

[Last updated: 12/13/23 at 6:06 p.m.]

**Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees  
(BOT) Wednesday, December 13, 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 at 7:06pm, read the consent and started the recording.

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

Present: Tara Dunsmore, Meggan Sombat, Kelli McIntosh, Julie Clark, Jessica Lawrence Wujek, Paul Gouge, Amy Duvall, Nichole Dowlearn, Elizabeth Landru (9)

Other: Marilyn Horan, Bob Weiland, Nikki Burgee

Welcome new members: Ryan Lewis (VP Elect for CCM), Jan Francis (Secretary Elect)

Tara acknowledged and thanked outgoing board members Julie Clark, Nichole Dowlearn, Jennifer Mayo. She also stated that we have the following vacancies on the board: Treasurer, Assistant Treasurer, and VP for MVM, as well as one Parent Trustee for CCM, and an Advisory Member. Tara said that we must have a Treasurer to operate.

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

Tara asked for Community Comments at 7:14pm. There were no comments this month.

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

Meggan Sombat read the Evote Report.

- **EVOTE** - [Appointment of MMCI BOT Treasurer](#) - **MOTION:** Meggan Sombat moved to appoint Kristin McPherson to the position of MMCI BOT Treasurer, effective today, November 16, 2023, for the remainder of the current term, through June 30, 2024. Seconded by Tara Dunsmore. **MOTION PASSED with 11 Aye on November 18, 2023.**
- **EVOTE** - [November Consent Agenda](#) - **MOTION:** Meggan Sombat moved to Approve the July 2023 MMCI BOT Meeting Minutes;

Approve the August 2023 MMCI BOT Meeting Minutes; Approve the September 2023 MMCI BOT Meeting Minutes; Approve the October 2023 MMCI BOT Work Session Minutes; Approve the October 2023 MMCI BOT Meeting Minutes; Approve the MMCI Principal Search Policy; Approve the Activation of the MMCI Principal Search Committee in Accordance with the Above Principal Search Policy; Appoint the following MMCI Nominating Committee Members: Sarah Cramer (Co-Chair, CCM), Meggan Sombat (Co-Chair, MVM), Chad Hawkins (Election Administrator, MVM), Jennifer Mayo (Event Coordinator, CCM), Jessica Lawrence Wujek (MVM), Barbara Barry (CCM), Allizon Rizzo (MVM), Angela Dean (CCM); Approve Rescheduling the December MMCI BOT Meeting to Wednesday, December, 13 at 7pm. Seconded by Tara Dunsmore. **MOTION PASSED with 10 Aye and 2 Did not vote, on November 27, 2023.**

#### 5. Member & Committee Advance Reports and Updates

7:12-7:53 p.m.

- MMCI President Report - 5 minutes (Tara Dunsmore)

Tara reiterated how important it is to fill vacant positions and welcomed new members. She asked everyone to spread the word for the vacant positions.

- BOT Treasurer Report / Assistant Treasurer Report - 5 minutes (Kelli McIntosh)
  - [MMCI Financial Report 11/2023](#) (access restricted)
  - [MMCI Finance Summary](#) through 11/2023

Kelli McIntosh asked for questions.

Meggan clarified that the Finance Summary is up to date through November, and includes October.

Tara said for legal services, from July 21 through September 23, MVM spent \$61,197 and CCM spent \$26,086, all of which is facilities project related, for zoning and etc.

Amy Duvall asked if we have our enrollment numbers so we can adjust budgets?

Tara said that we have unofficial numbers. CCM is fully enrolled at 315 students, and MVM is down by 6 students. Last year we received letters in November, and we are waiting for that confirmation from FCPS.

**ACTION ITEM: Contact Dr. Lippy about official PPA numbers (Tara Dunsmore)**

- MVM High School Grant Update (Tara Dunsmore)

Tara said that we are going through a transition period with the HS Expansion grant, as they switch from MSDE to MAPCS, which is almost complete. We have an intro meeting with MAPCS next week, and we are hoping that soon within the new year the grant will reopen.

- MMCI Facilities Committee Reports - 10 minutes

Amy Duvall reported that CCM received cost estimates, and they came in over budget with interest rates and construction costs increased. The goal is to make sure that CCM has a stable position, and they are actively working on looking at options to move forward. Molly Carlson met with Paul Lebo and Mark Pritts for input, and received support. Amy said that they also received a second quote for the HVAC, which was significantly less. The Facilities Committee plans to present options and recommendations at the January CCM GC meeting for a vote, and then will bring that to the board in January.

