

APPROVED



# Lowcountry Montessori School

## Minutes

### Board Meeting

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#### Date and Time

Thursday June 27, 2019 at 6:30 PM

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#### 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, G. Alexander, K. Recchia (remote), P. Chester, S. Lemstrom (remote), T. Vande Burgt

#### Directors Absent

None

#### Guests Present

A. Horn, M. Zappia, S. Fox, Taylor Lloyd

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### I. Opening Items

- A. Record Attendance and Guests
- B. Call the Meeting to Order

P. Chester called a meeting of the board of directors of Lowcountry Montessori School to order on Thursday Jun 27, 2019 at 6:30 PM.

**C. Reading of the Mission Statement**

**D. Approval of Agenda**

T. Vande Burgt made a motion to Add maintenance contract and vote on.

D. Fent seconded the motion.

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

**E. Statement of Compliance with FOIA**

**F. Approve Minutes from Previous Meeting**

T. Vande Burgt made a motion to Motion to approve the minutes of the May 23 board meeting and special meeting on May 15. Motion by Tom, Gary Second. Motion passed. Board Meeting on 05-23-19.

G. Alexander seconded the motion.

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

**G. Approve Minutes from Special Meeting**

T. Vande Burgt made a motion to Motion to approve the minutes of the May 23 board meeting and special meeting on May 15. Motion by Tom, Gary Second. Motion passed. Special Meeting on 05-15-19.

G. Alexander seconded the motion.

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

**II. Director's Report**

**A. June update.**

Summer is going fast. We completed all the hiring by the 2nd week of June. Matt Russell joining us for HS math, Lindsay Neese will re-join us as a Primary Guide (was art teacher for 3 years), Chad Rentz will be a MS Guide. Focus for the year academically is hiring a part-time Math Interventionist to work with children who are struggling with math. Implemented the Restorative Justice last year and this year will be focused on relationship building with students. Amy will share a document regarding Restorative Justice with the Board that was developed by Jonathan Albright, our HS Lead Guide. We have offered seats and are waiting to hear from the second go round.

**III. Committee Reports**

**A.**

## Academic Excellence

**Did not meet. Amy is working on the State of the Schools address. We will roll the testing results into this.**

## B. Governance

**Welcome new Board Members. Introductions.**

**Discuss July Board Training/Goal Setting session. Set for the Board retreat on July**

**1. Agenda coming out soon.**

**Update on annual required Board training. Annual Board Training is also coming up. More difficult this year. Planning to do it with a group locally in the fall.**

**Policies, procedures, laws.**

## C. Finance

T. Vande Burgt made a motion to One month left. 8.98% remaining. On track.

Reimbursement from Title II coming. Expenses - the payroll is a little high because of the variation in the staff contracts. Some contracts end June 30, some July 31. This was done because a staff member quit early August last year and was paid for July when she didn't work, so now we have something written in the handbook and began paying our new staff 12 months. We are an at-will state, so we can't go after people for quitting in the school year. Couple of bills that are coming in that have been accounted for. Originally there was a 44K revenue accounted for - some local revenues fell short. USDA expenses were not factored in. Those expenses will come back in the loan, but had to be paid up front. Stuck with a deficit this year. That comes out of our retainer. We need to build that back up next year. They were conservative on the local revenues for next year. Motion to approve the financials by Tom, Second Doug. Motion Passed.

D. Fent seconded the motion.

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

T. Vande Burgt made a motion to Budget built of 352 students. EIA based on FY19. IDEA and Title II funds were included. 3-5% increase in facility, Workman's Comp bill. State passed an increase on teacher salaries, we have conservatively factored that in. The accountants used the formula the District uses and they were conservative on that at \$40K. Conservative on local revenues, fundraising. Should end better than projected. Motion to approve the FY20 budget by Doug, second Tom. Motion passed.

D. Fent seconded the motion.

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

## D. Fundraising

**Update on Raise the Roof. Made money, but not as much as we wanted. \$3600 made. Still working on car raffle sales. Amy at Walmart on 7/20 with the car and LMS info. It is at Honda now with a magnet and fliers there for the raffle. 170 sold**

so far. Need 500 to raffle, goal is 600. \$50 each. Amy will send the Board the flier with purchase info. Doug suggested raffling it at Stokes. August 31st date. Facebook live event. Send out another Swiftkey. Approach local radio stations. Specifically with the radio station Stokes advertises with. Per Greg we can have a table at the National Night Out in Yemassee is August 6, 2019 5pm - 6pm. Surf 104.9 will be there.

#### **E. Facilities**

Not met. Meeting in July on where we are with the facilities. Procurement policy still needs to be in place. Will be able to review the contracts then. Tom wants a work-order process for the school. Work order number assigned, completion dates listed. Matt can give access to Tom and Clay for the Google form that shows his work orders. He doesn't track repairs he makes. Clay said this was an Admin procedure, not the Board's job.

