

Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT)
Wednesday, December 14, 2022 @ 7:00 p.m.

Virtual Meeting: meet.google.com/fcv-mjvy-utv
Join by phone: +1 346-808-1766 PIN: 378 965 061#

Regular Meeting Agenda

1. Call To Order 7:00 p.m.

Tara Dunsmore called the meeting to order and started the recording at 7:04pm.

2. Welcome/Introductions 7:02 - 7:05 p.m.

Voting Members

- ~~Diego Alvarez, Treasurer~~
- ~~Molly Carlson, CCM Parent Trustee~~
- ~~Julie Clark, CCM Parent Trustee~~
- ~~Nichole Dowlearn, MVM Parent Trustee~~
- ~~Tara Dunsmore, BOT President~~
- ~~Michael Beth Edwards, CCM VP~~
- ~~Elise Goodwin, MVM Parent Trustee~~
- ~~Elizabeth Landru, MVM VP~~
- ~~Jessica Lawrence Wujek, MVM Parent Trustee~~
- ~~Kathleen Luttrell, Friend of Ed~~
- ~~Jennifer Mayo, CCM Parent Trustee~~
- ~~Kelli McIntosh, BOT Assistant Treasurer~~
- ~~Meggan Sombat, BOT Secretary~~

Non-voting Members and Principals

- ~~Nikki Burgee, CCM GC Chair (Non-voting Member)~~
- ~~Amy Dorman, MVM Principal~~
- ~~Marilyn Horan, CCM Principal~~
- ~~Jen Kuhn, MVM GC Chair (Non-voting Member)~~
- ~~Brandon Sowers, MVM Assistant Principal~~
- ~~Najlaa Richard, Incoming CCM Parent Trustee~~

Introductions were skipped, attendance was taken by the Secretary.

3. Community Comments

7:05-7:10 p.m.

Tara asked for Community Comments. There were no Community Comments this month.

4. Consent Agenda Items

7:10-7:12 p.m.

- [EVOTE for Approval of Ziegler Engagement Letter](#) - closed on 11/07/22 - MOTION PASSED with 12 Aye and 1 did not vote.
- [EVOTE for Approval of CCM Purchase and Sale Agreement and Related Documents](#) closed on 11/22/22 - MOTION PASSED with 12 Aye and 1 did not vote.
- [EVOTE for Approval of October 2022 MMCI BOT Meeting Minutes](#) closed on 12/14/22 - MOTION PASSED with 9 Aye and 4 did not vote.

Tara read the above consent agenda items.

5. Member & Committee Advance Reports and Updates

7:12-7:37 p.m.

- MMCI President Report - 5 minutes (Tara Dunsmore)

Tara did not have anything to report other than agenda items.

- BOT Treasurer Report - 5 minutes (Diego Alvarez)
 - [MMCI Financial Report 11/2022](#) (access restricted)
 - [MMCI Finance Summary 11/2022](#)

Diego Alvarez reported that we will get reimbursed for most of the expenses for facilities via financing. Tara clarified that reimbursements will go back 3 months prior. Diego said that he calculated approximately \$32,600 of lost program fees during the pandemic. We are on track to reach \$16,000 in revenue this fiscal year. Tara added that we were looking into our loss to see if we qualify for a paycheck protection reimbursement program.

FOLLOW UP - Calculate the amount of loss of program income during the pandemic, and investigate if we qualify for a write off/ grant. (Diego Alvarez/ Kelli McIntosh - consult with Amy O'Connor)

- [MMCI Facilities Committee Update](#) - 5 minutes (Tara Dunsmore/ Molly Carlson/ Elizabeth Landru)

Elizabeth Landru said that the MVM Facilities Team met and discussed carline needs and challenges. The team also met with the City to discuss zoning needs, and carline as well as a walking plan for the new facility. Elizabeth also said that she and Amy Dorman met to discuss MVM High School staffing needs as they relate to the 5 Year Budget Projections. She said that she and Tara are coordinating key FCPS departments to visit and assess the new facility (food service, technology) as well as the financing team. There are a lot of moving parts to this

project, and she is working on a Gantt Chart.

Elizabeth said that Campanile informed them that charter schools in other states often receive a different amount of PPA for High School students and they are looking into that.

Elizabeth thanked Tara and Amy O'Connor for their time and effort to coordinate all of these moving parts.

Tara thanked Elizabeth for her diligent work on the facilities and budgets projects, especially since the MVM project is on such a fast timeline.

