

APPROVED



Lowcountry Montessori School

Minutes

Board meeting

monthly board meeting

Date and Time

Wednesday July 23, 2025 at 4:00 PM

Location

Low country Montessori School

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

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

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

T. Brosnan Aye

A. Chavarria No

M. Thompson Aye

L. Lyles No

J. Poole Aye

G. Alexander No

A. Walker Absent

K. Lyon Aye

A. Wright Aye

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