

APPROVED



# Lowcountry Montessori School

## Minutes

### Board meeting

monthly board meeting

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#### Date and Time

Wednesday July 23, 2025 at 4:00 PM

#### Location

Low country Montessori School

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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

A. Chavarria, A. Wright, G. Alexander, J. Poole, K. Lyon, L. Lyles, M. Thompson, T. Brosnan (remote)

#### Directors Absent

A. Walker

#### Guests Present

A. Horn, B. Shaffer, S. Fox

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### I. Opening Items

#### A. Call the Meeting to Order

G. Alexander called a meeting of the board of directors of Lowcountry Montessori School to order on Wednesday Jul 23, 2025 at 4:07 PM.

**B. Determination of Quorum**

A. Wright made a motion to Amend agenda to include approval of minutes from past meetings and a vote to raise procurement threshold to \$7500.

J. Poole seconded the motion.

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

**C. Statement of Compliance with FOIA**

**D. Reading of the Mission Statement**

**E. Swear in New Board members**

Matt Thompson was sworn in as a board member

**F. Vote for approval of board minutes from May 15, May 28, June 25, and July 9. Minutes for April 30 were not available.**

A. Wright made a motion to approve the minutes from Special Board meeting on 07-09-25.

M. Thompson seconded the motion.

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

A. Wright made a motion to approve the minutes from Board meeting on 06-25-25.

M. Thompson seconded the motion.

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

A. Wright made a motion to approve the minutes from Board meeting on 05-28-25.

M. Thompson seconded the motion.

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

A. Wright made a motion to approve the minutes from Special Board meeting on 05-15-25.

M. Thompson seconded the motion.

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

**II. Public Comment**

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

Valerie Romig spoke

-still needs items from FOIA

-expressed frustration re: financial statements

-inquired about regular posting of financial reports prior to meetings

-implicated potential legal response to FOIA response

**III. Committee Reports**

## A. Finance Report

Led by Jonathan Strickland with Copper Advisors

- Miscellaneous local revenue includes square transactions; will be broken out more clearly
- All revenue is accounted for
- \$4300 per pupil estimated (411 student count; current estimated pupil count is 420-425)
- Miscellaneous Federal includes one time items (such as PPP)
- Highlighted key areas of overspend (high school programs, pupil activity, operations and maintenance); these areas are accounted for in other areas that were underspent
- Most increases in spend are accounted for in FY26
- Limited cash on hand (16 days)
- A. Horn asked about update on federal grants; no information yet
- A. Horn asked about IDEA pre-K; Scott with Copper will follow up; claims were received 7/22
- M. Thompson asked for bullet point summary from Copper prior to meetings as well as a list of items to be accomplished between meetings
- G. Alexander stated that financials will need to be provided sooner than 1 day in advance in order to share with the board and public

## B. Governance

A. Chavarria made a motion to go into executive session to discuss hire of new director.

M. Thompson seconded the motion.

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

## C. Executive Session

K. Lyon made a motion to go out of executive session.

A. Wright seconded the motion.

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

J. Poole made a motion to offer Sarah Fox the position of director for the 2025-2026 school year with a start date of August 1.

M. Thompson seconded the motion.

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

## D. Facilities

Report presented by A. Horn

- kitchen is now fully functioning and was approved with an A+ rating by Department of Agriculture
- waiting on 2 pieces of equipment for cafe

- lunches will start in September
- powerwashing of school will take place this weekend
- rugs will be cleaned next week
- waxing is completed
- fire alarm is being replaced (struck by lightning) in all 3 older buildings

#### **E. Fundraiser committee**

Report presented by A. Wright

- will have a table at orientation and open house to sell car wash tickets
- need calendar for movie night
- need to establish a date for talent show
- need to schedule another meeting

### **IV. New Business**

#### **A. New Business**

K. Lyon made a motion to add enrollment portion to Power School app.

A. Chavarria seconded the motion.

- Will cost \$25,000 over 3 years broken into payments over those 3 years
- Will significantly streamline work for office staff

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

#### **B. Vote on new board officers**

M. Thompson made a motion to retain G. Alexander as board chair.

T. Brosnan seconded the motion.

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

K. Lyon made a motion to appoint A. Chavarria as vice chairperson.

L. Lyles seconded the motion.

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

A. Chavarria made a motion to appoint L. Lyles as secretary.

K. Lyon seconded the motion.

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

K. Lyon made a motion to appoint Matt Thompson as treasurer.

A. Chavarria seconded the motion.

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

#### **C. Vote on Reassignment of Board Seats**

A. Wright made a motion to reassign the elected 2 year term to A. Chavarria and to reassign the elected 1 year term to J. Poole.

M. Thompson seconded the motion.

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

**D. Vote on new bank account**

M. Thompson made a motion to defer this discussion to the next meeting.

J. Poole seconded the motion.

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

**E. Vote to approve increase of procurement threshold from \$5000 to \$7500**

M. Thompson made a motion to increase procurement threshold to \$10,000.

A. Wright seconded the motion.

Rationale of increasing beyond requested \$7,500 was that \$10,000 is standard for other schools.

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

**Roll Call**

M. Thompson Aye

K. Lyon Aye

G. Alexander No

T. Brosnan Aye

A. Walker Absent

A. Chavarria No

A. Wright Aye

J. Poole Aye

L. Lyles No

**V. Executive Session**

**A. Executive Session**

A. Wright made a motion to enter into executive session to discuss salary of new director.

K. Lyon seconded the motion.

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

A. Chavarria made a motion to exit executive session.

K. Lyon seconded the motion.

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

**VI. Other Business**

**A. Vote on matters from Executive Session, if required**

A. Chavarria made a motion to approve a salary of \$115,000 for new director, Sarah Fox.

J. Poole seconded the motion.

The board **VOTED** unanimously 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 7:19 PM.

Respectfully Submitted,  
A. Wright