

**Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees
(BOT) Wednesday, January 19, 2022 @ 7:00 p.m.**

BOT Members Present: Nikki Burgee (CCM GC Chair, non-voting, Molly Carlson, Nichole Dowlearn, Tara Dunsmore, Michael Beth Edwards, Elise Goodwin, Jeff Koehler, Jen Kuhn, Ellie Landru, Kathleen Lutrell, Jen Mayo, Tori McCarthy (MVM GC Chair, non-voting), Meggan Sombat, Amy Sullivan

Regular Meeting Agenda

1. Call To Order

7:06 p.m. Tara called to order

2. Welcome/Introductions

Tara did a brief introduction of BOT members.

3. Community Comments

None

4. Consent Agenda Items

- Evotes
 - 12/23/21 Move January BOT meeting date to 1/19/22. 7 aye, 5 did not vote.
 - 12/24/21 Approval of Annual Bookkeeper Bonus in the amount of \$500. 11 aye, 1 did not vote.
 - 1/7/22 Approval of December 2021 BOT Minutes.
 - 1/19/22 Approval of Meggan Sombat as MVM Parent Trustee for a 1 year term through 12/31/22. 10 aye, 1 did not vote.
- Advance Reports and Committee Updates (Included at end of minutes)
 - MVM GC Chair Update (no report received)
 - MVMPCS Principal Report (no report received)
 - CCM GC Chair Update (no report received)
 - 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 12/2021 (*access restricted*)
 - MMCI Finance Summary 12/2021

ADDED: **Discussion/Vote:** Tara made a motion to appointment Michael Beth Edwards to the position of CCM VP through the end of the term 6/30/22. Seconded by Ellie. Tara explained Michael Beth's background and experience briefly. 12 aye, 0 nay

5. BOT Member Reports

MMCI President Report

Tara Dunsmore

Chris Chandler stepped down from his VP role. Tara shared that the last few weeks have been stressful and as leaders we should model kindness, grace, and courtesy. Leadership meetings were held with Dr. Lippy.

MVM VP Report

Ellie Landru

There were some building issues with a smoke detector that MVM is working through. The estimate is about \$3000 so it is higher than an amount that the GC can automatically approve. It is not a safety issue but it is causing multiple notifications to be sent to emergency contacts. The meeting with John Garza to discuss landlord negotiations was rescheduled.

CCM VP Report

Michael Beth Edwards

Michael Beth just started her role in the last few days.

BOT Treasurer Report

Jeff Koehler

Advance report submitted, included at the end of the minutes. Heads up to both GCs and the BOT that we are beginning the budget planning process for next year.

5. Updates

MVM Principal update

Amy Dorman/Tori McCarthy

Amy - Session 1 of Power Hour and Meerkat Camp was well run and implemented. 6 staff members stepped up and 25 kids attended Meerkat Camp and 22 for Power Hour. Session 2 will start Saturday, January 22, 2022. There will be some new tutors for the next term including Ms. Dorman. There was a parent education evening 12/14. 33 parents and guardians attended mostly virtual. Parents will be invited to observe classrooms but Covid needs to settle down first. MVM wrapped up Dibbles testing and are now in the middle of math testing. FCPS streamlined the process to access testing. The decision was made to extend MAP Math to first grade to allow data to follow progress. A custodian was hired. MVM has a long term sub that is filling an SEIA who is an MVM graduate. The User Support Specialist position was filled. There is still one SEIA position that is open. There are some families that are choosing to keep kids home. Because Maryland is in a state of emergency this does not impact the students' absences. If it is the families choice out of an abundance of caution they do not have access to the extended learning for students that are out for COVID

related reasons.

Tori - A Parent Representative brought forward concerns about using the Reply All function in accordance with the Maryland Open Meeting Act and this has put a hold on evotes and how information processes through. The GC is looking for guidance from the BOT. There was a policy meeting on 1/17 and the GC reviewed SOPs. Two new policies are being reviewed and finalized including the Financial Policy and also a Policy Manual for the GC level. The GC is looking into a parent communication platform that meets MVM needs to roll out in the fall. Jen Shemer ended her term and the GC is working on delegating her responsibilities. Volunteer sign ups have decreased due to the Covid surge and holidays and MVM is looking forward to reengaging the community. There are two new members on the GC: Rachel Schooley and Brooke DeSantis.

