

Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees
(BOT) Wednesday, October 25, 2023 @ 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 at 7:01pm, stated the consent, and started the recording.

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

Voting Members Present: Tara Dunsmore, Elizabeth Landru, Meggan Sombat, Amy Duvall, Kelli McIntosh, Jessica Lawrence Wujek, Nichole Dowlearn, Paul Gouge (8)

Other: Kristin McPherson, Amy Dorman, Nikki Burgee, Bob Weiland


3. Community Comments 7:05-7:10 p.m.

There were no community comments this month.

4. Consent Agenda Items and Evote Report 7:10-7:12 p.m.

- **EVOTES** - There were no Evotes this month.

5. Member & Committee Advance Reports and Updates 7:12-7:53 p.m.

- MMCI President Report - 5 minutes (Tara Dunsmore)
 -  MMCI Board Membership Manual 2023.pdf

Tara highlighted Board member responsibilities: Show up to meetings and work sessions; Read everything to be prepared; Actively Participate; Advocate and Promote - charter schools and MMCI as well as fundraising and partnership opportunities for MMCI.

Tara said that later in the meeting we will have a presentation from Clifton Jackson of Living Well Youth Works. Tara encouraged board members to seek and promote enrichment programs for MMCI as well.

- BOT Treasurer Report / [Assistant Treasurer Report](#) - 5 minutes (Diego Alvarez/ Kristin McPherson/ Kelli McIntosh)

Kelli submitted an advance report.

ACTION ITEM - Submit revised budget with final MVM student count. (Bob Weiland)

- [MMCI Financial Report 09/2023](#) (access restricted)
- [MMCI Finance Summary 09/2023](#)

Tara said that Amy O'Connor made a note that until we receive student counts from FCPS, we will hold off on withdrawing the MMCI Admin Fee, and are pulling from operating reserves in the interim, per policy.

- MVM High School Grant Update (Tara Dunsmore)

Tara announced that there is a transition happening with the High School grant. MSDE has turned over administration of the charter expansion grant to MAPCS. These are Federal Dept. of Education Grant funds Not, and it will not be a seamless transition. Tara said that as of right now, our grant funds are frozen until we find out what the process is for MAPCS to take over the grant. For the next 30-60 days, reimbursement is possible.

Elizabeth Landru added that they are working on prioritizing purchases. Luckily the most expensive items are Science Lab/ phase 2 items (ETA for completion is April). Elizabeth said that the builders will proceed with infrastructure and retrofit later. She said that the team is looking for savings wherever possible.

Amy Dorman said there is a possibility to tap Covid grant funds for some of the needs.

Tara said that MVM also has a healthy surplus.

Tara also clarified that we will not receive funding for this year's 4 year olds until next year.

- MMCI Facilities Committee Reports - 10 minutes (Tara Dunsmore/ Elizabeth Landru, Amy Duvall/ Molly Carlson)

Elizabeth Landru said that construction at 64 TJ Drive is moving along and Phase 1 should be complete by mid-November. The proposed plan is for MVM students to have asynchronous learning the week of Thanksgiving, and start in the new building on Monday, 11/27.

Elizabeth said that the exterior work will commence when the improvement plan is approved by the city. The phase 2 drawings came in recently and they are working on the details.

Amy Duvall said that FCPS has decided not to move forward with a lease of the CCM second floor. Amy said that at this time and per our timeline, we have options and will look at which way to pivot. Our Attorney is working with the mechanical engineer to support negotiations with the seller regarding the HVAC system at Corporate Court. The next step is to review the budget and 5 year projections, reevaluate expenses and adjust the affordability analysis.

The updated blocking plan is complete for CCM. A geotechnical expert will be out to evaluate the foundation this week.

The CCM team is looking at all other funding sources according to financial needs for facility purchase.

Nikki Burgee and another volunteer plan to attend the MAPCS training for grant expansion.

Tara agreed that the second look at finances is the right step to take.

- MMCI Principal Search Committee Update - 2 minutes (Amy Duvall)

Amy Duvall said that the position description was drafted for a new CCM principal and the committee is meeting regularly. She currently has 2 BOT members, 2 GC members, and Staffing Committee members. A new NDA was created for the Principal Search Committee. The Committee will be recruiting between now and January, and the position will be posted on February 1.

