



# Lowcountry Montessori School

## Minutes

### Board Meeting

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#### **Date and Time**

Thursday November 1, 2018 at 6:30 PM

#### **Location**

749 Broad River Dr., Beaufort, SC 29906

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The mission of Lowcountry Montessori School is to provide an authentic Montessori education building a foundation for lifelong learning.

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#### **Directors Present**

C. Lucas (remote), D. Fent, D. Pickett, P. Chester, S. Lemstrom

#### **Directors Absent**

C. Blumenstein, I. Deysach, K. Wiley, S. Wiggins

#### **Guests Present**

A. Horn, Mike Bell, S. Fox

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

D. Pickett called a meeting of the board of directors of Lowcountry Montessori School to order on Thursday Nov 1, 2018 at 6:42 PM.

**C. Reading of Mission Statement**

**D. Approval of Agenda**

D. Pickett made a motion to approve the agenda.

P. Chester seconded the motion.

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

**E. Statement of Compliance with FOIA**

**F. Approval of Minutes from Previous Meeting**

D. Pickett made a motion to approve minutes from the Board Meeting on 09-20-18 Board Meeting on 09-20-18.

D. Fent seconded the motion.

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

**II. Director's Report**

**A. Septmeber update.**

Numbers around 353 without 3 and 4 year olds. Running around the same numbers as last year. Our weightings may shift from last year due to pupils in poverty and special education.

**III. Committee Reports**

**A. Academic Excellence**

Did not meet.

**B. Governance**

We have the slate of candidates for the election. One new member for election (Tom Vande Burgt) and three re-election (Clay, Doug, and Dwayne). We need to approve the slate and need new members because we are at the minimum we can have. Please send people to Patrick through the Governance Committee and he will talk to them. We may be able to put something on the AMS website to advertise for retired Montessorians who may want to serve on the Board.

The conflict of spouses of Board Members working at LMS was waived by the Board.

Carolyn Blumenstein hasn't attended any meetings in months and is moving. She has been informed we will be voting her off the Board.

P. Chester made a motion to Approve the slate of the three returning members: Clay, Dwayne, and Doug, and Tom.

S. Lemstrom seconded the motion.

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

P. Chester made a motion to Remove Carolyn from the Board for non-attendance.

D. Fent seconded the motion.

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

#### **C. Finance**

Only budget change is IDEA funding. They notified us of one number and then realized they had over-estimated across the board and decreased from 95K to 79K.

P. Chester made a motion to Accept the August and September financial reports and approve the September budget amendment.

S. Lemstrom seconded the motion.

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

#### **D. Fundraising**

Have not met.

#### **E. Facilities**

Has not met.

### **IV. New Business**

#### **A. Forgiving the 4th and 5th day that was missed during the hurricane**

Board has to vote and to forgive days 4, 5, and 6 (not yet needed) and then the Dept. of Ed. has to approve it.

D. Pickett made a motion to Forgive the 4th and 5th days.

P. Chester seconded the motion.

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

#### **B. Medicaid and PADEPP evaluation training**

Not sure if it will start this year, but we will need to start a contract with Medicaid to be able to begin. There are contracts to review. Speech, OT, Nursing Services for anyone who has a 504 or an IEP. Only for students who are covered by Medicaid. We don't currently know how many of our students are enrolled, and they need to re-enroll annually. Our district just began this process. We haven't been eligible to do this in the past. We will learn who is eligible by having parents volunteer the info or we can go into their database once we have a contract submitted. It should more than cover the costs. There is an administrative fee of 20% the Department of Education takes to offer and support us in it.

Delivery of services and tracking the services and translating them into the database. Medicaid does direct deposits into an account for us. The tracking is done by the therapist and we will hire someone if needed. We don't know how many people this applies to in our community. Doesn't obligate us to provide anything we aren't already providing. Will our privacy regulations become any higher if we do this? Amy will find out how the obligations would change what we currently do as far as protecting privacy/HIPPA/etc.

P. Chester made a motion to provisionally approve the contract for the Medicaid reimbursements.

D. Fent seconded the motion.

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

PADEPP - state required director evaluation. They want one of our Board members to be trained in it over the summer. Two day training in different areas. Once you're trained, you can do refresher courses. Don't believe there are any fees. The Board wants dates to consider and the new members may be interested also. We could do two trained people in case someone leaves. Tabled for now until we know the dates, etc.

### C. Appraisal process

Mike Bell shared: To remind you we contracted with the appraiser out of Colorado and wanted the number to come out in a certain way and we received the document, which Mike shared. Dean Paul spent three days here and did the appraisal. 7.16 million. Buy-out is Deficit of 161. The next step is to go with Michael Kirby from Raymond James to work on the loan. We have an engagement letter from him stating he will work toward helping us put the application together and he will use his experience to put this together, attend meetings, pre-application services or application services (whichever is right for us). We have to hire counsel for the process. \$12.50 per \$1000 is his fee. If not successful in getting us this loan approval, he is paid nothing. His expenses would be rolled into the loan.

We formulated a timeline. October 2019, at the latest, we should be notifying the owners of our intent to purchase. July 1, 2020 purchase date. Closing date no later than 60 days beyond that.

We still need to meet with a third architect. Twelve to eighteen months is what we have been told that it take. Takes 6 months to get the loan started, so we would like approval to move forward with Raymond James. We have two meetings with banks to look at conventional loans also in case this doesn't pan out and will get a third bank in conversation. Patrick wanted to confirm they won't approve partial amounts. Mike said it is all the amount asked or nothing.

Who has final say on the architect? Will the Board have that or does the Administration? Board decision - any purchase over \$5,000 is a Board vote. Admin gives their recommendation. You can do Request For Proposal or Request For Qualifications

(recommended). Admin recommendation will be heavily weighted. Amy reviewed the initial idea sent by Insight - previously sent to the Board. Do we increase enrollment numbers? Potentially yes, it may be in phases also. It is in discussion. We will have at least three architects for the next Board meeting to vote on.

D. Pickett made a motion to retain Raymond James.

P. Chester seconded the motion.

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

#### **D. Review of audit**

Patrick is still reviewing, request to table.

### **V. Executive Session**

#### **A. Executive Session**

P. Chester made a motion to go in to Executive Session.

D. Pickett seconded the motion.

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

### **VI. Closing Items**

#### **A. Adjourn Meeting**

P. Chester made a motion to adjourn the meeting.

D. Pickett seconded the motion.

The board **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 8:27 PM.

Respectfully Submitted,

S. Fox