

APPROVED



Lowcountry Montessori School

Minutes

Board Meeting

Date and Time

Wednesday July 17, 2019 at 6:30 PM

Location

749 Broad River Dr., Beaufort, SC 29906

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

Directors Present

C. Lucas, K. Recchia (remote), P. Chester, S. Lemstrom, T. Vande Burgt

Directors Absent

D. Fent, G. Alexander

Guests Present

A. Horn, S. Fox

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

S. Lemstrom called a meeting of the board of directors of Lowcountry Montessori School to order on Wednesday Jul 17, 2019 at 6:36 PM.

C. Reading of the Mission Statement

D. Approval of Agenda

T. Vande Burgt made a motion to Add policy vote on debit card disbursement to staff.

P. Chester seconded the motion.

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

E. Statement of Compliance with FOIA

Read

F. Approve Minutes from Previous Meeting

P. Chester made a motion to approve minutes from the Board Meeting on 06-27-19

Board Meeting on 06-27-19.

T. Vande Burgt seconded the motion.

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

G. Approve Minutes from Special Meeting on July 1, 2019

T. Vande Burgt made a motion to approve minutes from the Special Meeting - Primary

Fees and Procurement Policy on 07-01-19 Special Meeting - Primary Fees and

Procurement Policy on 07-01-19.

P. Chester seconded the motion.

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

H. Approve Minutes from Special Meeting

P. Chester made a motion to approve minutes from the Meeting on motion to amend

election calendar from fall to spring on 04-01-19 Meeting on motion to amend election

calendar from fall to spring on 04-01-19.

T. Vande Burgt seconded the motion.

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

II. Public Comment

A. Public comment period, limited to 3 minutes per person.

Sara spoke to need to alter the Pre-K system to a free system that helps move Pre-K

students into kindergarten and encourages students to be in the program before

Kindergarten.

III. Director's Report

A. July update.

Matt is in technology training.

Water Festival paid \$1500 to school for staff selling t-shirts.

Received a grant for \$37,000 for students struggling in poverty and behind the curve.

\$29K earmarked for part-time math interventionist. Easy CBM (response to intervention process) will be used. \$5K for computers. Monies for assessments. Patrick asked about the source of the funding, Amy reported that it is federal. Clay stated he would prefer that accepting grant funding be board approved so that the board has agreed to the revenue and potential future obligations.

Gearing up for the start of school.

Staff retreat set for August 4-6th.

IV. Committee Reports

A. Governance

Did not meet.

Discussed proposed organizational and board goals.

Discussed potentially changing agenda format from committees to board members, no change made.

B. Academic Excellence

State is looking at benchmarks in earlier and earlier grades.

LMS Status:

First grade: 35% at or above benchmark

Second grade: 45%

Third Grade: 50%

Fourth Grade: 56%

Fifth Grade: 88%

Sixth Grade: 86%

C. Finance

Finance committee met. Reviewed financials, accountant needed to make minor revisions. They have not arrived by this meeting for vote.

P. Chester made a motion to table approval of June financials until next meeting.

T. Vande Burgt seconded the motion.

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

Finance committee is working on a fiscal/procurement policy. Hoping to have a proposed policy by next meeting for approval.

D. Fundraising

LMS will be at Wal-Mart on Saturday from 10-4pm with the car selling raffle tickets and performing student outreach.

Discussed organizational and board goals pertinent to fund raising.

E. Facilities

Facilities has not met. We have experienced difficulty setting a meeting date/time. We have a few items identified to work on once we get a date/time set.

V. New Business

A. Easement

Administration met with Praise Assembly about an easement for a fire lane and parking.

Clay requested more information be discussed with the facilities committee to consider long term impacts.

B. USDA

Conference call notes were emailed out. No significant changes. Environmental phase 2 came in at \$5,000.

Admin to share USDA conference call meeting information with facilities committee.

Calls are at 2:45pm on Mondays. Board members will attempt to keep the second Thursday evenings of each month available for special called meetings for USDA grant purposes.

C. Vote on Board on Track renewal

Amy got a bill for \$6500. Amy negotiated to term contracts for:

1 year = \$6,000

2 year = \$5,500

3 year = \$5,000

T. Vande Burgt made a motion to to table the vote.

P. Chester seconded the motion.

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

D. Board Self-Evaluation

Sara has sent out and will send out again. It is available within BoardOnTrack.

E. Use of Debit Cards for Supply Purchases

P. Chester made a motion to approve the policy, reports and reconciliation monthly, missing receipts deducted from pay monthly and that the policy, unless renewed by the board, this policy expires June 30, 2019.

C. Lucas seconded the motion.

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

VI. Old Business

A. CEO Evaluation

Discussed the options of the board utilizing PDEPP evaluation as CEO evaluation. PDEPP evaluation is done by consultant visiting three times per year and evaluating goals. PDEPP is required for Charter, LMS pays consultant \$1,500/year. No action taken.

B. Primary Fees

Administration proposes offering a half-day Pre-K system for free and a fee based system for the other half-day.

No motion was made.

VII. Executive Session

A. Executive Session

Patrick made motion, Clay seconded, passed unanimous.

B. Discuss Contractual Matter

VIII. Other Business

A. Vote on matters from Executive Session, if required

Not required.

IX. Closing Items

A. Adjourn Meeting

P. Chester made a motion to adjourn the meeting.

C. Lucas 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 9:00 PM.

Respectfully Submitted,

C. Lucas