- MMCI Diversity Equity and Inclusion Committee Update - 1 minute (Jennifer Mayo/ Vanessa Deugarte)

No update this month.

- MMCI Nominating Committee Update - 1 minute (Meggan Sombat)

Meggan Sombat said that there have been regular Nominating Committee meetings, open to the community. The Committee has three committed volunteers from CCM, and is looking for additional volunteers from MVM. They are talking about recruiting efforts. Nomination forms will be via google form again this year, and those interested in becoming part of leadership are encouraged to submit as early as possible to make the process more smooth. All info will be in the Annual Meeting Guides which will be released tomorrow, Thursday 10/26.

- MMCI Lottery Committee Update - 1 minute (Chad Hawkins)

Tara said that there still is movement in the rosters at both schools, and with the High School.

ACTION ITEM - Schedule a Lottery Committee Meeting. Get a data layout/report for the Lottery. (Tara Dunsmore)

- MMCI Grants and Fundraising Committee Update - 5 minutes (Meggan Sombat/Tara Dunsmore)

No update this month.

ACTION ITEM - ADD DEI and Grants Meetings (and other MMCI Committees) to Annual Meeting slideshow (Tara Dunsmore/ Meggan Sombat)

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

Julie is away, and will provide an update next month.

School Updates:

7:53-8:03 p.m.

- MVMPCS - 5 minutes (Amy Dorman/ Brandon Sowers/ Elizabeth Landru/ Bob Weiland)

Amy Dorman said that MVM is doing their best to serve students in two locations. The Consultant from Houston Montessori Center visited the lower school location, and was very impressed with our staff and the learning happening.

Amy said that they are finishing with testing for the fall, and using the data toward the Student Improvement Plan.

MVM will hold an Open House and is looking forward to a hard reset in the new building with the reintroduction of the Meerkat Pledge.

MVM's last XC Meet is tomorrow, and the High School students are planning a winter formal. Amy gave a presentation to FCPS about secondary Montessori learning, regarding standards versus process.

Conferences were very well attended, and the catered food was appreciated. MVM still has a few open positions that they continue to interview for.

Amy reported that staff is aware of hurtful comments being said on Facebook, and she asked that questions be directed to the office.

- CCMPCS - 5 minutes (Marilyn Horan/ [Amy Duvall](#) / Nikki Burgee)

Marilyn Horan said that staff had a lot of wonderful food delivered during and after Parent Teacher Conferences. Conferences were well attended. SIP has been working hard to analyze scores.

Marilyn reported that CCM staff and families are very excited for the Montessori Journey event in individual classrooms, where parents come into classrooms to learn lessons from their children.

6. Follow-ups/ Action Items

8:03 p.m - 8:05 p.m.

- BOT Action Items & Follow Ups - October 2023

7. New Business: Discussion and Votes

8:05 - 9:00 p.m.

- DISCUSSION: Programming Presentation - Clifton Jackson of Living Well Youth Works (Tara Dunsmore)

Tara introduced a speaker, Mr. Clifton Jackson. His program provides life skills instruction and mentoring to young people. Mr. Jackson said that Adverse Childhood experiences are very common and there are ways to help the kids, by supporting social and emotional health.

He uses the Overcoming Obstacles Life Skills Curriculum, which incorporates role playing, games and activities, group discussion, and ice breakers, Project Life, and Collegiate Exposure.

Tara mentioned that MMCI has 3 year olds to 9th grade. Mr. Jackson said that they scale and tailor their programs to different ages.

Elizabeth Landru asked about the logistics. He said that they come to the school and bring in food

and a teacher, and the sessions are approximately 2 hours long.

ACTION ITEM - Share info with Governing Councils at next meetings (Bob Weiland and Nikki Burgee)

The presentation ended at 8:25pm.

CLOSED SESSION: As needed and in accordance with one or more exceptions per the Maryland Open Meetings Act.

MOTION: Tara moved to move into a closed session to discuss various personnel actions with regard to the evaluation of an appointee.

Seconded by Nichole Dowlearn.

MOTION PASSED with 9 Aye.