Elizabeth Landru reported that Phase 1 of construction is complete and MVM staff and students are now in the building at 64 TJ Drive. Some minor building issues with doors and buzzers are under review and repair. Building permit application is underway for Phase 2. Biweekly construction meetings will resume once construction permits are approved. Currently the target for completion of phase 2 is Summer 2024.

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

Amy Duvall said that the PCS is meeting 2x a month. The position and advertisement have been posted on Montessori outlets, and they are getting some inquiries. Amy spoke with Gina Keefer and they agreed to move the start time for posting on FCPS to January, and it will be posted on Indeed and Glassdoor, and FCPS will cover those costs.

Amy Duvall asked if the PCS should share applicant info with MVM. Amy Dorman accepted.

**ACTION ITEM - Share applicant info Vanessa Deugarte, Amy, Bob ([staffing@mvmpcs.org](mailto:staffing@mvmpcs.org)) (Amy Duvall, Bob Weiland)**

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

No report received.

- [MMCI Nominating Committee Update](#) - 1 minute (Meggan Sombat)

Meggan gave a report. We had the MMCI Annual Meeting on November 28. The election results were announced and the recording was posted on our website. We have many unfilled positions. The committee is actively meeting, and we are going to hold multiple onboarding sessions and committee meetings on the second Monday of each month. We are also working on forming an SOP related to changes regarding online voting and timelines. And look to bring a draft SOP to the board to discuss in February. Meggan also said that we confirmed Nominating Committee members via EVOTE, and will reaffirm members in the New Year. Tara thanked Meggan and Chad Hawkins for their work to hold a successful Annual Meeting.

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

Tara said that they held a Lottery Committee meeting this week, and they need a Committee

Chair, other than the Lottery Admin volunteers to schedule meetings and research providers, and etc.. Also, the updated Lottery Policy is on the agenda for later this meeting.

- [MMCI Grants and Fundraising Committee Update](#) - 5 minutes (Meggan Sombat)

Meggan gave a report. She said that the Grants Committee is seeking volunteers interested in seeking and writing grants for MMCI, the schools. And sessions will be held in December and January to provide an introduction to grants. Meggan said that both GC's had on their December agendas to discuss priority projects for grant funding, and it is on the agenda for later also. She is also currently looking into a capacity building grant, and will reach out to Tara for discussion.

- [MMCI Communications & Community Outreach Committee](#) (Meggan Sombat)

Meggan gave a report. This is a new committee focusing on Internal Communications, Community Engagement Outreach, and Education. Meggan is looking for board members, GC members, and community members who would like to get involved in this committee. Meggan plans to continue with quarterly newsletters, in January to focus on volunteering.

Meggan can be reached at [communications@mmcimd.org](mailto:communications@mmcimd.org).

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

Julie Clark said that she would be happy to plan another event, and Meggan suggested that we absorb the Book Club into the Communications Committee.

**FOLLOW UP - Schedule book club meeting (Meggan Sombat, Julie Clark)**

School Updates:

**7:53-8:03 p.m.**

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

Marilyn Horan reported CCM is showing growth in testing, using iready for test prep. Pajama day is next Friday; ensemble concerts happened last week; CCM interviewing for one position. Nikki Burgee said that CCM now has a full Governing Council! CCM needs one more Parent Trustee for the BOT.

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

Amy Dorman reported that MVM hosted a Welcome to School event last week, and it was well attended and received. Families were excited and offered positive feedback. Amy said that they are working on recess and lunch schedules, and kids are excited about hot lunches. Dr. Alivito came for a tour today, and she was impressed with the work that she saw.

Amy said that MVM is still working on fine tuning some of the spaces at 64 TJ, and she is working with the Building & Grounds Committee Chair.

MVM is looking forward to upcoming parent observations and parent engagement nights.

Bob Weiland thanked Tara for helping lead the GC Work session for High school, making action plans and MVM has a Town Hall scheduled for January.

Thank you to Ellie for the tireless effort that she has and continues to put in leading the teams for facilities.

Thanks to our volunteers... who we continue to need!

Tara said that the move was a massive community effort. Amy Dorman agreed, and thanked the parent volunteers.

Ellie said that Tara also deserves a thank you for her work on facilities.

## 6. Follow-ups/ Action Items

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

- [BOT Action Items & Follow Ups - December 2023](#)

Tara reviewed our current action items and follow ups.

