

Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees (BOT)  
Wednesday, September 27, 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 called the meeting to order and started the recording at 7:05pm.

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

Voting Members: Tara Dunsmore, Elizabeth Landru, Meggan Sombat, Jennifer Mayo, Julie Clark, Kelli McIntosh, Jessica Lawrence Wujek, Paul Gouge, Nichole Dowlearn, Amy Duvall (10)

Missing: Diego Alvarez, Kathleen Lutrell

Other: Amy Dorman, Nikki Burgee, Marilyn Horan, 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.

Meggan Sombat read the Evote report into record.

- **EVOTE - MOTION to approve the Rental Contract between MMCI (on behalf of Monocacy Valley Montessori Public Charter School) and All Saints' Episcopal Church; made by Tara Dunsmore; seconded by Meggan Sombat; MOTION PASSED on 8/29/23 with 12 Aye.**
- **EVOTE - MOTION to approve the Temporary Use Agreement between MMCI and the Church Of Jesus Christ of Latter-Day Saints Frederick Stake Center; made by Tara Dunsmore; seconded by Meggan Sombat; MOTION PASSED on 8/29/23 with 12 Aye.**

5. Member & Committee Advance Reports and Updates 7:12-7:51 p.m.

- MMCI President Report - 5 minutes (Tara Dunsmore)

No report given. All topics on the agenda for later

- BOT Treasurer Report / Assistant Treasurer Report - 5 minutes (Diego Alvarez/ Kelli McIntosh)
  - [MMCI Financial Report 08/2023](#) (access restricted)
  - [MMCI Finance Summary 08/2023](#)

Finance Committee Update to be delivered later.

- MMCI Secretary Report/ Housekeeping - 5 minutes (Meggan Sombat)

Meggan said that COI Forms and Confidentiality Agreements are taken care of, and reminded the board that for the COI, it is their responsibility to communicate any changes and submit a new form.

Amy Duvall asked about a Confidentiality Agreement for Staffing Committees. Tara agreed that it would be a good idea to expand on the existing agreement for the Principal Search Committee.

**ACTION ITEM: Develop a more thorough Confidentiality agreement for Staffing Committee (Amy Duvall)**

- MMCI Facilities Committee Reports - 10 minutes

Amy Duvall said that their architects are updating the blocking plan. They are waiting for a decision from FCPS for renting space.

Amy said that CCM is moving closing from February to March, and looking at starting construction ASAP.

Tara said that we have our kick off call for financing with Campanile next week for the CCM facilities purchase.

Elizabeth Landru said that the remainder of MVM students are now in person, and she shared kudos to the staff. At 64 TJ Drive the classrooms are beginning to take shape, and a staff tour was conducted last week. Timeline for moving into the new space is estimated to be early to mid-November.

A community update with new photos of TJ Drive will go out soon!

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

Tara said that we just submitted the end of year report to MSDE, and she will share with the board next month.

Amy Dorman said that High School grant money is being spent on materials of instruction (text books and novels and subscriptions). Amy is also planning materials, furniture, and lab equipment for the new building.

Amy said that she and Tori McCarthy are working on budget projections for junior year and beyond, and planning for technology and other expenses.

- MMCI Diversity Equity and Inclusion Committee Update - 1 minute ( Jennifer

Mayo/ Vanessa Deugarte)

Jennifer Mayo said that she will have an update next month. Meggan added that we have two current action items related to the DEI Committee, and she will coordinate with Jennifer to support logistics.

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

Meggan said that we are moving along and have had two full committee meetings. The committee is planning to host an in person event, and Jennifer Mayo volunteered to lead. The date for the Annual Meeting needs to be updated, and Julie Clark is reaching out to CCM. Tara suggested virtual meet sessions for information/ recruiting.

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

Tara said that MVM has some pending offers and registrations, Marilyn said that CCM is full. Friday September 29 is count day.

We have a Lottery Policy discussion on the agenda later. Tara said she wanted the board to think about whether or not we fill seats after the count date.