Michael Beth Edwards said that the CCM community will benefit from MVM's work and progress. CCM is now in their Due Diligence period and planning for their affordability analysis.

FOLLOW UP - Michael Beth mentioned that all BOT members need to add their bios and contact information to the Appendix A document for the financing company. (ALL BOT)

Michael Beth said that they are setting up a walk through visit for the financing team, and Elizabeth said that the walk through will likely be on January 10 to coincide with the next financing meeting. Michael Beth said that January 4 is the zoning workshop.

Marilyn Horan asked in the chat about County zoning. She also mentioned that BOE members will be touring CCM in January.

Tara said that they are scheduling a meeting with Lisa Graditor to work on County zoning, and will identify a county council member to request sponsorship. Brad Young was a supporter of our schools when he was on the BOE, and because he is now on the County Council, we are hoping for his continued support. However, we need to advocate with the entire County Council. It can't hurt for any County Council Members to tour the schools to see what we're doing and learn about Montessori, but we cannot discuss zoning, which would be lobbying. Elizabeth added that she reached out to an MVM community member who has a close relationship with the Council Member, and is following up.

Marilyn said that she and Molly met with the architect and engineers today, and the test fit for the CCM building is January 2.

Tara said that she and Elizabeth have a 4 hour virtual meeting with the architects for MVM tomorrow. Amy Dorman was present for the last meeting with the architects, and they also toured the current MVM facility, which was helpful in seeing our current situation, and what we need in our new building.

Tara added that the MMCI Facilities Committee has multiple groups of documents that need to be completed in order to secure financing: the Due Diligence Checklist. Amy O'Connor is assisting. Tara has been pulling data from past Annual Reports, and will reach out to principals and the lottery committee for information in coming weeks.

Tara said that there have been multiple meetings each week, and they are making a lot of

progress, but it requires a huge amount of time. Tara said that getting bond financing is complicated, with an underwriter (Zeigler), underwriter's counsel, loan issuer, borrower's counsel, developers, Municipal Advisor/ Dissemination Agent, bond counsel, etc. Elizabeth clarified the list of parties involved.

Michael Beth added in the chat that CCM has set dates for town halls for their facilities project in January, one in person and one virtual, to share information with our community and field questions.

- MVM High School Grant and Planning Update - 5 minutes (MVM HS Committee)

No report received. Amy Dorman and Tori McCarthy are not present. Tara said that the MVM HS Committee has contracted with a consultant for Curriculum development, and have created subcommittees to work on different pieces. Tara and Elizabeth are working with them on financial pieces related to the facility project, and Tara is working on marketing for the High School, in an MVM volunteer capacity.

- MMCI Diversity Equity and Inclusion Committee Update - 1 minute (Tara Dunsmore/ Jennifer Mayo)

Tara said that there hasn't been any movement on the DEI Committee lately. She asked for a committee co-chair to work with Jen, ideally someone from MVM. Meggan said in the chat that she will follow up with an MVM parent who expressed interest.

ACTION ITEM/ FOLLOW UP - Confirm DEI Committee Membership and schedule the first meeting (Jennifer Mayo) / Follow up with Vanessa Deugarte (Meggan Sombat)

- [MMCI Nominating Committee Update](#) - 1 minute (Meggan Sombat)

A report was submitted.

- MMCI Lottery Committee Update - 1 minute (Tara Dunsmore)

Tara said that the Lottery Committee submitted a report, and Jen Swafford is present to discuss items later in the agenda.

- MMCI Grants and Fundraising Committee Update - 1 minute

Tara said that we are taking a look at the grants policy related to the HS grant. We will separate financial procedures from committee SOP, and bring the financial portion back to the BOT for a vote in January.

ACTION ITEM - Update financial process portion of Grants Policy/ remove SOP portion - for vote in January 2023 (NOT ASSIGNED - Tara Dunsmore)

- BOT Book Club Update - 1 minute (Julie Clark)

Julie Clark said that we will meet next Wednesday from 6-7:30 at 15 W Church St. There will also be a Google meet opened at 6:30. Reading the book, Conversational Capacity, is not required. This is a casual meet up, and members are welcome to bring snacks.

School Updates:

7:37-7:47 p.m.

- MVM Report - 5 minutes (Amy Dorman/ Elizabeth Landru/ Jen Kuhn)

Brandon Sowers said that Amy Dorman submitted a report. He also said that today he submitted pathways to AMS, and they are hoping for an update soon. He said that the High School Info sessions have brought different questions, and everyone is excited about the expansion to a Montessori High School.

