

MINUTES

Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees
(BOT) Wednesday, February 16, 2022 @ 7:00 p.m.

BOT Members Present: Nikki Burgee (CCM GC Chair, non-voting member), 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

7:04 Tara called the meeting to order.

2. Welcome/Introductions

Tara did a brief welcome.

3. Community Comments

Ms. Wolfinger - teacher at CCM discussed training and obstacles with travel, expenses, time commitment, loss of salary by being unable to take summer classes.

Marisa Maldonado - Read a joint statement from Primary teachers regarding teacher training and obstacles.

4. Consent Agenda Items

- Evotes
 - 2/11/22 Approval of January BOT Minutes. 8 aye, 3 did not vote.
- Advance Reports and Committee Updates (To be included in minutes)
 - MVM GC Chair Update (no report received)
 - CCM GC Chair Update (no report received)
 - MMCI Lottery Committee Update (Included at end of minutes)
 - MMCI Facilities Committee Update (no report received)
 - MMCI HS Expansion Committee Update (no report received)
 - MMCI Financial Report 1/2022 (*access restricted*)
 - MMCI Finance Summary 1/2022 (Included at end of minutes)

5. BOT Member Reports

MMCI President Report

Tara Dunsmore

All items are on the agenda.

CCM VP Report

Michael Beth Edwards

The big focus has been the annual report. CCM is also doing a lot of work on facilities which Molly will update.

MVM VP Report

Ellie Landru

The annual report is still being finalized and will be sent to the BOT Saturday evening to review and initiate an Evote.

BOT Treasurer Report

Jeff Koehler

Nothing to add. Advance report included at the end of the minutes.

5. Updates

CCM Principal update

Marilyn Horan/Nikki Burgess

Marilyn - met with Dr. Lippy and FCPS is adding many staff positions. Any fund increases will be shared with CCM and MVM so that we can also hire. The bill that is in the Maryland House regarding Montessori exception to Blue Print money will not pass this time due to inaccurate information. Marilyn testified in front of the House regarding teacher licensing for Montessori schools. It will go to the Senate in March and Marilyn will testify again. Middle Schoolers are making roller coasters out of paper.

Nikki - CCM is starting spirit wear and also increasing fundraising efforts. CCM is starting Weis for Schools cards. Ellie discussed the annual fundraising calendar with Nikki and encouraged MVM and CCM to collaborate so there are no conflicts on the calendar.

MVM Principal update

Amy Dorman/Tori McCarthy

Amy - Students receiving extra tutoring are overall showing improvement in testing. Middle School attendance is lighter in session 2. There was an evening parent education session on normalization in the Montessori classroom. Classroom observations were planned however Covid numbers got too high to hold in person observations. There are future sessions planned. A new SLP was hired. There were three cases of Covid in one class which qualified as an outbreak; this is now all clear. There was an issue with snow removal. An upper el class created a plan for a chess club and a staff member is volunteering to help. Middle Schoolers are holding a dance and plan to invite last year's MVM graduates. This year the community did kindness cards instead of valentines. Middle School is doing kind projects in the community. A group of students from Linganore high school visited every level, prepared a lesson and this may be a good collaboration in the future.

Tori - Tori and Amy did the Maryland Excels program this month to renew the Maryland Excels certification. They will start the process and hopefully hand it off to a team. MVM will be approving their fundraising calendar next Tuesday. The annual report will also be voted on at this meeting.

Amy clarified that the retention bonus mentioned by FCPS will be covered by the FCPS ESSER grant, not CCM and MVM funds.

Committee Updates

MVM High School - The BOE did approve the MVM high school to open in the Fall of 2023 and the matriculation pattern will open to 60 9th graders and each year following will bring in 60 9th graders. The MVM GC will now have the responsibility of carrying out the project.

Lottery - numbers are much higher this year than last year at this time. Lottery Report included at the end of minutes.

Grants - Meggan Sombat is interested in spearheading the grants for MMCI and some parents from MVM have expressed interest and if there are volunteers interested at CCM they should reach out.

6. Action Items/Follow-up

- **Check-in:** Annual Fundraising Calendars and plans (GC Chairs) Both chairs shared in their reports that these are being actively worked on by GCs.
- **Followup:** MMCI Staffing Discussion - schedule work session - Tara will schedule a work session

7. New Business: Discussion and votes

- **Discussion/Vote:** Open BOT Position Candidates (Jen Kuhn/Tara Dunsmore)
Jen discussed positions currently open. Eugene Sheppard has shown interest in the CCM Parent Trustee position on the BOT and the BOT will vote either at the special February voting meeting or eVote.
- **Discussion/Vote:** BOT Evote Policy (Jeff Koehler)
Jeff is working on a revised policy. While MMCI is not bound by Maryland Open Meetings act, MMCI does try to follow best practices. Jeff shared that there was an existing policy from 2016. Jeff used the formatting of the recent ethics policy. The BOT will review the current policy and Jeff's suggestions.
- **Discussion/Vote:** Robert's Rules Training Opportunity (Tara Dunsmore)

Eddie Benites is a Parent Rep with experience in Robert's Rules and looked into training opportunities for the MVM GC and found an opportunity that would be available for a group training for both GCs and the BOT for \$250 for the hour long training. This would also be available to our middle school students that are currently doing some government and civics studies. The professor would be available for more advanced training if needed. Tara motioned to approve up to \$250 for MMCI Robert's Rules Training. Ellie seconded. 12 aye, 0 nay

- **Presentation:** Montessori Teacher Training (Molly Carlson)
Mary Ellen Wolfinger brought a presentation to the CCM GC regarding their access and obstacles with training. After hearing the presentation Molly wanted to see if MMCI could review the official policy. Molly is proposing a policy that would fully repay staff in the front end but then staff would pay it back if they leave before 2 years. This is consistent with an FCPS policy. Molly also recommends MMCI look at policies for travel and material reimbursement. In addition, are there any institutions that could partner with our organization to make this process easier. Jeff Koehler shared some of the history of the current policy. Michael Beth encouraged the BOT to revisit this and determine how FCPS is handling this. Ellie shared that the reason the policy was written with flexibility was because both GCs were handling reimbursement differently. At the time it was about mutual investment. Ellie shared that her concern was with any potential burden that MMCI could have with the collection process if a staff member left with an unpaid balance. Tara suggested a work group.