### **IV. New Business**

#### **A. Engagement of Elliot Davis for next year's audit**

G. Alexander made a motion to Engagement of Elliot Davis for next year's audit. We bid that contract out in the beginning of the school's development and have continued with Elliot Davis since then. Clay isn't comfortable with a three year contract, but is with a contract that can be extended for three years without rebidding. Concern is potential shortage of funding and being stuck in a contract. This is the way this contract is written, per Patrick. This is the last year before we need to re-bid for that. We can put it on the state procurement and get bids that way. Motion to approve the contract with Elliot Davis made by Gary, second Tom. Motion passed. Plan to put that out for bids in Feb. or March.

T. Vande Burgt seconded the motion.

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

#### **B. Maintenance Contract**

T. Vande Burgt made a motion to Maintenance contract. We rebid the landscaping contract. Large expense and not getting the service we need. Our needs revolved around timing, use of Round- up, mowing the Praise Assembly field in exchange for use of it. \$1050/month with the Greenery. Local small business was \$1075. Not had successful communications with them. Haven't heard from him in over a week to an email sent. They are only a two person team, which has benefits in not having to explain the campus everytime a new crew shows up. Martin Landscape also bid it. They came in at \$1160. Admin recommended Martin. They could guarantee the timing constraint. And their pine straw delivery was lower in cost. Monthly was a bit more, but the overall was lower. Clay wished it would have gone through the facilities committee. We were paying \$18,600 with the pine straw applications from the Greenery. Make sure all the documentation of getting

bids is included when the file is done. Matt will type up his process/requests from the bidders and their replies to show the reasoning behind the choice. Motion to approve the contract with Martin landscape by Tom. Second by Gary. Motion passed.

G. Alexander seconded the motion.

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

#### **Roll Call**

|                |         |
|----------------|---------|
| T. Vande Burgt | Aye     |
| D. Fent        | Aye     |
| K. Recchia     | Abstain |
| S. Lemstrom    | Aye     |
| C. Lucas       | No      |
| P. Chester     | Aye     |
| G. Alexander   | Aye     |

### **V. Old Business**

#### **A. CEO Evaluation**

**The Board will be working on it on Monday at their retreat. Should have received an email. Please complete it by Sunday night. Amy has her evaluation results from Wanda Whatley she will share.**

#### **B. Committee Assignments**

**Five committees: Academic Excellence, Fundraising, Finance, Facilities, Governance. Need at least two Board Members on each committee. Facilities has Clay and Tom. Finance has Patrick and Sara. Fundraising has Doug. Needs one more. Governance has Patrick and Sara. Academic Excellence has Sara only. Gary will be on Fundraising and Academic Excellence. Kim on Fundraising and Academic Excellence. Doug will join Governance. Clay may be interested in the Finance Committee.**

#### **C. Approve 2019 - 2020 School Calendar**

T. Vande Burgt made a motion to Changes Board wanted were made: January 3rd staff returns, 6th the students return. Half day before Feast. Motion to approve the calendar by Tom. Doug Second. Motion passed.

D. Fent seconded the motion.

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

#### **D. Approve Procurement Policy**

P. Chester made a motion to Patrick suggested tabling it to Monday. Needs more hashing than we have time for. District is asking for it and due June 30. We can submit as a draft. Motion to table by Patrick. Second by Doug. Motion passed.

D. Fent seconded the motion.

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

#### **E. Primary Fees**

P. Chester made a motion to We want to lottery in the primary students and not have to re-lottery them in Kindergarten. We can't do this if they pay for the program. The idea is to allow 8am - 11am to be free preschool. Fee based lunch, fee based on full day. It has been discussed at length, but a risk. Admin feels it would be beneficial to the program to fill the spots. Risk to fill spots with only free spots. We have a lot of families waiting to Kindergarten to send their children because they don't have the funds to pay for preschool. The program suffers due to the Kinder year they should be the leaders and they are learning the materials. Everyone who has signed up has signed up for half day. We would still weigh it more heavily for Kindergarten because they are paid for by the state. If those 3 and 4 year olds leave early the Kindergarteners have a second work cycle focused on their readiness. Currently, we don't fill all the seats and still pay for the staff. We also don't always get the fees paid for by the prek families. We can look into ABC funding. Amy looked into PreK 4 funding but Beaufort County doesn't qualify. Patrick would like a survey or more info to assess risk. Clay would like a written proposal to consider prior to voting. Amy can draft something and have it to the Board for Monday and have a 10 minute meeting prior to starting Monday. Patrick motioned to table. Tom second. Tabled.

T. Vande Burgt seconded the motion.

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

#### **F. Playground Equipment Installment**

C. Lucas made a motion to Anything over three feet needed to be approved by the Board. 6x6 wooden posts buried in concrete with a bar to hang on. Is going to be installed by Randy Horn. Two heights. Top bar 7 feet, and 4 feet. Can put "steps" in the center for stepping on. Clay motioned to approve the installation of the equipment contingent on the equipment and surface compliant with Public Playground Safety Handbook. Doug second. Motion passed.

D. Fent seconded the motion.

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

### **VI. Executive Session**

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

P. Chester made a motion to Enter executive session.

T. Vande Burgt seconded the motion.

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

### **VII. Closing Items**

#### **A.**

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,

C. Lucas

P. Chester made a motion to adjourn the meeting.

G. Alexander seconded the motion.

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