repairs.
- **November 1, 2021,** approved the payment of SERVPRO invoice number 4322 for \$2,764.26 funds to come from account 72055 Class 11 contracted maintenance and repairs.
- **December 6, 2021,** approved the June 2021 MVMPCS governing council meeting minutes.
- **December 6, 2021,** approved the November MVMPCS governing council meeting minutes.

- **December 6, 2021**, approved the MVMPCS lottery procedure ([background here](#)).
- **December 6, 2021**, approved changing the start date for the MVMPCS High School from fall 2022 to fall 2023.
- **December 11, 2021 (eVote)**, approve the Classic Spiritwear event proposal.

Upcoming Meetings and Work Sessions:

- January 3, @ 6:30 pm, Monthly GC Voting Meeting to be held virtually
- January, TBD, Parent Representative Planning Meeting
- January, TBD, GC SOP Work Session

MVMPCS Principal Report

Submitted by Amy Dorman on 12/15/21

1. Staff participated in an equity professional development. We explored the topic of privilege by doing a Gallery Walk of cartoon graphics by Toby Morris called [On A Plate](#) and then engaging in a roundtable discussion. It was a rich and thoughtful conversation.
2. DIBELS assessment window is open and helps us measure growth in reading. In January the mid-year administration of NWEA MAP (measure of academic progress) will occur. This assessment provides growth data for monitoring student progress in reading, language, and mathematics. During a recent staff meeting several teachers talked about students having breakthrough moments in the classroom. This is wonderful news!
3. We are hosting a Parent Education evening on December 14 to share what a “normalized” classroom looks like, present some of the trends we have been seeing in school, and answer questions parents may have. Our school counselor, school psychologist, pupil personnel worker, Montessori teacher specialist, and myself will host this evening. A classroom observation tool will be shared and parents will be invited to observe in their child’s class beginning in January (second semester). The event will also be live-streamed.
4. Staffing Update:
 - a. Jennifer Shaool returned last week to her upper elementary class; Danielle Williams returned to her IA position in lower elementary. They are both pleased to be getting back to their students!

- b. Sandy Bostick has moved from her position as the special education program coordinator to instructional assistant in middle school. Middle School is thrilled to have her; special education misses her already!
 - c. We now need 2 SEIAs; one position (program coordinator) will be benefitted and one will not.
 - d. We interviewed again this week for custodian. We have been using a local contractor in the interim.
 - e. USS position has been offered to 2 candidates; they both declined.
5. Eight staff members will attend the AMS conference in person this year, with at least one teacher from each level going, and one will attend virtually. Montessorians typically find the conference to be a rejuvenating experience. Staff members will share findings and/or resources from at least one of the workshops they attend when they return.
6. Monday, December 6 marked the mid-term for the second quarter. Interim reports will be issued on December 14. Now would be a good time to encourage any students who may be behind in their work to check in with their teachers and see what they can do to catch up.
7. A second staff member has signed up to take the Institute for Multi-Sensory Education (IMSE) Orton-Gillingham training. A third staff member has expressed interest in taking the training over the summer. This will fulfill the three training allocations designated for this school year from the ESSER grant funds.
8. Spoke with Jen Kuhn today about the Open House schedule. Between now and the lottery draw, interested families will receive a link to a virtual Open House and a Google Meet Question and Answer Session will be offered probably in January and/or February. Once the lottery has run, selected families and families with low waitlist numbers will be invited to participate in small group in-person Open Houses, pending what is happening with COVID at that time.

CCM GC Chair Update

Submitted by Carrie Jean Rathmell on 12/12/21

GC Contact information:

Here is a [link to the Contact list for the CCM GC](#) (also available on the [school governance page of the CCM website](#)). This will be updated soon with contact information for newly elected members. Point of contact is Carrie Jean Rathmell.

New GC members have been assigned email addresses listed below.

Josh Rathmell - jrathmell@carrollcreekmontessori.org

Lynn Dutrow - ldutrow@carrollcreekmontessori.org

Nicole Pierre - npierre@carrollcreekmontessori.org

Nikki Burgee - jnburgee@carrollcreekmontessori.org

Tentative 2022 committee assignments for parent reps for the CCM GC (to be finalized at the January 12 meeting)

- Building & Maintenance: Travis Creamer continues
- Involvement & Communications: Nikki Pierre
- Finance: Josh Rathmell continues
- Fundraising: Lynn Dutrow
- Staffing: Rene Shuler continues
- GC Chair: Nikki Burgee

Annual Report Team for CCM

Invitations were extended to current and new CCM members of the GC and BOT as well as past CCM members of the GC and BOT to join the annual report team for this year. Point of contact is Carrie Jean Rathmell.

This group is meeting at 6 pm prior to the BOT meeting. Members so far include:

- principal Marilyn Horan,
- current GC chair Carrie Jean Rathmell,
- incoming GC chair Nikki Burgee,
- Incoming BOT Parent Trustee, staff member in 2020-2021 - Michael Beth Edwards
- Founding Family - Julie Clark
- Former GC Chair and MMCI President - Amy Duvall

Assessment Status

Beginning Winter 2022, Scantron Performance Series and IReady will be used for local level assessments. These are the same assessments utilized by FCPS. This is because of issues encountered with using NWEA MAP for multiple schools within the district but not the whole district. No local level assessments were administered at CCM Fall 2021 while the NWEA MAPS vs Scantron and IReady issue was being resolved. Point of contact is Marilyn Horan.