Elizabeth added that the High School presentation was nicely done by Amy Dorman, Brandon, and Jen Kuhn (GC Chair and Community Outreach Chair).

Tara welcomed Najlaa Richard, CCM's Parent Trustee Elect, who will start in January.

- CCM Report - 5 minutes (Marilyn Horan/ Michael Beth Edwards/ Nikki Burgee)

Marilyn said that CCM is doing the school thing. FCPS has staff members coming out to review the SIP. Students at all levels are taking field trips. CCM has been giving school tours each week. They are working hard on the restorative justice process. Marilyn said that prospective parents were surprised at the low number of behavior referrals they have at CCM, and that is because there is a focus on conversation, rather than punishment. Marilyn gave the example of when a child is learning to carefully carry glass, mistakes are a part of the process. CCM is preparing for Winter Retreats.

Nikki Burgee said that the CCM GC voted to approve an AP position for the coming school year. Tara said that they need to plan a meeting for early January re: AP position, and work together to get the position finalized and advertised through FCPS.

ACTION ITEM - Schedule a meeting in January with CCM GC and CCM Hiring Committee (Tara Dunsmore/ Nikki Burgee)

ACTION ITEM - Add CCMPCS AP Position to agenda for Leadership meeting (Tara Dunsmore)

6. Follow-ups/ Action Items

7:47 p.m - 7:50 p.m.

- [BOT Action Items - December 2022](#)

Meggan Sombat asked what process would work better for the Board for updating action items? Meggan said that Action Items are now being assigned to the person responsible, which sends an email reminder for the comment. She asked if it would be helpful to pause the meeting at Action Items to assign them in real time?

Tara suggested that we go over the Action Items at the end of the meeting, and assign deadlines.

Tara went over the list of Action Items for feedback. She asked for updates on the following: MVM Teacher Training Policy (Brandon said that it got pushed to January), Annual Reports (CCM did in December, both GC's will have on January agendas - schools do not have data yet - until Mid to late

January), Program income loss (In-progress - Diego), Prek income data (in progress), add charter school financial rights to MAPCS meeting agenda, Bookkeeper job description (Kelli to work on this - as a board we need to make sure that we aren't overloading Amy O'Connor. We should develop a system where we are aware of what projects Amy O'Connor has in the queue, and how the board can efficiently prioritize her time.)

ACTION ITEM/ FOLLOW UP - Discuss how we handle the surplus, and how we withdraw that money / Update - Add to Agenda for meeting with MAPCS (Tara Dunsmore)

ACTION ITEM - Add Annual Report timeline to the Agenda for the Leadership meeting (Tara Dunsmore)

7. New Business: Discussion and Votes

7:50 - 8:00 p.m.

- **DISCUSSION/ VOTE: MMCI Lottery/ Enrollment Policy** (Jen Swafford)

Jen Swafford reported that the MMCI Lottery Committee needs to make some changes to the Lottery/ Enrollment Policy.

Tara said that she added the following language to the MMCI website (for the MVM High School), and proposed adding it to the Lottery/ Enrollment Policy:

"Beginning with the 2023-24 school year, MVMPCS will be expanding to include grades 9-12. The first class of 60 9th graders will begin in August 2023. *There will be a third priority lottery for Carroll Creek Montessori Students 8th grade students, who will be granted priority for up to 35% of available 9th grade seats."

Tara, Jen Swafford, and Elizabeth discussed and clarified that priority for the MVM High School is the following:

(Current MVM 8th graders)

Staff (MVM)

Siblings of MVM students

Current CCM 8th graders up to 35% of remaining slots

All remaining applications

Jen Swafford added language regarding the timeline for responses beginning 2 weeks prior to the first day of school, rather than the first day of school.

Tara and Jen Swafford discussed language regarding the principals' decisions (Section 12). Tara said that each school's GC should vote prior to each lottery who makes the decision (about filling spots), annually.

ACTION ITEM - Both schools should add review of Lottery Policy revisions to next GC Meeting Agenda AND vote on decision making process for filling spots per level/classroom (Bob Weiland, Nikki Burgee)

Jen Swafford asked for clarification regarding filling spots. Marilyn answered that CCM prioritizes siblings, and MVM prioritizes the 10-10-10 model.

Tara suggested additional language: after the first two lotteries are run, 35% of the spots are priority for CCM 8th grade students.

Jen Swafford said that the Lottery/Enrollment policy does not need to be solidified until March when the lottery is pulled. Marilyn said sooner is best due to questions we get on tours.

