

APPROVED



Lowcountry Montessori School

Minutes

Board meeting

monthly board meeting

Date and Time

Wednesday August 27, 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. Walker, G. Alexander, J. Poole, K. Lyon (remote), L. Lyles, M. Thompson (remote), T. Brosnan

Directors Absent

A. Chavarria, A. Wright

Ex Officio Members Present

K. Scott (remote)

Non Voting Members Present

K. Scott (remote)

Guests Present

A. Horn, B. Shaffer, K. Forbes, L. McKeown (remote), M. Watkins, O. Hawkins, 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 Aug 27, 2025 at 4:00 PM.

B. Determination of Quorum

C. Statement of Compliance with FOIA

D. Reading of the Mission Statement

II. Public Comment

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

No Public Comment

III. Committee Reports

A. Finance Report

Report Attached -Presented by J. Strickland and S. Andrikis from Cooper Advisors

*A. Horn-CTE, FY25 grants, and Title 1 possible funds not in budget

-CTE budgeted for 5400 ended up getting 22000-waiting for approval can possibly use it for the new oven and hood needed. Can also help with the Café, that has a soft roll out starting, snacks and smoothies. Currently using Ben E Keith and Sims for food orders, we are too small for Sysco or US Foods.

*T. Brosnan asked if Title 1 provides additional funds for food.

*B. Schaffer, S. Fox, -yes but would have to follow their very strict guidelines. Title 1 does have garden grants that we can possibly receive, currently researching that. School receives 35 cent for reduced meals and 80 cents if the meal is free.

*enrollment down from budgeted amount- budget has been looked at with staffing changes and change in student count and seems like it will be okay

*S. Fox has not shared updated budget, will need more conversation and possibly a budget amendment

*Title 1 funds not yet included in budget, which will give us some wiggle room.

Finance Committee meeting last week went over increasing cash on hand days

B. Governance

G. Alexander-we need to come up with a meeting time and who will be serving on the committee.

Time: 2nd Thursday of the month starting 10-9-25 @5:30pm in person

People: K. Lyon
L. Lyles
G. Alexander
J. Poole

Create Outreach Committee-talk about and create committees

C. Facilities

Presented by M. Watkins

Facilities Update - 8/27/25

1. Safety & Emergency

We have been review and update all safety and emergency plans while practicing drills and

developing clear operating procedures to streamline our processes. Our new staff have been

trained on these protocols and connected to our emergency applications to ensure consistency

and readiness.

2. Acoustic Panels - HS Community Hub Space

This project is currently on hold pending Fire Marshal clearance, as we were instructed to consult OSF before proceeding. We are awaiting an official response and have been advised that

a design professional may need to submit plans for review.

In the meantime, we will be ordering wall panels for the rolling walls and select areas to provide

some immediate sound improvement.

3. Warranty Items - New Construction

We are actively working with the architects and contractors to address minor issues and ensure

all systems in the new building are functioning as intended.

4. Culinary Kitchen

Julia is finalizing her menu and is preparing to officially open. She has already begun soft sales

for staff, and we are excited to serve the students soon!

*T. Brosnan asked how the acoustic panels are rated with Fire--Not a Fire Rating Issue

*G. Alexander asked if the panel company has a contractor-Yes and they have done the plans but OSF has not looked at them and approved them yet.

D.

Fundraiser committee

- *T. Brosnan-Fundraising is working on a cookbook from the school
- *A. Horn -Alonso had the idea of and Adult Prom and Friday Night Food Truck coinciding with PTO
- *A. Horn-Some kind of Teen Night
- *Discussed movie nights, will need more information due to licensing.
- *M. Thompson- Movie licensing could maybe be a Sponsorship Opportunity. Teen nights/possible movie nights could bring drugs or violence issues, what kind of liability, police or security?

IV. Director's Report

A. Monthly Update

Report Attached -Presented by S. Fox

V. New Business

A. New Business

Discussion about changing bank accounts to South Carolina Local Government Investment Pool (SCLGIP)

- account for non profits and government entities
- will count towards Cash On Hand days
- also looking for an interest bearing checking account

M. Thompson made a motion to open SCLGIP account and start process to gather all available USDA funds and move from West Town to new SCLGIP account.

J. Poole seconded the motion.

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

B. Vote on Changing Credit Card

Discussion about changing to Divvy line of credit owned by Bill.com who accountants use for accounts payable system

- asked for 9k received 30k line of credit
- reloadable cards for staff incidentals, currently using prepaid cards with service fees which end up with small balances and trying to use them up.
- with current system have to round up all receipts and enter, Divvy will streamline
- talked with Scott the accountant and he suggested replacing the AMEX-Divvy willing to match AMEX points

T. Brosnan made a motion to change to Divvy.

A. Walker seconded the motion.

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

Roll Call

K. Lyon Aye
G. Alexander Aye
J. Poole Abstain
A. Wright Absent
L. Lyles Aye
A. Chavarria Absent
A. Walker Aye
T. Brosnan Aye
M. Thompson Aye

VI. Executive Session

A. Executive Session

A. Walker made a motion to go into Executive Session.
T. Brosnan seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Poole Abstain
A. Wright Absent
A. Chavarria Absent
G. Alexander Aye
T. Brosnan Aye
A. Walker Aye
L. Lyles Aye
M. Thompson Aye
K. Lyon Aye

J. Poole made a motion to leave Executive Session.
T. Brosnan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Vote on Emergency Plan

J. Poole made a motion to accept Emergency Plan as written.
A. Walker seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Other Business

A. Vote on matters from Executive Session, if required

T. Brosnan made a motion to accept Board Resolution.
A. Walker seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Closing Items

A. Adjourn Meeting

A. Walker made a motion to adjourn the meeting.

T. Brosnan 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 6:37 PM.

Respectfully Submitted,

L. Lyles

Documents used during the meeting

- 2025.07.31 LMS Balance Sheet.pdf
- 2025.07.31 LMS Budget vs. Actual.pdf
- Sarah's Director's Report to Board 082325.pdf