CCM Principal update

Marilyn Horan/Nikki Burgee

Snow removal had problems this year - CCM was still covered by a sheet of ice. The removal required the crew to come back many times to get it right. A grant was received for the preschool program. This allowed all day 4, early K, and has started a relationship with FCPS preschool. Marilyn is considering what the future of the funding of this program looks like. There have been two music performances since the last meeting. The library opened last week. CCM was in Montessori Live which is a magazine that is distributed across the world. CCM will be having a prospective parent night. CCM is currently doing assessments. Three field trips were scheduled this week for Rose Hill. CCM is working on socially and emotionally supporting their students.

Nikki -

CCM just elected 4 new Parent Reps on the GC. All have received their chair assignments.

Facilities update

Molly Carlson/Ellie Landru

Committee Updates

High School Committee Update - Dan Lippy shared that the cabinet is prepared to recommend to the BOE to approve the high school on 1/26. Dan Lippy will be presenting to the BOE on MMCI's behalf. Two weeks after that the BOE will vote. If approved this project will be in the hands of the MVM GC to implement.

Legacy Impact Capital Presentation

Molly Carlson introduced Legacy Impact Capital which attended to present their financial offerings. MMCI was referred through MAPCS. There have been several

meetings with MMCI and MMCI is considering several funding formats.

Legacy Capital discussed their various offerings from Project Management, to Leasing, to purchasing. They would work with the school on their end goals and create a path to get MMCI there.

6. Action Items/Follow-up

- **Check-in:** Annual Fundraising Calendars and plans (GC Chairs)
- **Check-in:** Annual Report Status MVM. 3/9 is the BOE presentation, the report is due by 2/23 which means that the BOT needs to review it by 2/16. MVM GC will need to have it approved by this date.
- **Check-in:** Annual Report Status CCM. 2/23 with material due by 2/9. The BOT will need a final draft by 2/2 to review, revise, and vote.
- **Followup:** MMCI Staffing Discussion - schedule work session. Respond to the doodle poll if you are interested in being part of this conversation.

7. New Business: Discussion and votes

- **Discussion:** [Orton-Gillingham Plus https://www.iepinc.net](https://www.iepinc.net) (Nichole Dowlearn)
Nichole recently became aware of this company that provides training. There are scholarships that make the training free. The company is looking to help schools support students with special needs. GCs should share with their staff and anybody with questions should contact Nichole.
- **Discussion/Vote:** Financial Policies (Amy Sullivan)
 - [Dissolution Policy](#)
 - [Capitalization Policy](#)Capitalization defines what is a capital asset and how do they depreciate. The Dissolution policy states what happens if either school needs to close. Amy Sullivan made a motion to approve the Dissolution Policy and the Capitalization Policy as written. Jeff seconded. 12 aye, 0 nay.
- **Discussion/Vote:** Change February BOT meeting date due to BOE conflict. (Tara Dunsmore)
Tara motioned to move the February BOT meeting from February 23 to February 16. Ellie seconded. 12 aye, 0 nay
- **Discussion/Vote:** MD Open Meetings Act, use of evotes and reply all functions (Tara Dunsmore)
Tara explained that it has come into question whether we are able to hold evotes and if using reply all puts MMCI or either GC in violation of the Maryland Open Meetings Act. This first called into question if MMCI or the GCs are bound by the Open Meetings Act and what we should be following. We reached out to MAPCS for clarification. Ellie reached out to MAPCS to see what aspects of the MD Open

Meetings Act apply to MMCI and the GCs and to get their advice. The end result is that our GCs and MMCI are not subject to the Maryland Open Meetings Act. This is because we are not a governmental body. We do receive funding but once the public funds are transmitted to us it is no longer considered public. Ellie's recommendation is that we are following Maryland Open Meetings Act for announcing meetings and agendas and using it for best practices for what is open and closed meetings. This has been a concern of several schools and MAPCS worked to get a definitive answer on the subject. Tara shared that there has not been a lot of clarification on the use of evotes and we should be careful that our evotes and discussion are things that need to happen between meetings and that MMCI needs to ensure it holds the conversations that should be held in public in that forum and there is some discretion for judgment in this. The BOT will review the Evote policy to ensure we are maintaining our integrity as an organization and present an updated version in February.

