

APPROVED



Lowcountry Montessori School

Minutes

Board Meeting

Date and Time

Thursday February 27, 2020 at 5:30 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

A. Moody, G. Alexander, J. Dameworth, P. Chester, S. Lemstrom, T. Vande Burgt

Directors Absent

C. Lucas, D. Fent, K. Recchia

Guests Present

Deb Wright

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 Feb 27, 2020 at 5:51 PM.

C. Reading of the Mission Statement

D. Approval of Agenda

T. Vande Burgt made a motion to approve 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 the minutes from Board Meeting on 01-23-20.

A. Moody seconded the motion.

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

G. Approve Minutes from Finance Committee Meeting

P. Chester made a motion to approve the minutes from Finance Committee Meeting on 02-24-20.

T. Vande Burgt seconded the motion.

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

H. Approve Minutes from the Facilities Committee Meeting

T. Vande Burgt made a motion to approve the minutes from Facilities February 2020 on 02-20-20.

P. Chester seconded the motion.

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

I. Approve Minutes from the Academic Excellence Committee

J. Dameworth made a motion to approve the minutes from Academic Excellence Committee Meeting on 02-19-20.

P. Chester seconded the motion.

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

J. Approve minutes from Governance Committee Meeting

J. Dameworth made a motion to approve the minutes from Governance Committee Meeting on 02-12-20.

A. Moody seconded the motion.

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

K. Approve minutes from Winter Session

T. Vande Burgt made a motion to approve the minutes from Winter Session on 01-31-20.

P. Chester seconded the motion.

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

L. Approve minutes from Special Executive Session Meeting

T. Vande Burgt made a motion to approve the minutes from Executive Session Special Meeting on 02-10-20.

P. Chester seconded the motion.

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

II. Presentation by Turner & Caudell

A. Question & Answer Session

Tyler Turner presented about his firm, which has extensive experience representing traditional and charter schools. The scope of practice includes policy and bylaw review, governance issues, employment concerns, facilities, finance, etc.

III. Public Comment

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

Deb Wright spoke on behalf of Kylie Wright and expressed concerns about lack of details on student issue.

IV. Director's Report

A. February Update

Amy Horn updated board on recent HR training, the 2020-21 lottery, and spoke about preparing for upcoming spring trips as well as the upcoming test season.

V. Committee Reports

A. Governance

Discussed increasing number of board members to 12 during recruitment season; finalizing recruitment poster; April Beall might have one potential candidate.

Discussed bylaw review and need for most recent version before review can take place. Amy H. will look for updated bylaws document.

Discussed stricter adherence to time allotted for agenda items (as opposed to fully implementing Robert's Rules).

Moved discussion of governance vs. management to March meeting.

B. Academic Excellence

Amy discussed last committee meeting, which featured review of STAR testing data, including mid-year assessment. Staff still working to determine best ways to utilize new data and test processes.

Previously discussed charter amendments submitted to SCPCSD to be reviewed by district in May.

Voted to approve the committee goals discussed previously and listed below:

1. Review progress toward academic charter promises
 2. Completing correlation with SC Standards
 3. Evaluate teaching test taking strategies
 4. Review charter goals and amend if needed
 5. Implement and evaluate math interventionist
 6. Improve school report card
- P. Chester made a motion to approve the proposed academic excellence committee goals.
A. Moody seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Finance

Discussed combined financial policy.

- A. Moody made a motion to approve January financials.
T. Vande Burt seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Fundraising

No fundraising committee meeting held in February.

E. Facilities

USDA loan process proceeding well.

Discussed need for building mockup to assist in planning placement of rooms, equipment, etc.

Discussed facilities support funding - need for long-term replacement costs to be covered (for items like HVAC and other equipment with limited lifetime). Would require a reserve study or buildup of reserve fund.

Discussed formalizing plans for new building for board input.

VI. New Business

A. Long-Term Strategic Planning

Discussed adding 5-10 minutes each meeting for long-term planning. This month: discussing college prep or trade school focus for the high school. (i.e. a potential multi-track system)

A "college track" could include re-arranging courses to line up more optimally for test taking and overall college prep. IGP meetings cover some of this and offer a college focus if family/student desire it, but based on parent input they might not make all opportunities available. Admin staff will relay feedback to staff involved with IGP process to ensure implications of course choices are clear in terms of college prep.

Discussed plan for 2020-21 system of tutoring or after school program for test prep.

B. Response to Pandemic Flu Risks

Discussed need for school to have protocols for dealing with potential spread of coronavirus. School nurses receive updates from DHEC and CDC. School has been advised to follow preventive measures as if there was a flu outbreak.

C. Vote to Engage Attorney

Amy discussed review of three firms and recommendation for engaging Turner & Caudell. P. Chester made a motion to retain Turner and Caudell as the school's attorney. T. Vande Burgt seconded the motion. The board **VOTED** unanimously to approve the motion.

VII. Old Business

A. Vote to approve Architect contract

Discussed architect contract for new building as well as repairs and updates necessary for existing building (to be completed summer 2020). Issue of repairs and updates referred to Finance Committee to research fund availability prior to USDA approval. P. Chester made a motion to remand the question of a proposed budget amendment to fund facility repairs and updates to the Facilities and Finance Committees. T. Vande Burgt seconded the motion. The board **VOTED** unanimously to approve the motion.

VIII. Executive Session

A. Executive Session

P. Chester made a motion to enter executive session.

T. Vande Burgt seconded the motion.

Entered executive session at 7:03 p.m.

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

T. Vande Burgt made a motion to leave executive session at 7:38 p.m.

G. Alexander seconded the motion.

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

P. Chester made a motion to take 10 minute recess.

T. Vande Burgt seconded the motion.

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

T. Vande Burgt made a motion to re-enter executive session at 7:50 p.m.

J. Dameworth seconded the motion.

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

P. Chester made a motion to leave executive session at 8:05 p.m.

T. Vande Burgt seconded the motion.

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

B. Discuss legal and employment matter

C. Discuss expulsion hearing

D. Discuss student/parent concern

IX. Other Business

A. Vote on matters from Executive Session, if required

X. Closing Items

A. Adjourn Meeting

P. Chester made a motion to adjourn the meeting.

S. Lemstrom 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 8:06 PM.

Respectfully Submitted,

A. Moody