# Lowcountry Montessori School

## Minutes

### Board meeting

monthly board meeting

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**Date and Time**
Thursday July 23, 2026 at 4:30 PM

**Location**
Lowcountry 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 (remote), A. Whitaker, A. Wright, G. Alexander, L. Lyles, O. Hawkins, T. Brosnan

**Directors Absent**
A. Walker, M. Thompson

**Guests Present**
B. Shaffer (remote), C.Creamer (remote), C.Hunt (remote), J.Strickland (remote), N.Ormsby (remote), R.Beck, S. Fox (remote), V. Roming

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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 Thursday Jul 23, 2026 at 4:38 PM.

### B. Determination of Quorum

### C. Reading of the Mission Statement

### D. Approval of Agenda

L. Lyles made a motion to amend the agenda to add vote to remove Bain Vaughn from bank account access.
T. Brosnan seconded the motion.
The board **VOTED** unanimously to approve the motion.

### E. Statement of Compliance with FOIA

### F. Swear in new board members

Omar Hawkins sworn in for Board Term 7-1-2026 to 6-30-2028

## II. Consent Agenda

### A. Approve minutes prior minutes

T. Brosnan made a motion to approve the minutes from Board meeting on 06-25-26.
A. Wright seconded the motion.
The board **VOTED** unanimously to approve the motion.
T. Brosnan made a motion to approve the minutes from Special Board Meeting on 06-27-26.
A. Wright seconded the motion.
The board **VOTED** unanimously to approve the motion.

## III. Public Comment

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

No public comment given

## IV. Committee Reports

### A. Finance Report

Presented by J. Strickland from Copper Advisers

Highlighted on the budget line for Interest Income still having trouble getting money market statement from June from Capital Bank, will have it for the audit. That figure will only increase, has been increasing about $800 per month. So expect to see an $800 increase to bottom line.

June Ended Fiscal Year, beginning Audit Prep now

End of Year Numbers:
Revenue YTD 5,207,310
Expense YTD 5,664,011
Net Deficit (456,701)
Unrestricted Cash353,240
289,968 in the money market account--Still have not heard back from USDA on how much needs to stay in that account
Days Cash on Hand 24.13
State Funding 4,643,642
Local Funding 436,682
Federal Funding 130,806
-Some funds will be carried over from FY 26, but no money will be lost from FY 25, but any money to be claimed from Fiscal year 26 has been claimed from the district. Anticipating 10 to 12k that will carry over. Will work with Sara to see if we can get it claimed in FY 27.
YTD Instructional 2,979,673- 57.22% of spending - that figure looks good

Going forward just FY27 prep

G. Alexander asked if Finance Report can please be sent 24 hours before the Monthly Board Meeting

**B. Governance**

T. Brosnan made a motion to remove Bain Vaughn from bank account as signer.
A. Chavarria seconded the motion.
The board **VOTED** unanimously to approve the motion.
Presented by G. Alexander
Board Retreat Planned for 7-31-26 - 8-1-26 location to be determined

M. Watkins and S. Fox talked about some things that would be helpful to go over at Board Retreat with Board Members, like procurement and financials. Went over with Mary and Sara for procurement, to make sure that it is updated and has everything it needs in it, but not sure that if it will be ready by August 1st. So maybe do this one and maybe another one down the road
A. Wright asked if she meant a procurement workshop

M. Watkins yes but not really just the procurement, but like all of our Finance documents, really look at those things and make sure we are understanding them
G. Alexander not really understanding that piece, like understanding the procurement process?
M. Watkins went over and if we rent out the space may jeopardize our non profit,there is a lot there especially with all of the stuff that went into the Original Charter, there were things that Mary thought could maybe updated. Just make sure everyone knows our Bylaws, Procurement, Financials
G. Alexander okay, that would be beneficial, and letting everyone know where they could access those documents.

### C. Vote on Finance Committee minutes6-24-26

A. Wright made a motion to table voting on Finance Committee minutes.
L. Lyles seconded the motion.
The board **VOTED** unanimously to approve the motion.

## V. Director's Report

### A. July Update

Presented by S. Fox- report attached

375 estimated for starting student count-not including preschool, which should be a potential 50k gain if the 3s and 4s pan out with who has applied.