Closed Session: To consider the acquisition of real property for a public purpose and matters directly related thereto (Tara Dunsmore)

- Tara motioned to move into a closed session. Ellie seconded. 12 aye. Started at 8:30 p.m. Ended 9:10 p.m.
- **Discussion/Vote:** MMCI Realtor Agreement (Molly Carlson/Ellie Landru/Tara Dunsmore)
The MMCI Facilities Committee has decided to try working with a new realtor, Chris Kline. He is local to Frederick and very motivated with a lot of new ideas. This would exclude any previous properties that we have reviewed with our past realtor who would still handle those properties. Tara motioned to approve the brokerage agreement as presented with Chris Kline of Frederick Commercial Real Estate.. Ellie seconded the motion. 12 aye, 0 nay.
- **Discussion/Vote:** MMCI Facilities Financing Update (Molly Carlson/Ellie Landru/Tara Dunsmore)
Molly shared that 3 service providers have been brought to the BOT. Building Hope has not been very responsive. Legacy Impact Capital has been very responsive and because of

this Tara recommends Legacy Impact Capital. Kathleen recommended another meeting with Building Hope before a final decision is made. Tara motioned to make a virtual voting Meeting on Friday 2/18 at 6:00 p.m. Ellie seconded. 12 aye, 0 nay.

Tara motioned to adjourn at 10:04, Jen Kuhn seconded. 12 aye.

Announcements:

1. Upcoming MMCI Business Meetings (usually held at 7PM the FINAL Wednesday of each month): *meetings will be virtual until further notice*
 - March 30, 2022
 - April 27, 2022
 - May 25, 2022
2. Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>

Advance Reports

- Lottery Report
- MMCI Finance Summary 1/22

Lottery Report

Lottery Report 2022-2-15 (As of 5:00 pm)

Submitted by Jen Swafford

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

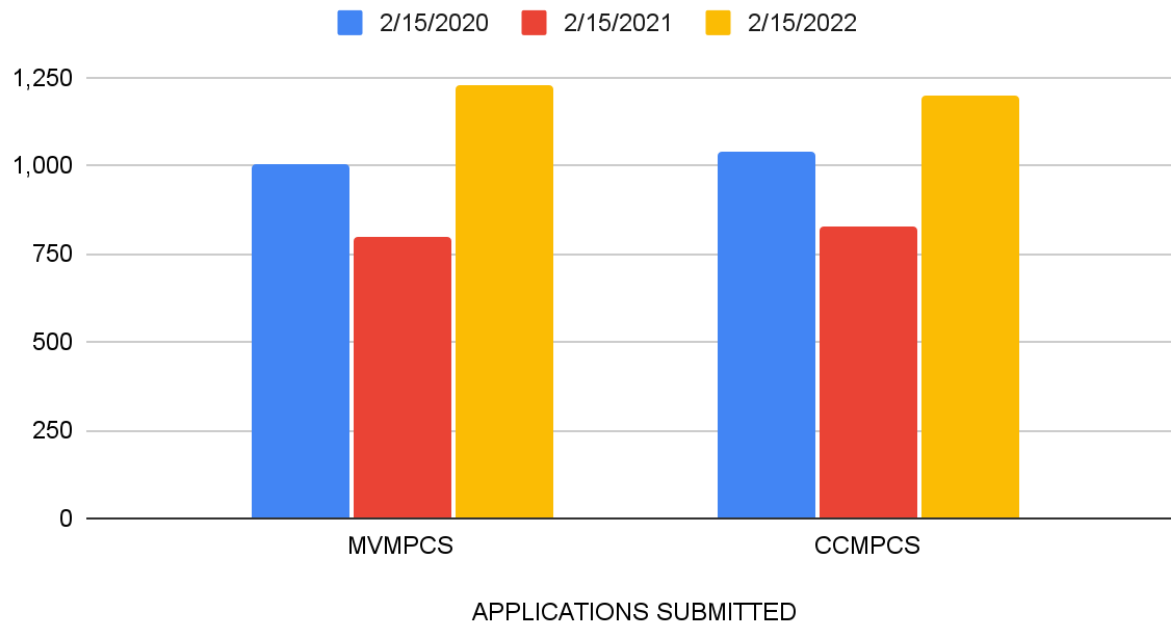
Estimated run: week of March 28

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

First round of paperwork due: 4/26 registration date

APPLICATIONS SUBMITTED			
	2/15/2020	2/15/2021	2/15/2022
MVMPCS	1,003	799	1,226
CCMPCS	1,041	826	1,199
	2,044	1,625	2,425

YOY Applications as of February 15, 2022



MMCI Finance Summary 1/22

Submitted by Jeff Koehler on 2/14/22

MMCI Accounts

Operating Funds \$47,611
Operating Reserve \$100,000
Facility Reserve \$262,789

CCM Accounts

Current Facility Fund Savings \$383,111
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 \$793,847
PPA surplus in FCPS Reserve \$825
PPA surplus in FY22 budget \$459,450
Unrestricted checking account cash \$63,502

Expenses paid over \$2,000 threshold

None