

Lowcountry Montessori School  
Meeting Minutes for Board of Directors Meeting  
July 28, 2016 6:30 P.M.  
749 Broad River Drive, Beaufort, SC 29907

Lowcountry Montessori School's mission is to increase access to an authentic Montessori-based education in Beaufort and Jasper Counties. Our staff and parents will collaborate to foster the development of independent, well-rounded, academically-prepared and responsible citizens. LMS is committed to creating an environment that inspires children to become lifelong learners and creative problem solvers for the 21st Century and beyond.

Board members in attendance: Patrick Chester, Eve Fleming, Scott Webb, Michele Clark, Allison Romaine.

Board members absent: Jenn Dunn, Janice Johnson

**Opening**

1. Call to Order – Patrick called the meeting to order at 6:42 p.m.
2. Reading of Mission Statement – Patrick read the mission statement of LMS.
3. Approval of Agenda – Eve moved to approve the agenda. Scott 2nded. All in favor: All
4. Statement of Compliance with FOIA – Patrick announced that the meeting notice and agenda were posted on the door of school, the school website, and provided to the newspaper in compliance with FOIA.
5. Approval of Minutes from June 30, 2016 board meeting – Eve moved to approve the minutes from the June 30, 2016 meeting. Scott 2nded. All in favor: All

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**Director's Report**

6. Facilities update – Amy Horn and Matt Zappia reported that we received temporary certificate of occupancy for the new building on July 25. Expect to receive permanent CO this Monday. Fence is in progress.

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**Education**

7. Discussion of satisfaction surveys results -- Amy reported that our school district conducted a statewide student and parent satisfaction survey for schools in the district. Only 10th graders (from the 2015–2016 school year) were surveyed at LMS. Our results were favorable. Results of surveys conducted by LMS have not yet been tabulated. Discussion on those surveys tabled until next meeting. Eve reminded Amy that those results will need to be provided to the District.
8. Discussion of grievance policies and procedures -- Reviewed and discussed proposed revisions to grievance/appeals policies and procedures. Advised some

changes for final approval at next meeting.

9. Discussion/vote on proposed new course offerings -- The new course offerings will be electives for high school:

a) peer leadership

b) industrial design

c) introduction to business -- possibly will be offered; still in discussion

Vote: Eve moved to approve the three new course offerings. Michele 2nded. All in favor: All

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### **Finance & Business**

10. P & I Grant Report – Patrick says grant is ending and all of the funds have been spent.

11. Review and acceptance of June 2016 financial reports, and

12. Discuss FY 2017 budget amendment request --

a) Patrick stated there will probably be some adjustments in the next month after the annual audit is completed. Our accountant has requested some line item budget amendments to the FY 2017 budget. Vote: Scott moved to accept the June financial reports and approve the line item budget amendments. Michele 2nded. All in favor: All

b) Amy requests approving budget change to allow for hiring of salaried teaching assistant for middle school. Prior to the meeting, Amy emailed letters from middle school teachers to board members detailing the need for a middle school assistant. Amy stated the benefit to having a middle school assistant has become more apparent in working on the middle school program throughout the summer. Due to budgetary constraints, the board suggested that Amy pursue hiring an assistant on an hourly rather than salaried basis, and that at the August meeting the board would ratify any informal action taken in this matter.

13. Discussion/vote on janitorial contract proposals -- Amy and Matt state that the current janitorial contract is up for renewal. They also received bids from two other companies. High bid was 60,000.00 excluding floor waxing. Other bid was 48,000.00 plus 5000.00 for waxing floors. Current company is about 2000.00 less than the latter, but the school has had several issues with them and the administration believes they are not performing as they should. Amy and Matt recommend contracting with the company who provided the 48,000.00 (+5000.00 floors) bid, because that company uses their own equipment and green materials, and will come in daily with consistent employees. Matt still needs to check references, as that information came in earlier today. Vote: Patrick moves to approve the contract with the company recommended by Amy and Matt, subject to references checking out and an acceptable contract. Michele 2nded. All in favor: All

14. Vote to authorize new bank account -- We need to authorize a bank account for

the funds donated to us by EC Montessori & Grade School, which are earmarked for a restricted use and must be matched. Vote: Scott moved to authorize a new bank account for the restricted monies donated from EC Montessori, said account to be either a one-year CD or a savings account with the best interest rate Amy can find. Eve 2nded. All in favor: All

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## **Board Organization**

14\*\*. Discussion/vote on schedule of board elections, board job descriptions --

a) Board discussed possible schedules. Vote: Eve moved to authorize the Governance Committee to develop a timeline for upcoming board elections, with a slate of candidates to be presented to the Board for approval at the September meeting and ballots to be distributed, returned and counted in October. Michele 2nded. All in favor: All

b) Board job descriptions: The board discussed and agreed that it was appropriate to change the anticipated time contributions to 6–8 hours monthly in the board document titled “Individual Board Member Performance Expectations.” The board also discussed and agreed that it was appropriate in said document to change the financial contributions provision to include language such as “in the event there is an annual fund campaign or capital campaign.”

15. Discussion/vote of board development, new members, positions -- Vote: Patrick moved to appoint Eve as temporary secretary, with Allison planning to move into that position. Michele 2nded. All in favor: All

16. Discussion of committees structure, duties and responsibilities, assignment of members --

a) Last month, the Board established that there would be three committees: Finance, Governance, Academic Excellence. Eve has provided the board with a draft of responsibilities for the committees. Vote: Patrick moved to accept the document on a provisional basis, and that the committees will review and suggest any changes to the board by the December meeting. Said document is attached to these minutes. Eve 2nded. All in favor: All

b) Committees will choose their own chairs. Assignments to committees are as follows:

Governance: Patrick, Michele, Eve, Scott

Finance – Patrick (automatic chair as board treasurer), Jenn, Amy Horn

Academic Excellence – Amy, Eve, Miranda Altice

16.\*\* Discussion of governance policy manual – tabled

17. Discussion/vote of charter amendments – none needed

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18. Public Comment\* None

19. Old Business – Amy said the board has until April to complete the AdvancEd self-assessment.

20. New Business – None

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21. **Executive Session** (closed to public) – Patrick moved to enter executive session to discuss confidential legal and personnel matters. Scott 2nded. All in favor: All

Eve moved to exit executive session at approximately 9:03. Michele 2nded. All in favor: All

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22. Vote on issues from Executive Session – None required

23. **Adjourn**

Patrick moved to adjourn at 9:05. Scott 2nded. All in favor: All

\* The Board welcomes public comments but gently reminds that this is not a question-and-answer period. Comments should be limited to no more than three minutes per person.

LMS will not limit, deny admission or show preference to any individual or group of individuals. LMS will recruit, register, and admit students without regard to race, creed, gender, national origin, ancestry, disability or need for Special Education services. In accordance with Section 59-40-50 of the South Carolina Code of Laws, Title 59, Chapter 40, LMS will admit all students eligible to attend first through twelfth grades residing in South Carolina, subject to space limitations.

\*\*The agenda for this meeting included two items numbered 14 and two items numbered 16.