- Comprehensive HR/ HiringPolicy - Amy Duvall obtained a sample of a charter school employee policy - Patterson in Balt. City. The plan is to edit and present to BOT at our January meeting for a discussion and vote. Tara reminded Amy about our Work Session on January 10. Amy is working with Kathleen Lutrell also, on benefits discussions. Tara said that we are required to have the Employee Benefits Program, but we can look at other options in the future, especially with growth and additional employees.
- **ACTION ITEM - Bylaws need to be signed and filed. (Amy Ducall/ Meggan Sombat)**
- **ACTION ITEM - MMCI account for Ryan Lewis - ASAP (Meggan Sombat/ Bob Weiland)**
- SOP draft will be completed at our January meeting. Board should review and edit.
- Ethics Policy for January Work Session
- **ACTION ITEM - Establish a POLICY REVIEW COMMITTEE (ALL BOT - volunteers needed)**

## 7. New Business: Discussion and Votes

8:05 - 9:00 p.m.

**CLOSED SESSION:** The BOT will hold a brief Closed Session, as needed, and in accordance with one or more exceptions per the Maryland Open Meetings Act.

No closed session held this month.

- **DISCUSSION/VOTE: MMCI Employee Year-End Bonus (Kelli McIntosh)**

Kelli said that it is the time of year when the Board votes to give our employee(s) a year-end bonus. The amount budgeted is \$500.

This should go into the HR policy/ employee SOP. With additional employees, it could be rated for the length of service.

**MOTION - Tara Dunsmore moved to approve an end of the year bonus for Amy O'Connor in the amount \$600**

Seconded by Julie Clark.

Discussion: Ellie said that it has been a busy year.

Amy Duvall asked if the increase is enough to say thank you for the amount of work.

Tara said we could do 750.

**MOTION TO AMEND** the original motion and move to approve an annual bonus for 2023 of \$750 to be paid to the bookkeeper

Seconded by Elizabeth Landru.

**MOTION PASSED** with 10 Aye.

Any further discussion?

**AMENDED MOTION PASSED** with 10 Aye.

- **DISCUSSION/ VOTE: Approval of Guideline Retirement Benefits Account Provider** (Meggan Sombat)

Meggan said that in September 2023, the BOT voted to go with Guideline for our Employee Retirement Benefits. When we went to sign up for the program, the options had changed and the price has gone up. Therefore, we need to vote again to include the amount.

**MOTION: Meggan Sombat moved to institute Guideline as our retirement benefits account manager, at a cost of up to \$1300 over the next 12 calendar months.**

Seconded by Elizabeth Landru

Any further discussion?

<https://www.guideline.com/pricing>

Two employees, up to 1300.

**MOTION PASSED** with 9 Aye, 1 did not vote.

- **DISCUSSION/ VOTE: MVMPCS Facilities Service Contracts** (Tara Dunsmore/ Bob Weiland)

Tara said that the MVM GC has approved 4 service contracts for facilities services. The Bylaws say that the BOT must approve contracts at the GC level if using PPA funds. We have the option to pass a policy to say that the BOT only has to vote on the contracts if they are over a certain amount.

Tara said that she was present at both GC meetings and there was a robust discussion about well researched contracts.

**Snow removal:**

[https://docs.google.com/document/d/1Gea1rMbngusv001Nfo0QCl6ZVUx\\_gPXU/edit?usp=drive\\_link&oid=112753960803126884013&rtpof=true&sd=true](https://docs.google.com/document/d/1Gea1rMbngusv001Nfo0QCl6ZVUx_gPXU/edit?usp=drive_link&oid=112753960803126884013&rtpof=true&sd=true)

**Landscaping:**

[https://docs.google.com/document/d/1ytX\\_22\\_FgvGMLvUyp6TLnD3JLrheNy4d/edit?usp=drive\\_link&oid=112753960803126884013&rtpof=true&sd=true](https://docs.google.com/document/d/1ytX_22_FgvGMLvUyp6TLnD3JLrheNy4d/edit?usp=drive_link&oid=112753960803126884013&rtpof=true&sd=true)

**Fire Monitoring:**

[https://drive.google.com/file/d/1RrulBSkyjfHZnA-rxIkvpz5p1zFgaCjL/view?usp=share\\_link](https://drive.google.com/file/d/1RrulBSkyjfHZnA-rxIkvpz5p1zFgaCjL/view?usp=share_link)

**Elevator:**

Existing contract continued.

MVM GC was in agreement to use Appalachian for Snow removal and Landscaping. Glessner for Fire Monitoring.

**MOTION: Tara Dunsmore moved to approve the landscaping, snow removal and fire alarm monitoring service contracts as approved by the MVM GC**

**Seconded by Jessica Lawrence Wujek.**

Amy Duvall asked about the budget and these new values. Tara said that the GC budgeted for these expenses.

