

[Last updated: 2/28/24 at 6:45 p.m.]

Monocacy Montessori Communities, Incorporated (MMCI) Board of Trustees  
(BOT) Wednesday, February 28, 2024 @ 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 and started the recording and called the meeting to order at 7:03pm.

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

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

Jan Francis - Secretary Elect, Ryan Lewis - VP Elect for CCM

Not Present - Barbara Litz, Kathleen Lutrell

Other - 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.

Jan Francis read the Evote Report into the record.

- **EVOTE - [Approval of Contract for CCMPCS Chess Club](#) - MOTION:** Amy Duvall moved to approve the Magnus Academy Chess Club contract for CCMPCS, retroactively effective as of October 2023 and extend through to May 2024. Seconded by Paul Gouge. MOTION PASSED with 7 Aye and 4 did not vote on February 23, 2024.
- **EVOTE - [Approval of CCM Lease Extension](#) - MOTION:** Amy Duvall moved to approve the extension of the current lease agreement for 7215 Corporate Court, Frederick, MD 21703 between MMCI (Tenant) and One Westlake LLP (Owner) for the contract period of July 1, 2024 to June 20, 2025. Seconded

by Tara Dunsmore. **MOTION PASSED with 8 Aye and 3 did not vote on February 23, 2024.**

5. Member & Committee Advance Reports and Updates

**7:12-7:53 p.m.**

- MMCI President Report - 5 minutes (Tara Dunsmore)

Tara updated the board on changes in our membership, effective this month - Lauri Palmer has stepped down from the BOT and will pursue a role on the MVM GC. Elizabeth Landru will end her term a few months early, effective March 1, and we have a vote later this evening for an MVM parent interested in the MVM VP role. Thank you to Ellie, who has been an incredible force on the BOT and as MVM GC Chair before that.

- BOT Treasurer Report / Assistant Treasurer Report - 5 minutes (Kelli McIntosh)

Kelli McIntosh said that we will be moving our accounts to PNC bank soon. We need to add authorized signers to our account, Barbara Litz and both new VP's. Kelli said that the Clubhouse Kids contract extension is in process.

Tara said that Barbara Litz is going through the onboarding process, and getting up to speed with the position and monthly finance meetings.

- [MMCI Financial Report 1/2024](#) (access restricted)
- [MMCI Finance Summary 1/2024](#)
- MVM High School Grant Update (Tara Dunsmore)

Tara gave an update on the High School Grant, which is now being managed by MAPCS. We are still waiting for next steps and access to reimbursement funds.

- MMCI Facilities Committee Reports - 10 minutes

Tara said that the phase 2 construction permits are delayed, and the builders are standing by to start as soon as we have the permits in hand. We are also discussing the budget for phase 2. There is a potential to return to bond financiers to request additional funds, which there is a good chance of getting approved. We are working to get the costs down. If we borrow additional money, there are potential additional votes for the GC and BOT, and the entire MMCI community.

Amy Duvall said that CCM exercised their first 3 month entitlement period.

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

Amy Duvall said that they are moving forward in the process and FCPS has been very responsive and supportive.

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

- [MMCI Lottery Committee Update](#) - 1 minute (Sudha Ravindran)
- MMCI Grants and Fundraising Committee Update - 5 minutes (Meggan Sombat)
- MMCI Communications & Community Outreach Committee (Meggan Sombat)

School Updates:

7:53-8:03 p.m.

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

Nikki Burgee said that CCM submitted their Annual Report, and has voted on their fundraising calendar for the remainder of the year, both are attached in her GC Chair report.

Marilyn Horan said that UE is doing a Black History Month Wax Museum, a Micro economy in MS, CSI Team looking at scores and it is evident that Montessori sets the foundation in lower levels, especially in math, and by Middle School, students are doing exceptionally well.

Two CCM teachers will complete their Montessori training this spring, and one more will begin. 4 CCM staff members are going to the AMS Conference this spring.

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

There were no reps from MVM leadership in attendance, and no reports submitted this month.

