

Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT)  
Thursday, August 24, 2023 @ 7:00 p.m.

Virtual Meeting: [meet.google.com/fcv-mjvy-utv](https://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 read the consent, started the recording, and called the meeting to order at 7:03pm.

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

Present: Tara Dunsmore, Elizabeth Landru, Kelli McIntosh, Meggan Sombat, Paul Gouge, Jessica Lawrence Wujek, Amy Duvall, Kathleen Lutrell, Julie Clark (9), Diego Alvarez, Jennifer Mayo (11)

Other: Marilyn Horan, Brandon Sowers, Amy Dorman, 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.

Tara read the Evote report.

- **EVOTE - July 2023 Consent Agenda. MOTION made by Meggan Sombat; Seconded by Paul Gouge. MOTION PASSED on 8/3/23 with 11 Aye and 1 did not vote.**

5. Member & Committee Advance Reports and Updates 7:12-7:46 p.m.

- MMCI President Report - 5 minutes (Tara Dunsmore)

Updates will be given in discussion topics. No report.

- BOT Treasurer Report / Assistant Treasurer Report - 5 minutes (Diego Alvarez/ Kelli McIntosh)
  - MMCI Financial Report 07/2023 (access restricted)
  - MMCI Finance Summary 07/2023

Reports in shared drive. We are going to vote on Budgets tonight.

- [MMCI Facilities Committee Reports](#) - 10 minutes

Molly Carlson reported that she submitted a written report for CCM. CCM is in a stage where they are figuring affordability and budget. Goal for closing is February 2024. Looking at FCPS as a viable tenant. Working diligently on negotiations on price.

CCM Requested that the board approve an architectural proposal, which is on the agenda for later this evening. Zoning has been approved for 7215 Corporate Court (ORI Zoning bill) and they are cleared to proceed with financing.

Elizabeth Landru reported that ORI takes effect in October 2023.

The demo is complete on 64 TJ Drive, and project is moving forward rapidly!

- MVM High School Grant and Planning Update - 5 minutes (Amy Dorman)

Tara said that they just signed off on the new budget. Amy Dorman said that the committee closed out the end of year. High school text books and materials are arriving.

- 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 reported that the Nominating Committee's first meeting will be on Wednesday, August 30 7:30pm, then biweekly through October, and weekly in November.

Please begin recruiting in both school communities for members (CCM has started), and we will be discussing the Committee, Open positions, terms, and timelines at Wednesday's meeting.

MMCI Annual Meeting: Proposed date - Wednesday, November 29, 2023 - location TBA; please provide feedback.

- MMCI Lottery Committee Update - 1 minute (Jen Swafford)

Tara said that Chad Hawkins has been a rockstar in this busy time of year. There was a meeting today to discuss high school enrollment and marketing. The switch to virtual may have affected numbers.

Tara said that we need more Lottery volunteers, and Chad could use some help! Please reach out to [lottery@mmcimd.org](mailto:lottery@mmcimd.org).

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

No update this month for grants.

GC's should submit fundraising calendars and/or plans for Annual Fund campaigns asap.

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

Julie Clark said that she doesn't have any plans at the moment. But would like to schedule something. We will read and discuss the Blind Spot.

School Updates:

7:46-7:56 p.m.

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

Bob Weiland submitted a report. He thanked CCM for hosting MVM Admin. He said that the plan is for MVM students to be in temporary spaces in two churches as soon as possible.

Bob said that the GC held two meetings in August and MVM had a community picnic in August.

Amy Dorman reported that the staff had professional days at CCM, and MVM started virtually with the students excited to log in and see their friends and teachers. Amy reminded parents to update contact information to receive communications from the GC and the school.

Brandon Sowers said that he had a chance to pop into some virtual sessions and it was wonderful to see the teachers holding community meetings with their classes.

Tara offered a note of appreciation to all of the teachers that have pivoted so quickly to virtual.

Elizabeth Landru reported that we are working on an MOU with The Church of Jesus Christ of Latter-day Saints Frederick Stake Center, where our Elementary School and possibly Middle School can be housed. And a lease with All Saints Episcopal Church for our High School students. Both places are zoned for schools, and Elizabeth said that she is meeting with the City to determine any other permitting requirements.

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

Marilyn Horan said that it has been a normal start to the school year for CCM. She told a story about witnessing a new Kindergartener feeling confident and independent on the first day of school. CCM has a new Primary teacher who is the first in the state to be accepted through the new law. CCM has an AMI teacher with different training, which has been a great experience. Camping trips at CCM are the most popular. CCM Parent volunteers have done an amazing job updating their playground. New picnic table, garden & equipment, outdoor classroom in the works.

Amy Duvall said that she is reading through emails and familiarizing herself with current BOT business.