ACTION ITEM - Finalize Policy language and do an EVOTE for Lottery Policy - before the Lottery Opens (Jen Swafford)

- **DISCUSSION: School Mint Application/Registration (Jen Swafford)**

Jen Swafford said that there were minor edits to this year's application, and that 3's and 4's would be required to provide income data, and the application will provide information about the FCPS requirement.

Tara said that the financiers asked if we track the home school? Marilyn said it is a relatively easy process, and a report can be run. Tara will ask Marilyn and Amy Dorman to run the reports so she can provide them to the financiers.

ACTION ITEM - Principals to run Lottery Reports for students' home school district. (Tara Dunsmore/ Marilyn Horan/ Amy Dorman)

Jen Swafford said that the Lottery Committee will be sending a survey to all families to ask if they have incoming siblings, for planning purposes (will also be on the re-registration form).

ACTION ITEM - Add to agenda for Leadership meeting: Verify who is responsible for verifying income data upon registration (Tara Dunsmore)

- **DISCUSSION/VOTE: Montessori Teacher Training Reimbursement Policy (Michael Beth Edwards)**

Tara said that even though MVM hasn't discussed the policy, we will vote tonight, because CCM has pending reimbursements. We can come back to the language if needed after MVM reviews. Michael Beth gave an overview of the Montessori Teacher Training Reimbursement Policy. They used the FCPS Policy as a guideline. There are significant costs above and beyond the training, and they have decided to supplement as much as they can, along with prioritizing facilities purchases.

MOTION: Tara moved to approve the updated CCM Tuition Benefit Policy as presented.

Seconded by Elizabeth Landru..

MOTION PASSED with 11 Aye.

ACTION ITEM - Forward CCM Montessori Teacher Training Reimbursement Policy/ existing MMCI policy to Amy O'Connor for review. (Michael Beth Edwards)

- **DISCUSSION/ VOTE: Appointment of BOT Assistant Treasurer Kelli McIntosh for 1 Year Term (Tara Dunsmore)**

Tara said that Kelli McIntosh has offered to extend her term as BOT Assistant Treasurer for one additional year. She cannot stay longer because her student is in 7th grade.

MOTION: Tara moved to appoint Kelli McIntosh as assistant treasurer for the term of July 1 2023 - June 30 2024.

Seconded by Michael Beth Edwards.

MOTION PASSED with 10 Aye, 1 abstain.

Closed Session: To discuss personnel matters with regard to one or more individual appointees, employees, or officials over whom this board has jurisdiction.

MOTION: Tara moved to move into a closed session to discuss personnel matters with regard to one or more individual appointees, employees, or officials over whom this board has jurisdiction.
Seconded by Elizabeth Landru.

MOTION PASSED with 11 Aye.

Closed session started at 8:53pm

Closed session ended at 8:56pm.

- **DISCUSSION/ VOTE: MMCI Bookkeeper Annual Bonus** (Tara Dunsmore)

MOTION: Tara moved to approve an annual bonus for Amy O'Connor, MMCI bookkeeper, in the amount of \$500.

Seconded by Jessica Lawrence Wujek.

MOTION PASSED with 11 Aye.

- **DISCUSSION/UPDATE: FCPS Charter Amendments** (Tara Dunsmore)

Tara said that we received additional information and clarification on our questions from Dr. Lippy on the language with full day PreK, however we still have some questions, so we are going to hold off on voting until we receive further clarification.

- **DISCUSSION: Annual Report Timelines and Responsibility** (Tara Dunsmore)

Tara said that we already covered this topic.

Meggan went over the tentative ACTION ITEMS, and will send the full list out asap after the meeting.

Tara reminded the board that our next meeting is our Quarterly Work Session on Wednesday, 1/4/23, for Grant Management and Staffing.

Meggan thanked Molly Carlson for serving on the BOT as Parent Trustee for 2 years. Molly said that she will continue to serve on the Facilities Committee, and will be at the meetings.

MOTION - Tara moved to adjourn the meeting.

Seconded by Nichole Dowlearn.

MOTION PASSED with 10 Aye and 1 did not vote.

Meeting adjourned at 9:10pm.

Announcements:

1. Upcoming MMCI Business Meetings (usually held at 7PM the FINAL Wednesday of each month): *meetings will be virtual unless otherwise noted.*
 - Wednesday, January 4, 2023 - Quarterly Work Session
 - Wednesday, January 25, 2023
 - Wednesday, February 22, 2023

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