L. Lyles asked about Water Fest Advertisement, was there during Kids Fest and the Jumbo Screen was not on
S. Fox stated she will find out, it was supposed to air 80 times throughout the Water Fest
G. Alexander asked about possible refund
S. Fox we still have the video, which we can use on our own

G. Alexander- I should have asked Jonathan, but as of yesterday still do not have a passed budget for State of South Carolina
S. Fox No, he is still optimistic that it will pass, but until 5th day count still funded based on last year's numbers
G. Alexander budget was done off 2026numbers?
S. Fox No, the budget was based off 12.5 last year was 12.3 per student, there was a formula, but there was an increase.
G. Alexander so a $200 per student difference, they may be something to go over with the finance committee, will they retroact if they are paying from continued resolution?
S. Fox I think so, do you want me to set something up with Matt, Jonathan, You and me?
G. Alexander yes

T. Brosnan made a motion to approve Student Handbook.
O. Hawkins seconded the motion.
The board **VOTED** unanimously to approve the motion.

**B. Maintenance report**

Presented by M. Watkins-report attached

2. Custodial Staff- potentially hiring a student for trash only, will save us a little bit of money, and save time for the custodial staff for floor care.

4. DSS- Katrina came and inspected 7-22-26 from 10:30-2:30pm, going through paperwork. On the cusp of provisionary licensing. The hold up is background from Central Registry, had 19 people that work directly with the 3- and 4-year-olds, that need to have background checks. All 19 people were put on one invoice and 3 of them were unable to complete it, and that was messing up the process. They have moved those 3 people who had not completed their form, so now we should get the rest of the results. Hopefully by Friday we should have the results, and by Monday or Tuesday of next week we should have the provisional license.
-Rentals have been working to be able to rent the culinary kitchen and potentially other spaces. Wanted to make sure we had the correct insurance, so we worked with our insurance company and attorney to make sure everything was in there that we need. Had to reach out to our lenders to make sure we were allowed to basically Sub Lease, we are able to rent a percentage. Do have one person ready to go, starting them off with a 6-month term, with a discounted rate, but after the 6 months there will be an increase.
-Wording on Lease Agreement for rates says $75 per scheduled day, but it is supposed to be $75 for two days.
G. Alexander how long do they get for two days?
M. Watkins two hours, and any additional hours is $25 per hour. They have to supply all of their supplies; we do not supply any. Dishwasher not being used, only using ranges, ovens, and 3 bay sink. Dishwasher very expensive to replace or repair, so not something that we would want used.

O. Hawkins what's your perspective on the number of different clients that we could have?
M. Watkins we could fill up every after-school hour or weekend that there is. You can get a lot of people in there. Put the word out with Kathleen, who is over DHEC in Beaufort, she said there is a need and thinks it would be a great source of income for us. There is a big need in the area for in the area, we just need to market it.
T. Brosnan do all of the people coming in need to have the Serv Safe certification
M. Watkins yes and that is part of the lease.
O. Hawkins so if we have businesses interested we can direct them to you Martha?
M. Watkins yes

O. Hawkins after school hours will there have to be LMS staff on hand?
M. Watkins do not have to have staff, will be doing background checks, and we have a key for them. Also after hours so no students around.
G. Alexander is the Kitchen controlled access?
M. Watkins yes
G. Alexander so they will get a key card and be able to monitor the coming and going
M. Watkins yes and we have some kind of Ring Cameras to keep an eye out.
G. Alexander what kind of provisions do we have in place to prevent subletting
M. Watkins there is wording in the lease that it is specific to them only
O. Hawkins so if they are found to be subletting their lease that is grounds for termination

L. Lyles made a motion to approve this Lease for Culinary Kitchen use, amending the lease two days per week pricing schedule to be reworded to be $75 per scheduled two days.
O. Hawkins seconded the motion.
The board **VOTED** unanimously to approve the motion.

## VI. New Business

### A. Fundraising Committee

Presented by A. Wright
Next meetinng 7-30-26 at 4:30pm

### B. Board Members

O. Hawkins asked about sponsorship, if there is as board obligation to get a sponsorship?
G. Alexander it is expected yes

## VII. Executive Session

### A. Executive Session

T. Brosnan made a motion to go into executive session to discuss contractual matters.
A. Wright seconded the motion.
The board **VOTED** unanimously to approve the motion.
L. Lyles made a motion to leave executive session.
T. Brosnan seconded the motion.
The board **VOTED** unanimously to approve the motion.

## VIII. Closing Items

### A.

### Adjourn Meeting

A. Wright made a motion to adjourn meeting.
L. Lyles 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 5:46 PM.

Respectfully Submitted,
L. Lyles

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## Documents used during the meeting

- Director’s Report to Board July 2026.pdf
- Student Handbook 2026-27_072226.docx.pdf
- Facilities Report 7_21_26.pdf
- LowCountryMontessoriSchoolTermite.pdf
- LEASE OF PREMISES - Culinary Kitchen - Matt Callegari - Nickel City Catering.docx (1).pdf