**ACTION ITEM - Principal search Committee - put on Agenda for October. (Meggan Sombat)**

Marilyn said that she forgot to talk about the CSI team - MCAP data showed that math scores were not stellar until middle school. Slightly lower, with MS students not taking MCAP.

## 6. Follow-ups/ Action Items

7:56 p.m - 8:00 p.m.

- BOT Action Items & Follow Ups - August 2023

## 7. New Business: Discussion and Votes

8:00 - 9:30 p.m.

- **DISCUSSION/ VOTE: MVMPCS FY24 Budget** (Bob Weiland/ Elizabeth Landru)

Tara shared the MVM budget narrative. Bob Weiland gave an overview of the MVM budget: 604k surplus; High School grant funds are separate. Increase in PPA for 60 HS, no Pre-K eligibility included; Last FY - 298 students; Buyback increase, In kind service stayed level.

MVM GC will revisit the budget in 6 months for new facility budgeting for landscaping and utilities and other costs, once numbers are known.

Funds for temporary locations are 50k.

Tara shared that the budget is a zero sum budget -any surplus moved into a long term sub category.

Amy Duvall asked about enrollment and recruiting for HS because the budget was for full enrollment. Bob said that they are hopeful for September 30th.

Tara said With HS recruiting, the focus will be on the September 30 deadline. The marketing will highlight the things that the HS is going to offer.

Amy Duvall said that she was confused why we don't get blueprint funding consistently. Tara said that there are a couple different types of blueprint funding.

Charter amendment last year was guaranteed for income eligible full day 4's. In addition, they are giving us back funding for the 20-21 school year. Because fcps got funding from the state for preK students that didn't get passed on to us.

MVM's charter amendment has already been approved so the 161 back \$ is guaranteed.

**MOTION: Tara Dunsmore moved to approve the MVM FY24 Budget as presented.**

Seconded by Elizabeth Landru.

**MOTION PASSED with 11 Aye.**

- **DISCUSSION/ VOTE: CCMPCS FY24 Budget** (Nikki Burgee/ Amy Duvall)

Josh Rathmell shared the CCM budget: Class 3.. Salaries... PPA; Class 4 instructional texts and supplies; Class 5 conferences; Class 6 health room; Rent, however intended purchase of corporate court may change that amount; Prior year surplus and anticipated surplus; 280 PPA 270 K-8 plus 10 eligible Prek4 students.

Tara asked if CCM will revisit the budget after facility purchase and Marilyn confirmed that they would.

Amy Duvall asked about the buybacks, they are highlighted in blue. Asked if there will be additional costs of technology.

Josh said that there was a discrepancy last year and they honored the original quote.

Tara said that the costs will compare and scrutinize.

Marilyn said that there was a 30k jump in telecommunications services.

Tara said that staffing was the cause of the increase to us.

Amy asked about a Rainy day fund. The building expense should be included. Goal of 1.3-1.4 as a reserve.

Tara said that is part of the bond financing process and there are ratios and requirements

Molly said that CCM's is 800.

Josh said that the CCM finance SOP and GC SOP should be updated to make sure we are doing those reviews.

Elizabeth and Tara said that the finance committee will be updating policies ahead of moving to quarterly distribution.

**MOTION: Tara Dunsmore moved to approve the CCM FY24 Budget as presented.**

Seconded by Julie Clark.

**MOTION PASSED with 11 Aye.**

- **DISCUSSION/Vote: MMCI Admin/ Office Manager Position (Tara Dunsmore)**

Tara said that tonight we will also vote to pass the MMCI FY24 Budget. We had some elements to discuss, however a completed budget is necessary for our quarterly report to Campanile.

Tara revised the proposal and presentation to add a fourth suggestion for hiring an employee. Our responsibilities are increasing and the stakes are higher, currently a 20 million investment, soon closer to 30 million.

First, we proposed hiring a CEO, or a director of fundraising, or doing nothing.

Tara added a proposal to hire an administrative assistant. Admin tasks, reporting, data processing, accounts payable (our MMCI Bookkeeper has been doing admin things however she is already full time and is at capacity).

A CEO would cost almost 200k. We don't want to increase the admin fee amid uncertainty of being new building owners.

Diego asked about a candidate who was a doer and a thinker. A Director would cost 118k

An Admin Assistant would cost approximately 52k. Division of responsibility. We will receive more from the admin fee as MVM increases students with HS.

Can the BOT continue to handle the big picture things? Yes. It is all the complicated details that require support.

BOT has a policy to keep 3-6 months of operational expenses in reserve.

Amy Duvall said that there is a discussion about a property manager, for 60k. Tara said that her thinking is to hire a property management company while we get our processes set. And revisit next year.

Amy said a general administrator at 60k might be advisable. Tara said that the other option was an office manager it is an important conversation to have

Diego Alvarez said that we could increase duties and scale the salary.

Molly said that the mid level support is critically needed.