Spanish Program Data

At the December 1 GC meeting, Marisa Maldonado shared a presentation of Spanish data from the Avant Stamp assessment administered this fall. This presentation was very helpful in placing the Spanish learning of CCM students in context with Spanish language instruction that typically occurs in high school Spanish I-IV coursework. Look forward to sharing this information with you as part of the annual report or you can review it now by reviewing the GC meeting recording.

Facilities Decision making

CCM continues to discern the next steps for facilities.

The current lease at Corporate Ct expires at the end of this school year (June 30, 2022). In the current lease CCM has one more chance to exercise the option to extend for one-year for the 2022-2023 school year (July 1, 2022-June 30, 2023). If doing so, the landlord needs to be notified in writing by the end of February which means GC and BOT votes need to happen in January/February.

CCM Facilities led by Molly Carlson is actively gathering information for the GC to consider moving forward with a purchase LOI. Point of contact is Molly Carlson.

2022 CCM GC Meeting Dates

The January meeting will be held on Wednesday, January 12, 2022 beginning at 7:00 pm, virtually through Google Meet.

The new GC members will be discussing days and times of meetings for 2022 and the calendar will be shared once a decision is reached in January. Point of contact is Rene Shuler.

Lead Testing of Water

Testings has been completed. Documentation has been submitted. Confirmation has been received through email that this task is completed. Big thanks to Travis Creamer for taking the lead on this task for CCM this cycle.

Temporary Zoning Exception at Corporate Ct

Lisa Graditor has been brought in on this task for CCM. She contacted the zoning board and received information that our current exception is good through February 2022. She has been put in contact with Sherry McCoy-Quinones CCM volunteer point of contact for zoning exception.

Annual Campaign

The annual campaign for CCM has been posted and shared with the community in ParentSquare with a link that can also be shared outside of the CCM ParentSquare. \$30,000 goal. So far \$6,395 has been pledged. Point of Contact is Sherry McCoy Quinones.

Staffing Update

The CCM Middle School math and science teacher resigned. They are staying through winter break with their last day scheduled for December 22, 2021. Point of contact is Marilyn Horan.

Staffing vacancies at CCM:

- Middle School Teacher math & science
- Math Intervention Teacher
- Montessori Teacher Specialist

Elementary & Middle School Performance Ensemble (Chorus) Concert were held last week.

Appreciate option for the return of in-person concerts which included safety measures for COVID. Performers as well as audience members were masked. In-person audience members were limited to parents and siblings of performers. Virtual audience option was provided using Google Meet. Separate elementary and middle school concerts were held on separate nights. No assembly concert was offered for the school at this time. Marilyn Horan is the point of contact for concerts.

Carline

Carline has been a topic of discussion raised through public comment over the last several months. Processes were reviewed and adjusted as needed by staff who reported back to the GC. Adjustments included assigning staff members to additional key “intersection” areas to better monitor and direct traffic in these locations. ParentSquare communications were sent to the community to clarify the process and changes. Marilyn Horan is the point of contact for carline.

Roles and responsibilities of GC Members and Leadership

As we transition to new members, roles and responsibilities are reviewed. Here is the current version of the CCM GC SOP which will be reviewed and revised as needed in January.

[CCM GC Standard Operating Procedures \(SOP\)](#) Point of contact Carrie Jean Rathmell.

[MMCI Lottery Committee Update](#)

Submitted by Jen Swafford on 12/13/21

CCM has 318 enrolled

9 offers have been made since 10/24, 3 accepted, 6 declined, 0 pending offers

MVM has 295 enrolled and 3 pending offers (two in 6th, one in 8th)

- 2 open slots in 7th, there are no applications for 7th or 8th grade remaining

39 offers have been made since 10/24, 6 accepted, 30 declined, 3 offers pending (above)

NEW VOLUNTEERS:

- We have one new volunteer from CCM! Please let us know if you are able to find one more from MVM.

CCM Current Numbers by Grade		*** FILL BASED ON SIBLING PRIORITY IN LE and UE ***				
	Enrolled	Pending Offer	Waiting on Reg/Paper work	TOTAL	Staff/Siblings on Waitlist	
PK3	18			18	3	
PK4	30			30	1	Primary Total (78)
K	30			30	0	78
1st	30			30	0	
2nd	31			31	1	LE Total (90)
3rd	29			29	8	90
4th	30			30	0	
5th	33			33	2	UE Total (90)
6th	27			27	0	90
7th	33			33	0	Middle Total (60)
8th	27			27	0	60
Totals:	318	0	0	318	318 GOAL	
MVM Current Numbers by Grade		*** 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	0	Primary Total (60)
K	30			30	0	60
1st	30			30	0	
2nd	30			30	1	LE Total (90)
3rd	30			30	0	90
4th	30			30	0	
5th	30			30	0	UE Total (90)
6th	28	2		30	0	90
7th	28			28	0	Middle Total (60)
8th	29	1		30	0	58
Totals:	295	3	0	298	300 GOAL	

MMCI Finance Summary 11/2021

Submitted by Jeff Koehler on

MMCI Accounts

Operating Funds \$59,448

Operating Reserve \$100,000

Facility Reserve \$262,776

CCM Accounts

Current Facility Fund Savings \$383,092

PPA surplus in FCPS Reserve \$931,498

PPA surplus in FY22 budget \$83,454

Unrestricted checking account cash \$112,754

MVM Accounts

Current Facility Fund Savings \$793,807

PPA surplus in FCPS Reserve \$825

PPA surplus in FY22 budget \$459,450

Unrestricted checking account cash \$59,503

Expenses paid over \$2,000 threshold

DeLeon & Stang (final audit bill) \$2,500

Notes

MMCI's 990 for year ended June 30, 2021 was filed with the IRS on November 15, 2021.