

[Last updated: January 10, 2024 at 3:00pm]

**Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees
(BOT) Quarterly Work Session ~ Wednesday, January 10, 2024 @ 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.

Members Present - Tara Dunsmore, Meggan Sombat, Paul Gouge, Jessica Lawrence Wujek, Amy Duvall, Elizabeth Landru, Kelli McIntosh

Not Present - Jan Francis, Lauri Palmer, Louisa Diggs, Kathleen Lutrell

Others - Marilyn Horan, Nikki Burgee,

Tara Dunsmore called the meeting to order at 7:12pm, read the consent, and started the recording.

2. Discussion

7:05-8:30 p.m.

CLOSED SESSION: To discuss matters related to an individual appointee or employee.

MOTION - Tara Dunsmore moved to go into closed session to discuss matters related to an individual appointee or employee.

Seconded by Paul Gouge

MOTION PASSED with 7 Aye.

Closed Session Started at 7:16

Ended at 8:06pm

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

MOTION - Tara Dunsmore moved to appoint Barbara Litz as MMCI BOT Treasurer, to fill the remainder of the current term through June 30 2024 and the upcoming term of July 1 2024 - June 30 2026

Seconded by Kelli McIntosh
MOTION PASSED with 7 Aye.

- DISCUSSION: MMCI Employee Manual
https://docs.google.com/document/d/1ys8jyCF-LmzM8JD4hkzsXpr-HPLDG19A/edit?usp=share_link&oid=112286663168399488725&rtpof=true&sd=true

Amy Duvall said that she reached out to MAPCS for a template and they provided an existing handbook. She added information about MMCI.

Paul Gouge will finalize the draft after other members have had a chance to make comments. Discussed definition of workplace and illegal substances, Compensation and benefits, payroll practices, mileage reimbursement, media policy, health reimbursement, retirement, disability and life insurance option, educational reimbursement, holidays and PTO.

ACTION ITEM - Edit recording at 8:36pm. To remove personal information (Meggan Sombat)

Mileage reimbursement discussed - Meggan agrees with reimbursement in general for whatever work related expenses - and then that should be general policy

PTO discussed- front load or accrual? Probationary period

Payouts and limits - 12 month use it or lose it per start date

Temperature read favored accrual.

Look into whistleblower policy

ACTION ITEM - Tara will make updates based on feedback and return for review by the end of the week.

- DISCUSSION: BOT SOP

Ran out of time to discuss, will share the document and discuss at the next meeting/ work session.

ACTION ITEM - TARA to send out BOT SOP for review.

Meeting adjourned at 9:08pm

Announcements:

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

- January 31, 2024
- February 28, 2024

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