

DRAFT



Lowcountry Montessori School

Minutes

November 2017 Facility Committee Meeting

Date and Time

Wednesday November 29, 2017 at 4:00 PM

Location

749 Broad River Drive Beaufort, SC 29906

Committee Members Present

A. Moody, C. Heyward, J. Bowman, M. Watkins, M. Zappia

Committee Members Absent

C. Lucas

Committee Members who left before the meeting adjourned

A. Moody

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Moody called a meeting of the Facilities Committee of Lowcountry Montessori School to order on Wednesday Nov 29, 2017 at 4:06 PM.

C. Approve Minutes

J. Bowman made a motion to approve minutes.

C. Heyward seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Facility

A. Playground Update

- Swingset and mulch scheduled for install the first week of December (installer accepts performance liability, i.e., liability of a part of the structure fails due to improper install).
- Gathering insurance questions from stakeholders regarding liability for injury during use of playground equipment - clubs, etc.
- Considering meeting with insurance agent to discuss existing policy, playground use concerns, and any necessary changes to policy to cover new equipment.

B. 1 Year Walk-Throughs Update

- Most repairs noted on one-year walkthrough punchlist to be completed over the summer. Nothing urgent is required.
- Two-year walkthrough note: HVAC engineer hired to evaluate load calculations, existing system components, to help LMS understand reasons for 12 malfunctioning indoor coils since install.

C. Gym Work Session

Briefly discussed latest prices and design for initial stages of construction.

Still considering work session to flesh out overall plan.

Alex mentioned adding project to overall board goal of developing a medium- to long-term strategic plan.

D. Emergency Preparedness Protocol Update

Tabled due to time constraints (Alex had to leave early).

A. Moody left.

E. Job Description Review

Tabled due to time constraints.

A. Moody left.

III. Closing Items

A. Adjourn Meeting

A. Moody made a motion to adjourn the meeting.

C. Heyward seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:00 PM.

Respectfully Submitted,
A. Moody