Kelli asked who is keeping track of these items. Tara said the administrative assistant may.

**MOTION PASSED with 8 Aye 2 did not vote.**

- **DISCUSSION/VOTE: Lottery Policy Update (Tara Dunsmore)**

Tara said that last December we made updates to the Lottery Policy but the vote was not held. The Lottery Committee has gone through the policy again and recommended changes.

Changes are highlighted in RED.

- New - 3 priority groups.
- Process for admin secretary.
- Number of business days to respond to offers.

Last night the Lottery committee discussed ways that our policy could help with the cut off, we can limit dates of when we accept students; or close 5 days before winter break to reset the cycle.

Contradictory language for cut off for offers, now clarified.

Each school will attempt to maintain enrollment levels - on October 1 maintain K-8th not to exceed the official enrollment count. For High School through the end of the first marking period. 5 business days after the end of the first marking period.

Added once the 9/30 enrollment cut off, seats above the enrollment cap from K-12 would be filled only from the priority list (staff, siblings, ccm). For Prek 3-4 we would fill from all waitlists due to current inconsistent funding.

**MOTION: Tara Dunsmore moved to approve the proposed MMCI Lottery Policy as presented  
Seconded by Paul Gouge.**

No additional discussion

**MOTION PASSED with 9 Aye. 1 did not vote.**

- **DISCUSSION/VOTE: Finance Policy Update (Tara Dunsmore)**

Tara said that the Finance committee made a minor change to the Finance policy. Our financing requires many payments to be remitted, and the President needs specific authorization to pay the invoices. 5.1.2 - cash disbursements for MEHHEFA

Requisitions need a quick turn around, and the funds have already been approved based on the financing approval process.

**MOTION: Tara Dunsmore moved to approve the MMCI Finance Policy as presented.  
Seconded by Elizabeth Landru**

Tara said that additional changes will be made in the coming months, but this was an important change to be made.

**MOTION PASSED with 9 Aye, 1 did not vote.**

- ~~**DISCUSSION/VOTE: Procurement Policy Update (Tara Dunsmore)**~~

Duplicate item.

- **DISCUSSION/VOTE: Mileage Reimbursement Policy (Tara Dunsmore)**

**MOTION: Tara Dunsmore moved to authorize for the president to approve mileage reimbursement requests for the bookkeeper not to exceed \$300.**

Seconded by Julie Clark

Amy asked if there is an option to work from the office.

Discussion regarding geographical location and employee policy.

Kelli brought up signing a check that is a small dollar amount

Tara said that we are going to move bank accounts and electronic payments will be possible.

Ryan Lewis said I think a flat monthly stipend would work better than a mileage-based payment. It would keep our costs predictable

**MOTION PASSED with 9 aye, 1 no vote.**



- **DISCUSSION: Priority Projects and Needs for Grant Funding (Meggan Sombat)**

Meggan said this topic should be a priority for both GCs.

Tara said we should look into expansion grants for growth for schools or MMCI, and training, potentially a board retreat for members.

We also need grants for playground equipment

**ACTION ITEM - GCs to add to agendas (Bob Weiland/ Nikki Burgee)**

- **DISCUSSION: Annual Report Check In (Tara Dunsmore)**

Tara said that our Annual reports are due to FCPS on 3/25 - presentation on 4/10.

GCs need to be ready by March

**MOTION: Tara Dunsmore moved to change the meeting date for the March BOT meeting to March 20, 2024**

Seconded by Jessica Lawrence Wujek

**MOTION PASSED with 8 aye 1 did not vote**

**MOTION: Tara Dunsmore moved to set the due date for the GC approved Annual Reports for MVM and CCM to be delivered to the BOT as March 18, 2024.**

Seconded by Amy Duvall

**MOTION PASSED with 7 Aye - 2 did not vote.**

**ACTION ITEM - GC's to add these dates (Meggan)**

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

Seconded by Paul Gouge.

**MOTION PASSED with 7 Aye**

#### Announcements:

1. Upcoming MMCI Business Meetings (usually held at 7PM the FINAL Wednesday of each month): *meetings will be virtual unless otherwise noted.*
  - January 10, 2024 - MMCI BOT Work Session
  - January 31, 2024 - MMCI BOT Voting Meeting
  - February 28, 2024 - MMCI BOT Voting Meeting
  
2. Minutes and Agendas may be found online at <http://mmcimd.org/calendar/>