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

**ACTION ITEM - Both GC's should submit Annual Fund calendars (Bob Weiland and Nikki Burgee)**

Meggan said that she will hopefully have more on grants next month.

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

Julie Clark said that she needs another volunteer for Book Club, she asked Nichole but both of their terms are up.

School Updates:

7:51-8:01 p.m.

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

Marilyn said that CCM is busy with facilities. It has been nice to have MVM admin in the building the last couple of months. Testing is almost complete. Spanish 3 credit for middle schoolers is under consideration by FCPS. CCM teaches Spanish differently. 4 kids out of 12 earned the seal of biliteracy, which is an extraordinary accomplishment.

Marisa Maldonado said that advocacy is needed for Spanish credit for high school, Tara suggested college level courses, Marilyn agreed and said it could be done at FCC.

Julie asked and Marilyn clarified that her retirement was made official tonight at the BOE.

Nikki Burgee added that at the last GC Meeting, CCM added Catie Serio as Finance Chair, and Claire Deitrich as Fundraising chair.

Amy Duvall said that she submitted a report. The Principal Search committee will be forming soon, and requires 2 BOT and 2 GC members.

Tara said that the BOE will be voting on the CCM charter amendment at their next meeting. Then we can include the PreK funding that we are owed back into our budget projections.

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

Amy Dorman said most updates have been shared, MVM is getting everyone back to in person learning. Amy thanked parent volunteers and teachers for creating the prepared environment. Bob Weiland said that carline changes have been made, and carline is running smoothly, thanks to volunteers. Bob also said that the MVM GC planning calendar includes fundraising activities. Elizabeth Landru said that she and the moving team are working on moving additional items from CCM. She said thank you to all the volunteers!

### Finance Committee Update

Kelli McIntosh said that the Audit was wrapped up last month. A Finance Committee meeting was held.

Tara said that we submitted our first report for investors for bond financing; this is a quarterly report with a lot of data. Campanile is keeping us on track with the reports. We are looking at both schools budgets and enrollment.

We have to get the funding loss resolved because enrollment is the number one factor in financing. MMCI's strongest selling point is that our enrollment and waitlist is strong. Being down students at MVM may negatively impact CCM's financing deal.

Tara said that High School recruiting will be important for next year.

Michael Beth Edwards said that this year's numbers are a product of MVM being in a transition year. Next year with the new building it will be people who want to be part of the next chapter and those who have waited to get in.

Amy Duvall said that finance chairs should readjust the budgets on Monday.

Tara said that we need to have a discussion and do a deep dive into charter policy at fcps and across the state

**ACTION ITEM - Speak to MAPCS re: charter policy and PPA counts (Tara Dunsmore)**

Tara said that there were two new volunteers at the finance committee meeting, Kristin McPherson will shadow Diego.

Tara said that the Finance Committee discussed planning around PPA Distribution change, and will hire a CPA firm on retainer soon for reporting.

## 6. Follow-ups/ Action Items

8:01 p.m - 8:05 p.m.

- [BOT Action Items & Follow Ups - August/September 2023](#)

**CLOSED SESSION: To discuss matters related to the evaluation of an appointee.**

**MOTION:** Tara Dunsmore moved to go into closed session to discuss matters related to the evaluation of an appointee.

Seconded by Elizabeth Landru

**MOTION PASSED with 11 Aye.**

**CLOSED SESSION STARTED 8:32pm**

**CLOSED SESSION ENDED 8:41pm**

- **DISCUSSION/ VOTE: MMCI Treasurer Elect** (Tara Dunsmore)

Kristin McPherson introduced herself to the board, and said that in speaking with staff and members, she recognizes how important it is for parents to be involved. Her background is as a finance director for a company who performs background for law firms. She said this is a great community and she wants to support the board.

Tara asked Kristin to send her bio to the Secretary.

**MOTION:** Tara Dunsmore moved to appoint Kristin McPherson to the position of MMCI Treasurer.

Seconded by Amy Duvall

Meggan asked if we needed to add Elect. Tara said that was not necessary because Kristin will shadow Diego until he steps down.

