

Lowcountry Montessori School
Meeting Minutes for Board of Directors Meeting
October 27, 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, Jenn Dunn, Janice Johnson, Kim Wiley, Sahri Wiggins, Melinda Henrickson, Ian Deysach, Marie Faine-Wright, Miranda Altice

Board members absent: Allison Romaine

Opening

1. Call to Order – Patrick called the meeting to order at 6:31 p.m.
2. Reading of Mission Statement - Patrick read the mission statement of LMS.
3. Approval of Agenda - Eve moved to approve the agenda. Michele 2nded. All in favor: All
4. Statement of Compliance with FOIA - Patrick stated the meeting and agenda were noticed in compliance with FOIA.
5. Approval of Minutes from September 2., 2016 board meeting – (new members unable to vote on this matter) Michele moved to approve the minutes from the September 22, 2016 meeting. Scott 2nded. All in favor: All
6. Official Seating and Welcome of New Board Members -- Patrick welcomed and officially seated new board members. New officers will be elected next meeting. Brief discussion of committees; new members encouraged to join committees at next meeting. Patrick thanked Eve and Janice for their service, as this is their last board meeting.

Director's Report

6. Amy Horn reported that Hurricane Matthew caused several trees down on the property, but there was no damage to the buildings and only minimal damage to fences/gates. Pre- and post-hurricane tree removal costs will be approximately \$13,000.00-14,000.00. A slow leak was discovered in the teachers' bathroom, but repairs will be covered by plumber's insurance.

Also, our enrollment is at 390. We are currently offering seats to fill the remaining ten spots.

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Finance and Business

7. Review and acceptance of September 2016 financial reports/vote on budget amendments. -- Reports were provided prior to the meeting. Patrick reviewed them at the meeting and noted small line item budgetary changes for bank fees, rentals (shed) and transfer to LP. He noted that next month will probably include a large budgetary change due to the anticipated tree removal cost. Vote: Eve moved to accept the September 2016 budget report and approve the budgetary changes. Janice 2nded. All in favor: All

Board

8. Discussion and vote on forgiveness of disaster days -- Amy stated the school was closed for eight days due to the hurricane, during which a state of emergency was declared. The school's board can vote to forgive three days (designated as Days 4,5 and 6) that the students would not have to make up. The board can vote to ask our school district to request that the State Board of Education forgive three additional days (Days 7, 8 and 9) for our students. The students would make up the remaining two days (Days 2 and 3) and any days that are not forgiven. The students already must make up a day from Tropical Storm Hermine (Day 1). Vote: Eve moved that the LMS board forgive Days 4,5, and 6, and that the board ask

our school district to request forgiveness for Days 7,8, and 9. Michele 2nded. All in favor: Patrick, Eve, Janice, Jenn, Scott, Michele, Sahri, Marie, Miranda, Melinda. All opposed: Kim, Ian. Motion passed

9. Discussion of amendments to articles of incorporation, bylaws, charter/vote if needed -- Amy reported that the District has not yet approved or disapproved the charter amendments requested on July 31, 2016 regarding priority seating after moving away, and seat time. She reported that it appears after conversations with the District that the first amendment is very similar to current state law, which may make the amendment unnecessary, and that we would not be able to include the phrase "in good standing."

10. Discussion and vote on revised Executive Director Job Description -- Patrick moved to table a vote on the job description until next month. Ian 2nded. All in favor: Patrick, Michele, Scott, Janice, Ian, Sahri, Melinda, Miranda, Marie, Kim. All opposed: Eve. Motion passed.

11. Discussion and vote on record retention policy -- Governance Committee recommends approving a policy to retain board electoral records for a period of two years. Eve moved to approve the policy. Michele 2nded. All in favor: All. Written policy will be placed in Board's document bank.

11. Public Comment* -- None

12. Old Business - Amy asked for volunteers to help tally satisfaction survey results. She'll check with Matt for technological assistance and will call Eve for help if necessary. Eve reminded the board about proceeding with AdvancEd. Kim stated that she is AdvancEd certified and has experience with the certification that can help the board.

13. New Business - None

14. **Executive Session** (closed to public) – Eve moved to enter executive session to discuss confidential legal and contractual matters (7:14 p.m.). Janice 2nded. All in favor: All

Eve moved to exit executive session at approximately 7:53 p.m.) Jenn 2nded. All in favor: All

15. . Vote on issues from Executive Session – None required

23. **Adjourn**

Janice moved to adjourn. Scott 2nded. All in favor: All. Meeting adjourned at 7:56 p.m.

* 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.