Tara motioned to adjourn the meeting and Ellie seconded. 12 aye, 0 nay. The meeting was adjourned at 9:40 p.m.

Advance Reports

- Lottery Report
- MMCI Finance Summary 12/21

Lottery Report

Lottery open: January 4 to March 15 12:01 a.m. - 11:59 p.m.

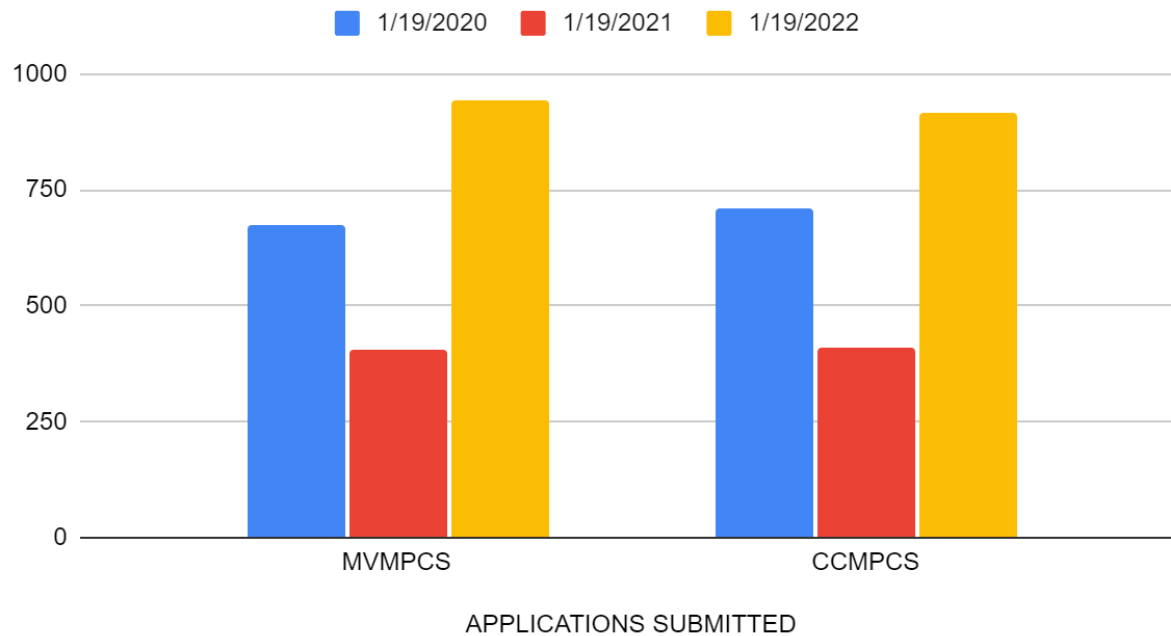
Estimated run: week of March 28

Date to communicate to community for results: Lottery pulled by 4/4

First round of paperwork due: 4/26 registration date

APPLICATIONS SUBMITTED			
	1/19/2020	1/19/2021	1/19/2022
MVMPCS	676	404	942
CCMPCS	710	409	917
	1386	813	1859

YOY Applications as of January 19



NEW VOLUNTEERS:

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

MMCI Finance Summary 12/21

Finance Summary December 2021

MMCI Accounts

Operating Funds \$51,321

Operating Reserve \$100,000

Facility Reserve \$262,783

CCM Accounts

Current Facility Fund Savings \$383,101

PPA surplus in FCPS Reserve \$931,498

PPA surplus in FY22 budget \$83,454

Unrestricted checking account cash \$115,847

MVM Accounts

Current Facility Fund Savings \$793,827

PPA surplus in FCPS Reserve \$825

PPA surplus in FY22 budget \$459,450

Unrestricted checking account cash \$63,183

Expenses paid over \$2,000 threshold

McCurdy, Dean & Graditor \$2,455

Westlake One Partnership (CCM rent) \$225,007