

APPROVED



# Lowcountry Montessori School

## Minutes

### Board Meeting

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#### Date and Time

Thursday August 22, 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, D. Fent, G. Alexander, K. Recchia, P. Chester, S. Lemstrom, T. Vande Burgt

#### Directors Absent

None

#### Guests Present

Alex Moody, D. Pickett, S. Fox, Taylor Lloyd

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### 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 Thursday Aug 22, 2019 at 6:38 PM.

**C. Reading of the Mission Statement**

**D. Approval of Agenda**

T. Vande Burgt made a motion to approve the meeting agenda.

G. Alexander seconded the motion.

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

**E. Statement of Compliance with FOIA**

**F. Approve Minutes from Previous Meeting**

T. Vande Burgt made a motion to approve minutes from the Board Meeting on 07-17-19 Board Meeting on 07-17-19.

P. Chester seconded the motion.

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

**G. Approve Minutes from Finance Committee Meeting**

T. Vande Burgt made a motion to approve minutes from the Finance Committee Meeting on 08-19-19 Finance Committee Meeting on 08-19-19.

P. Chester seconded the motion.

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

**II. Director's Report**

**A. August update.**

Maria Montessori birthday on August 30th. Staff retreat last week. New staff members. A staff member resigned late summer. New teacher just out of Montessori. He was brought up in Montessori. He was in Montessori training. New math teacher in High School. New middle school teacher, already Montessori trained. 2 others.

Marketing Plan: Will be completed soon - October. Not sure when to roll out

**III. Committee Reports**

**A. Governance**

Goals -

Eve Fleming is considering to join committee

Committees to meet and then vote on goals next meeting

Board Self evaluations need to be finished

Academic Excellence - staff members need to be appointed to committee by president of board

Finance - Percent remaining around 91% is goal

Revenue change from last year pupil activities coded to one line. this year items are broken out and have their own line items. Pupil driven.

Revenue from other sources in form of refunds from previous years creating revenue didn't expect

EFA funding monthly allocation is at 91%

Federal money is reimbursable will see in Spring

92% remaining currently

Expenses want to be at 91%

Audit happening right now under the 91% remaining

LP- has facilities and salaries

Starting new employees on new schedule

So far spent 8500 on appraisal, 12500 on feasibility, 10000 on architect

Clay asked where we are with overall expenditures in regards to USDA. Patrick suggested we have a budget to actual USDA

## **B. Academic Excellence**

Academic Excellence - staff members need to be appointed to committee by president of board

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### **C. Finance**

P. Chester made a motion to to approve June and July Financials.

G. Alexander seconded the motion.

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

#### **Roll Call**

T. Vande Burgt Aye

P. Chester Aye

G. Alexander Aye

S. Lemstrom Aye

C. Lucas Aye

D. Fent Aye

D. Pickett Aye

K. Recchia Aye

### **D. Fundraising**

Doug Fent did not have anything to report at this time.

Mixed bag fundraiser to raise money for materials for pergala. Mixed bag is a variety of bags full of items. Catalogs went home with students to help raise funds.

### **E. Facilities**

## **IV. New Business**

### **A. USDA**

USDA UPDATE:

In a delay process because USDA wanted more information before gets to National office. Did get what they asked for and submitted. Probably will be processed next quarter. Rate is locked in.

Matt said they wanted information clearly stated that the impact study has already been done and resolved. They needed marketing plan. Most information was needed from environmental company.

Sarah raised question about concern about flood certification. They wanted documentation that we had proper certification.

Matt said we are in a holding pattern just to wait and see.

## **V. Old Business**

### **A. CEO Evaluation**

sarah is working on gathering information for next meeting

### **B. Vote on Board on Track Renewal**

Amy Horn reported that Board on Track was \$5000 per year with a commitment of 2 years

P. Chester made a motion to Motion was to continue with Board on Track.

T. Vande Burgt seconded the motion.

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

### **C. Easement Update**

Amy Horn said that Praise Assembly has agreed to give us a 40 foot easement. Will need to work with an attorney to develop usage rules. Praise wants to utilize the easement for there future plans as well. Matt said they reached out to architects and lawyers regarding usage.

### **D. Raffle Update**

Amy Horn said we did not sell 600 tickets and are far from it (around 200). Auditor suggested a 50/50 raffle. Amy talked with attorney and he said that we could do what ever we wanted based on the rules stated in our raffle. Attorney said we do not have to even notify anyone, Amy feels we need to reach out to those who bought tickets and give them an option to stay in the 50/50 or have there money returned. Raffle will be finalized by August 31st.

Alex asked how the Walmart table went Amy reported that it was good marketing but only sold 5 tickets there.

Matt said we would contact everyone by email and if they don't have an email we would contact them individually

Discussion was that we move forward with Amy Horns plan for the 50/50 raffle

## **VI. Executive Session**

### **A. Executive Session**

### **B.**

## **Discuss Contractual Matter**

### **VII. Closing Items**

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

P. Chester made a motion to adjourn the meeting.

T. Vande Burgt 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 8:00 PM.

Respectfully Submitted,

S. Lemstrom