

APPROVED



# Lowcountry Montessori School

## Minutes

### Board meeting

monthly board meeting

---

#### **Date and Time**

Wednesday November 19, 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. Walker (remote), G. Alexander, K. Lyon, L. Lyles, T. Brosnan

#### **Directors Absent**

A. Wright, J. Poole, M. Thompson

#### **Guests Present**

B. Shaffer (remote), Bain Vaughn, Caitlyn Creamer (remote), Kelly Goodwin (remote), Kotina Forbes, Kristine Scott (remote), M. Watkins, Omar Hawkins, Rose Beck, S. Fox, Valerie Roming

---

### **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 Nov 19, 2025 at 4:00 PM.

**B. Determination of Quorum**

**C. Reading of the Mission Statement**

**D. Approval of Agenda**

A. Chavarria made a motion to approve the agenda.

K. Lyon seconded the motion.

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

**E. Statement of Compliance with FOIA**

**II. Consent Agenda**

**A. Approve minutes prior minutes**

T. Brosnan made a motion to approve the minutes from Board meeting on 10-22-25.

A. Chavarria seconded the motion.

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

**III. Public Comment**

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

Public Comment by Valerie Roming

**IV. Committee Reports**

**A. Finance Report**

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

Cash on Hand 27 Days

Will start submitting for Title 1

Federal Grants should start to be approved January 1

Expenditures a little below budget

S. Fox we have requested reimbursement money from the money market account, after we receive that the rest of the money has to stay in the account as good faith reserves for loan.

G. Alexander will that be in our general fund or be separate?

S. Fox the reimbursement money that we are withdrawing will go into the general fund, but the balance in the money market account will be separate.

A. Chavarria those are restricted funds?

S. Fox yes.

G. Alexander so that will temporarily put us over our 30 days cash on hand.

S. Fox yes, have been talking about putting money aside for facilities in case something breaks. Looking at an interest-bearing account to keep the funds in.

A. Chavarria could we estimate a good amount for the cushion so it could be brought up for voting.

M. Watkins when we did the insulation it was about 50k

S. Fox possibly 50k

## **B. Governance**

Board Workshop scheduled for 12-20-25 at 10am, at the school.

## **C. Facilities**

Presented by M. Watkins

Book Fundraiser raised 7k -receive scholastic dollars 50% or cash 25%

Met with Port Royal Alert Trained Officers and SRO SAC Alert Training

Will need to run through what the school does with them to see what is working and what needs to be improved on

Doug (SRO) already received that training, will be going over with M. Watkins to see what he has suggestions for.

Lockdown panels and drills discussed

Acoustic Panels some have been ordered and received for the new building

Received exemption for acoustic ceiling tiles, still need OSF approval

Acoustic Curtains company declined to install due to steel beams. Would have to be a track system.

Going to do panels on the walls moveable furniture and wait on OSF

M. Watkins believe best route will be finishing the build of the moveable walls

Warranty Items

Makers Space Nitrogen Alarm

Lighting in the new building Stephen's room they are only getting to about 65%, possibly also have 4 ballasts bad. They have them ordered, we are just waiting for them to come repair.

School Cleaning-reached out to two more companies, one was comparable to the other quotes we have received. One from JanPro significantly lower, a concerning low amount.

S. Fox looking to streamline the quote for what we really need, bathrooms, sweep and mop, windows, kitchens. Students restoring the environment, possibly having a high school student to bring out trash.

A. Chavarria asked if we have had any luck with Indeed.

M. Watkins has raised the pay rate. We need to pay more to help retain people, or hire a company.

K. Lyons are the companies we are talking to specifically commercial?

M. Watkins yes

K. Lyons have we/can we talk to Residential Cleaners for quotes?

M. Watkins we have talked to a couple. Does raising the pay or hiring a company need to go through the board for approval?

S. Fox it's budgeting. If there was a way to minimize what a company would be doing that would be an ideal.

L. Lyles could it be put to parents for volunteer hours?

M. Watkins teachers have reached out, like for Harvest Fest, we have also thought about student volunteers, but for a daily that could lead to a security risk as they would need Master Keys.

K. Forbes coming in to clean the Admin Building outside work hours.

M. Watkins do we to bring the quotes to the board?

A. Chavarria bring to the Finance Committee to see what we could do to continue.

G. Alexander what was the high quote?

M. Watkins \$450 per night just cleaning

\$550 to add mop and sweeping 1-2 times a week

Not based off square footage

K. Lyons what are we paying now?

M. Watkins we were starting off at 15 per hour 5-6 nights a week.

K. Lyons could we hire less people and pay them more, so we are attracting better more reliable people.

M. Watkins that might be better 2 people higher with benefits

K. Lyons hourly encourages less efficiency could we do salary

M. Watkins we cannot subcontract, they would need to have proper insurance

G. Alexander have we put out to staff to clean, for maybe an extra 6-7k a year?

M. Watkins we have done that in the past, had some challenges with that as well, because there has been some conflict with after school events

## **V. Director's Report**

### **A. November Update**

Presented by S. Fox-Report Attached

Academic results presented by B. Vaughn-slide show attached

## **VI. New Business**

### **A. Fundraising Committee**

A. Chavarria made a motion to approve the minutes from Fundraising Committee Meeting on 11-05-25.

K. Lyon seconded the motion.

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

**Roll Call**

M. Thompson Absent

A. Chavarria Aye

J. Poole Absent

A. Wright Absent

A. Walker Absent

L. Lyles Aye

T. Brosnan Aye

G. Alexander Aye

K. Lyon Aye

G. Alexander for A. Wright- is it possible to have fundraising in a separate account so that it's not getting mixed in with everything.

S. Fox fundraising is a separate line item, but we have not gotten a breakdown of where the committee would like it to go.

T. Brosnan making a note of it to discuss at next meeting.

M. Watkins asked that if the event request forms could be filled out so she can plan around them.

S. Fox will share information.

Summer camp discussion

M. Watkins logistics would need to be discussed. Does not generally have a cleaning staff during the summer.

L. Lyles asked about preschool proposal

S. Fox did send the board some information. Think that charging for the preschool will give incentive to stay.

Discussion for January

G. Alexander the \$410 sitting in the money market account, is there any wiggle room.

S. Fox No, although we were told that it was all our money that could be used. Margaret says the remainder has to be in reserve.

G. Alexander that money would be good to go towards transportation.

T. Bronson asked about the yellow busses for the County schools.

L. Lyles we are not a district school, so they will not let us use them.

G. Alexander thinking about a 16 person bus

S. Fox we have 176k available for reimbursement at this time, the rest needs to stay in the account.

**VII. Executive Session**

**A. Executive Session**

T. Brosnan made a motion to discuss a personal matter.

K. Lyon seconded the motion.

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

**Roll Call**

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

K. Lyon made a motion to leave executive session.

T. Brosnan seconded the motion.

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

**Roll Call**

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

**VIII. Other Business**

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

K. Lyon made a motion to adjourn the meeting.

A. Chavarria seconded the motion.

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

**Roll Call**

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

**Roll Call**

L. Lyles	Aye
A. Wright	Absent

**IX. 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 6:00 PM.

Respectfully Submitted,  
L. Lyles

---

**Documents used during the meeting**

- 2025.10.31 LMS Financial Packet.pdf
- Director's Report to Board 111725.pdf