

**Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees
(BOT) Quarterly Work Session ~ Wednesday, October 18, 2023 @ 7:00 p.m.**

Join via Google Meet: <https://meet.google.com/jzw-sves-rdd>

Or dial: (US) +1 731-474-1846 PIN: 663 478 261#

Work Session Agenda

1. Call To Order

7:00 p.m.

Tara started the meeting at 7:07pm and started the recording.

Present: Tara Dunsmore, Elizabeth Landru, Amy Duvall, Kelli McIntosh, Meggan Sombat, Jenifer Mayo, Kathleen Luttrell (7)

Not present: Diego Alvarez, Kristin McPherson, Jessica Lawrence Wujek, Nichole Dowlearn, Julie Clark, Paul Gouge (5)

Other: Amy O'Connor, Bob Weiland, Nikki Burgee, Marilyn Horan

2. Discussion

7:05-8:30 p.m.

- **DISCUSSION: MMCI Personnel Policy (Tara Dunsmore)**

Amy Duvall is going to work on drafting a policy for MMCI employees.

- **DISCUSSION: MMCI Bylaws Updates (Tara Dunsmore)**

Tara Dunsmore explained that our lawyer, Rick Daniels, bond representative, has evaluated our Bylaws and has advised us to remove full membership votes for things like financing, purchasing a building and making changes to the bylaws. We are reviewing his suggested changes, and Tara will present revisions for discussion.

Tara said that our BOT SOP is also a priority, to define expectations for volunteers and Parent Trustees. We will split into two focus groups and use a breakout session for both topics.

Tara took a comment from a parent in attendance - Rachel Paolucci - asked about school policy related to personal computers. Tara said that if there was an FCPS policy then our schools should

follow it. Elizabeth Landru said that schools can make policies more refined or strict. So if the GC has voted on a policy and it's in the Parent Handbook.

Tara and Bob Weiland suggested that the parent contact the MVM GC so that the question can be explored. Rachel asked about frequency of chromebook use, and Tara suggested that if there is a curriculum question she should direct that to the MVM Principal.

Elizabeth said that computer use is a practical life skill at the high school level.

Bylaw Changes:

<https://docs.google.com/document/d/1t697haDOWEMt81T7jwScXOLcUmcjVVRV/edit?usp=sharing&oid=112753960803126884013&rtpof=true&sd=true>

- DISCUSSION: BOT SOP (Tara Dunsmore)

SOP topics discussed: for voting on approval of minutes, if a person does not attend a meeting, they should watch the recording if voting on minutes; Conflict of interest for abstaining from votes; Onboarding and training members; How documents are organized - what is in shared drive and what is in public drive; Email account procedure/ policy

Appointing members of the Nominating Committee - simple majority vote.

For Nominating Committee COI needed plus confidentiality

ACTION ITEM - Create a Nominating committee member form for collecting information ahead of the vote, plus COI and confidentiality (Meggan Sombat)

- DISCUSSION: Review of MMCI Policies (Tara Dunsmore)

Meeting closed 8:59pm

ACTION ITEM - Look at OMA and Roberts rules. For SOP re: quorum and etc. (Meggan Sombat)

Announcements:

1. Upcoming MMCI Business Meetings (usually held at 7PM the FINAL Wednesday of each month): *meetings will be virtual until further notice*

- October 25, 2023
- November 28, 2023 (MMCI Annual Meeting and Election)

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