

APPROVED



Lowcountry Montessori School

Minutes

Governance meeting

Online

Date and Time

Thursday April 2, 2026 at 4:00 PM

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

Committee Members Present

A. Chavarria (remote), A. Wright (remote), G. Alexander (remote), J. Poole (remote), K. Lyon (remote), M. Thompson (remote), S. Fox (remote), T. Brosnan (remote)

Committee Members Absent

A. Walker, B. Shaffer, C. Rentz, L. Lyles, M. Watkins

Guests Present

Mary Allison Caudell (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

G. Alexander called a meeting of the Governance Committee of Lowcountry Montessori School to order on Thursday Apr 2, 2026 at 4:27 PM.

A. Wright made a motion to Amend agenda to move item C to item A and other business (executive session) to item B.

K. Lyon seconded the motion.

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

II. Governance

A. Discuss of Robert Rules of Order

Mary Allison Caudell (school lawyer):

- Board subject to both Charter School Act and SC Non-profit Act
- Organization has to operate exclusively for educational purposes
- Board is the governing body (9 members)
- Main responsibilities include fiscal oversight, oversight of school director
- Governed by board by-laws, charter contract
- Agendas posted 24 hours in advance (not needed for emergency meetings), record meetings
- Training costs covered; board members are indemnified
- Executive session: only certain reasons to go into executive session (primarily to discuss personnel matters, receipt of legal advice, pending contractual arrangement)
 - Should define reason (example: personnel matter to discuss evaluation of school leader)
- Communications from parents or staff received to Board email should be forwarded to board chair (should only personally respond to acknowledge receipt)
 - The board is a collective, not a collection of individuals; should respond/take action collaboratively

G. Alexander brought up M. Thompson's previous discussion of middle school program; asked for best practice for exploratory purposes (to discover root of problems with program) without overstepping role as board member.

M.A. Caudell advised to defer to school director for her perspective on how the board could help; emphasized that personnel falls under school leader; board has only one employee.

M. Thompson stated he feels there is an impasse; M.A. Caudell recommended to enter into executive session.

B. Executive Session

K. Lyon made a motion to Enter executive session (on legal advice of M.A. Caudell).

A. Chavarria seconded the motion.

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

M. Thompson made a motion to exit executive session.

J. Poole seconded the motion.

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

C. Discussion of board election

G. Alexander

- A. Wright, J. Poole, K. Lyons, and L. Lyles positions are up this year
- A. Wright and L. Lyles are in appointed positions and K. Lyons and J. Poole are in elected positions
- G. Alexander asked if there was trust in Rose to run election rather than paying a company; M. Thompson noted need for auditing
- K. Lyons recommended a low cost election option
- K. Lyons suggested use of student school Gmail accounts to make individual votes through Google forms
- A. Wright noted this is a timely issue due to requirements for elections
- J. Poole liked the idea of purchasing software
- S. Fox stated we have software that was purchased to use last year; can use that (potentially e-ballot)
- A. Wright asked if we need to meet again concerning elections; Greg said we can vote to let Sarah move forward after this. Greg noted that the vote is on agenda for tonight.
- A. Wright read that by-laws require 30 days notice of election. Election held starting May 4 and runs for 2 weeks. Anyone who wants to run should submit their nomination by April 20.
- M. Thompson expressed this might not be enough time; A. Wright noted the nomination is answering a few questions
- K. Lyons will make a quick blurb about what board service requires

A. Wright made a motion to Use E-ballot for election and put out election announcement on April 3 with elections being held from May 4 to May 18 with submissions for nomination submitted by April 20.

T. Brosnan seconded the motion.

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

D. Public comment

No public comment

E. Board meeting times

A. Wright made a motion to Move board meeting time to the fourth Thursday of the month at 4:30 starting with the April meeting.

A. Chavarria seconded the motion.

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

III. Closing Items

A. Adjourn Meeting

A. Wright made a motion to to adjourn meeting.

A. Chavarria seconded the motion.

The committee **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 5:55 PM.

Respectfully Submitted,

A. Wright