Kathlen asked about a building maintenance engineer. Tara said that yes, it is already included.

Amy Duvall asked about benefits. And 1099 Tara said that we do offer benefits and would continue to do so.

Elizabeth suggested a salary range to attract a wider range of talent.

Paul Gouge asked about timing - while CCM isn't settled with building yet. And what pot of money would be used. Each school.

Tara said that we've grown so much so quickly that we are already underwater with our one employee and our volunteers.

MMCI budget is already inclusive of that 2% from each school admin fee, so this expense wouldn't affect the approved budgets.

- **DISCUSSION/VOTE: MMCI FY24 Budget** (Diego Alvarez/ Tara Dunsmore/ Amy O'Connor)

Tara presented the budget and took a temperature read for the previous proposal, which is included in the FY24 budget.

**MOTION: Tara Dunsmore moved to approve the MMCI FY24 Budget as presented.**

Seconded by Julie Clark.

**MOTION PASSED with 11 Aye.**

- **DISCUSSION/VOTE: Legacy Impact Capital Change Order** (Tara Dunsmore)

Tara said that LIC has asked us to revise the payment schedule, not the amount. They have done upfront work and have yet to be paid because of the way that the contract is structured with regard to construction timelines.

Tara shared LIC's request to change the payment schedule to allow for monthly payments for the fees for projected months remaining. This seems like a reasonable request.

The second request by LIC is for the payment schedule to pay the \$200k that we previously approved as an initial payment.

**MOTION: Tara moved to approve the two change orders from Legacy Impact Group as presented.**

Seconded by Julie Clark.

**MOTION PASSED with 10 Aye.**

**CLOSED SESSION: To consider the acquisition of real property for a public purpose.**

- **DISCUSSION/VOTE: Facilities Rental Agreement for All Saints' Episcopal Church for use by MVM** (Elizabeth Landru)

Tara said that they are still working out final details for Middle School. This will be moved to an Evote.

- **DISCUSSION/VOTE: Temporary Use Agreement for the Church Of Jesus Christ of Latter-Day Saints Frederick Stake Center for use by MVM** (Elizabeth Landru)

This will be moved to an Evote.

- **DISCUSSION/VOTE: Selection of Architect for CCMPCS** (Tara Dunsmore/ Molly Carlson)

Tara said that the MMCI Facilities Committee evaluated multiple architects and has decided to go with GTM architects. They are a great team with Legacy and Brushee Builders. GTM was slightly higher, but is more realistic due to their experience with our project and Montessori.

Molly said that GTM has learned so much from the MVM project that they feel it is a benefit to keep working with them.

Chris recommended that we vote to approve up to \$538,150.00 because LIG is still negotiating the fees with GTM for CCM. So the number will likely go down.

There is a solid consensus between CCM Fac and MMCI Facilities committees.

**MOTION: to enter into an agreement with GTM Architects for an amount not to exceed \$538,150.**

Seconded by Julie Clark.

**MOTION PASSED with 9 Aye.**

- **DISCUSSION/VOTE: Clubhouse Kids Contracts for MVMPCS and CCMPCS** (Tara Dunsmore)

Tara explained that the existing relationship with Clubhouse Kids has been invaluable because of the transitions with MVM and their support. Also the other company was unable to move forward with us this year due to timing.

Tara shared a narrative which detailed CHK pricing. They offer attendance for Teacher work days and snow days, and sibling discounts. All GC and MMCI board members receive a discount on enrollment. They have a space at CCM and are already operating, and can provide transportation from their Gashouse Pike location to the MVM temporary spaces.

**MOTION: Tara moved to approve entering into an agreement with Clubhouse Kids to provide before/after school care at MVM and CCM for the 2023-2024 school year.**

Seconded by Jessica Lawrence Wujek.

Discussion:

Amy asked about the number of students able to be bussed. Tara said that they are working that out internally with parents and parents should contact CHK directly with questions.

They will move into TJ Drive as soon as they get approval. They may continue busing for a few weeks. Ellie said that there could be a seamless transition once the drawings are complete. And the inspection.

**MOTION PASSED with 10 Aye.**

Tara went over the upcoming meeting schedule, and said that she has reviewed the edits to the SOP and Ethics policy and will likely bring those for a discussion/ vote in September.

**MOTION: Tara Dunsmore moved to adjourn.**

Seconded by Julie Clark

**MOTION PASSED with 10 Aye.**

**Meeting adjourned at 9:39pm**

Announcements:

1. Upcoming MMCI Business Meetings (usually held at 7PM the FINAL Wednesday of each month): *meetings will be virtual unless otherwise noted.*
  - Wednesday, September 27, 2023
  - Wednesday, October 18 - Quarterly Work Session
  - Wednesday, October 25, 2023
  - November - MMCI Annual Meeting TBA
2. Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>