**MOTION PASSED with 11 Aye.**

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

Tara said that the Board originally signed a reimbursement resolution for both schools, so that all expenses could be rolled into financing. This helps with cash flow.

Because CCM was separated from the previous financing, we need to sign another resolution for this round of financing. CCM will pay for things up front and we will be reimbursed through financing.

**MOTION:** Tara moved to approve the Reimbursement Resolution for CCM as presented.

Seconded by Julie Clark.

Discussion:

Meggan asked for clarification on what is covered. Tara said that yes, everything that has already been completed will be included.

Amy Duvall asked if we have to submit for reimbursement. Tara said no, and Amy said that if we don't need to dip into the reimbursement, we do not have to.

Kathleen said that we should finance expenses to free money for operating expenses. Will cost more upfront, and we can refinance to save money later. Amy Duvall agreed.

**ACTION ITEM - Tara said that she will ask the attorney about the previous expenses.**

**MOTION to table by Tara Dunsmore, and will move to Evote with more information.**

Seconded by Elizabeth.

**MOTION PASSED with Aye 10.**

- **DISCUSSION/Vote:** [MMCI Admin/ Office Manager Job Description](#) (Tara Dunsmore)

Tara said that timing necessitates voting to approve the job description, including the hiring process, interview, and salary.

Amy Duvall asked about benefits - Tara said that the budget for the position includes benefits and taxes.

Tara said there is room to grow and the position could be reevaluated in January.

**ACTION ITEM - Policy for reporting structure and supervision of employees. (Tara Dunsmore)**

**MOTION: Tara Dunsmore moved to approve the job description for the Administrative Assistant as presented.**

Seconded by Julie Clark.

**MOTION PASSED with 10 Aye.**

**ACTION ITEM - HR Committee (Amy Duvall)**

**ACTION ITEM - Executive Committee Meeting October (Tara Dunsmore)**

- **DISCUSSION/VOTE:** [Retirement Benefits](#) (Tara Dunsmore)

Amy O brought to our attention that we need to offer a retirement benefit plan.

**MOTION: Paul Gouge moved to institute Guideline as our retirement benefits account manager.**

Seconded by Amy Duvall.

**MOTION PASSED with 9 Aye and 1 Abstain.**

**ACTION ITEM - Discuss alternatives within the State law (Amy Duvall and Kathleen Lutrell)**

- **DISCUSSION/VOTE:** [MMCI Compensation and Benefits Policy](#) (Tara Dunsmore)

Tara said that we don't currently have a policy. We discussed COLA timing, Back pay, Reasonable trips (Also looking at remote vs. in person work).

**MOTION:** Paul Gouge moved that until the mileage reimbursement policy is approved, all future requests for reimbursement for travel are pre-approved by MMCI President, and reimbursable up to \$300.

Seconded by Amy Duvall.

**MOTION PASSED with 8 Aye**

- **DISCUSSION: Recommended Bylaw and Articles Revisions** (Tara Dunsmore)

Tara said that she will email the recommended changes to the bylaws to update. And we will discuss.

- **DISCUSSION: Potential Lottery Policy Change** (Tara Dunsmore)

Marilyn said that FCPS will likely not allow us to change how we fill seats.

Amy Duvall pointed out that we may have some wiggle room according to state charter law.

**Tara will follow up with MAPCS (see earlier ACTION ITEM).**

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

Will move to Evote when date is confirmed.

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

Will move to Evote.

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

Seconded by Julie Clark.

**MOTION PASSED with 10 Aye.**

Announcements:

1. Upcoming MMCI Business Meetings (usually held at 7PM the FINAL Wednesday of each month): *meetings will be virtual unless otherwise noted.*
  - Wednesday, October 18 - Quarterly Work Session
  - Wednesday, October 25, 2023
  - November 2023 - MMCI Annual Meeting at 7215 Corporate Court, Frederick.
2. Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>