## 6. Follow-ups/ Action Items

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

- BOT Action Items & Follow Ups - January/February 2024
  - MVM Budget (Bob)

They have a revised budget prepared, and they sent a draft to Barbara.

- Ethics Policy (Tara, Meggan)

**ACTION ITEM - Communication to the community**

- PreK Funding (Tara, Amy, Barbara)

Barbara Litz said that this topic is on the agenda for the finance committee meeting, in terms of accounting and our mission statement.

Also, Tara spoke to MAPCS and the PreK expansion grant must be for expansion, not a new charter. The grant isn't eligible for prek.

- Programs Committee (Jessica)

Tara said that we are working on getting a meeting set up with volunteers from MVM and CCM to discuss MMCI programs.

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.

**MOTION:** Tara moved to go into closed session to discuss the appointment or evaluation of an appointee over whom this public body has jurisdiction, and to discuss the acquisition of property for a public purpose.

Seconded by Paul Gouge.

**MOTION PASSED with 8 Aye.**

**CLOSED SESSION**

Started at 7:50pm

Ended at 9:14pm

**ACTION - Revise MMCI Ethics Policy, link with Conflict of Interest Policy, integrate Whistleblower Policy, Nomination process (ALL BOT)**

- **DISCUSSION/ VOTE: Appointment of BOT VP for MVMPCS** (Tara Dunsmore/ Elizabeth Landru)

Tara said that we have an opening for BOT VP for MVMPCS, and Carlos Gomez has submitted his name. [Carlos Gomez - Bio](#)

**MOTION:** Tara Dunsmore moved to appoint Carlos Gomez as the Vice President for MVM to fill the remainder to the existing term effective March 7, 2024 through June 30, 2024, and to fill the following term from July 1 2024 - June 30, 2026.

Seconded by Kelli McIntosh.

**AMMENDMENT:** Tara Dunsmore moved to amend the vote to be effective March 1, 2024.

Seconded by Barbara Litz

**MOTION PASSED with 9 Aye.**

- **DISCUSSION/VOTE: CCMPCS Annual Report** (Amy Duvall/ Nikki Burgee)
  - [FCPS 2022-2023 CCM Annual Report\\_Draft](#)
  - [Annual Report Slides for 2022-2023.pptx](#)

Tara asked Nikki Burgee and Marilyn Horan to go through the presentation. The slideshow was shared on our screen and Nikki went through the slides.

**MOTION: Tara Dunsmore moved to approve the CCM annual report and slides as presented.**  
Seconded by Amy Duvall.

**MOTION PASSED with 9 Aye.**

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

**ACTION ITEM - Follow up with MVM on Annual Report (Tara Dunsmore, Carlos Gomez)**

Bob Weiland said that MVM is still working on their annual report, and it should be done within 1-2 weeks. And ready for the BOT by March 20th.

- **DISCUSSION: Insurance Risk Assessment (Tara Dunsmore/ Kelly McIntosh)**

Tara said that our insurance company wants to do a risk assessment and a walk through on both of our buildings. Tara reached out to confirm that this is a requirement vs. an offer. She will round back to the BOT with the answer.

- **DISCUSSION: [BOT Committees and Needs](#) (Tara Dunsmore/ Meggan Sombat)**

Tara mentioned we have two vacancies for parent trustees, positions on both GC's.

At the MMCI level, we need Advocacy support. There is another hearing on the 5th, Tara will attend to testify. Allison Rizzo has been helpful in facilitating advocacy.

**ACTION - Form letter for the community (Tara Dunsmore/ Meggan Sombat)**

Communications and DEI Committees need support. Community engagement and support.

Programs

Lottery - committee administration

Grants & Fundraising

**MOTION: Tara Dunsmore moved to adjourn**

Seconded by Kelli McIntosh

**MOTION PASSED with 9 Aye.**

Meeting Adjourned and recording stopped at 9:45pm

#### Announcements:

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

- March 20, 2024 - MMCI BOT Voting Meeting
- April 10, 2024 - MMCI BOT Quarterly Work Session
- April 24, 2024 - MMCI BOT Voting Meeting

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