Closed session started: 8:30pm

Closed session ended: 8:50pm

- **DISCUSSION/VOTE: Change of MMCI Principal Office Form/ Fee (Tara Dunsmore)**

MOTION: Tara Dunsmore moved to change the Principal Office of MMCI to 64 Thomas Johnson Drive and to pay the associated \$25 fee.

Seconded by Amy Duvall.

MOTION PASSED with 9 Aye.

- **DISCUSSION/VOTE: Recommended Bylaw Changes (Tara Dunsmore)**

Tara said that our attorney noted some inconsistencies in our Bylaws and Articles of Incorporation. Tara presented a slideshow created by Amy Duvall that explains the following proposed changes to the Bylaws: Advisory Members terminology, Annual Meeting language; Meeting notice; Quorum of membership meetings; voting procedures; matters upon which the full membership shall vote; simple majority for full membership votes; General Powers stated in Bylaws, not Articles of Incorporation; approval of charter amendments (moved sections); Duties and Responsibilities of the board; meeting schedule and requirements; Elections, Composition, and Terms; Staff votes who are placed by FCPS.

FOLLOW UP - Discuss greater than simple majority for some full membership votes. (Paul Gouge)

MOTION: Tara Dunsmore moved to approve the bylaw changes to be presented to the full membership for vote at the annual meeting as presented.

Seconded by Elizabeth Landru.

MOTION PASSED with 9 Aye.

ACTION ITEM - link screenshots in Guides and post in election software. (Meggan Sombat/ Chad Hawkins)

- **DISCUSSION/VOTE: Recommended Articles of Incorporation Changes** (Tara Dunsmore)

Tara said that the recommended changes to our Articles of Incorporation are minor, and changes haven't been made since 2002, before charter law.

The group discussed removing or retaining reference to Montessori, and favored leaving it included.

MOTION: Tara Dunsmore moved to approve the revised articles of incorporation as presented.

Seconded by Amy Duvall

MOTION PASSED with 9 Aye.

- **DISCUSSION/VOTE: CCM Facilities Financing Approval Language** (Tara Dunsmore/Amy Duvall/Molly Carlson)

Tara said that we can approve the general language that empowers the board to enter into a financing agreement or we can wait until CCM has a specific project and percentage.

Amy Duvall clarified that the debt burden for CCM includes cost of ownership including but not limited to Utilities, Maintenance, and Administration.

Tara proposed the following question to present to the membership:

Authorize the purchase of a facility for CCM with a debt burden of up to 20%, if approved by the CCM GC and MMCI BOT, where Debt burden includes cost of ownership, including but not limited to Utilities, Maintenance, and Administration.

MOTION: Tara Dunsmore moved to approve to present the following statement to the full membership for a vote: Authorize the purchase of a facility for CCM with a debt burden of up to 20%, if approved by the CCM GC and MMCI BOT, where Debt burden includes cost of ownership, including but not limited to Utilities, Maintenance, and Administration.

Seconded by Amy Duvall.

MOTION PASSED with 8 Aye.

- **DISCUSSION/ VOTE: Reimbursement Resolution for CCM** (Tara Dunsmore)

Tara said that we discussed the Reimbursement Resolution and we didn't vote because we weren't certain if we could get reimbursement for previous expenses. Tara reached out to our Attorney, but we still do not have a definitive answer, so we will hold on this vote.

- **DISCUSSION/VOTE: MMCI Employee Retirement Benefits** (Amy Duvall/Kathleen Luttrell)

Tara said that the program we approved last month is no longer available. So we will do an Evote based on Kathleen's research.

ACTION ITEM - Evote MMCI Employee Retirement Benefits in November based on research by Kathleen Luttrell (Tara Dunsmore)

- **DISCUSSION/ VOTE: December 2023 BOT Meeting (Meggan Sombat)**

We will do this by EVOTE.

MOTION: Tara moved to adjourn.

Seconded by all.

Passed with all thumbs up.

The Meeting was adjourned at 10:24pm.

Announcements:

1. Upcoming MMCI Business Meetings (usually held at 7PM the FINAL Wednesday of each month): *meetings will be virtual unless otherwise noted.*
 - Tuesday, November 28, 2023 - MMCI Annual Meeting at 7215 Corporate Court, Frederick.
 - December - TBA
2. Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>