



## 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 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

- G. Alexander No
- A. Chavarria No
- J. Poole Aye
- M. Thompson Aye
- K. Lyon Aye
- L. Lyles No
- T. Brosnan Aye
- A. Walker Absent
- 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