

Lowcountry Montessori School
Agenda for Board of Directors Meeting
April 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 present: Karl, Eve, Eileen, Christine, Michelle, Janice, Patrick, Scott, Jen

Board members absent: None

Call to Order -- 6:42 p.m.

1. **Reading of Mission Statement** -Karl read the LMS mission statement.
2. **Approval of Agenda**- Karl moved to approve the agenda with the addition of approving the minutes, adjournment, moving security card system and technology before the budget reading, remove g. enrollment (repetition), Patrick 2nded. All in favor: All
3. **Statement of Compliance with FOIA** – Karl announced that the meeting was posted on the front door of the school, on the school website, and an email was sent to the Beaufort Gazette with 24-hours' notice in compliance with FOIA.
4. **Approve meeting minutes**- Eileen moved to approve minutes from March 16, 2016 Special meeting, March 17, 2016 Special meeting, March 23, 2016 Monthly meeting, and April 7, 2016 Special meeting. Christine 2nded. All in favor: All
5. **Security Card Systems Update** and vote if needed. – Matt Zappia, Technology Teacher with LMS, presented that there have been some changes. We had an allowance in the new building for \$1,000 for access control which is less than one door's worth of control. Talked about preparing the building to have conduits so we won't have to retrofit it. There were complications with original design structures. Matt met with electrician and a door hardware representative (Ray Hightower with H2). The meeting occurred today. Ray will give him a quote for outfitting the structure so it could be card reader entry (keyless entry) from all exterior doors that would comply with our egress rules Ballpark for that was in the \$15,000-\$18,000 range. Second quote was for preparing the hardware and wiring for the new system because the hardware is not on yet and the walls are still open. Matt's ballpark estimate for that \$4,000. Matt would highly recommend having a preliminary system installed because we can't get to these systems again properly. No matter what we move to in the future, the hardware is universal and would work with any system. Either option for the new building would direct us for the two original buildings. The builder had a system in mind that would not give us any options.

Eve asked how the doors would lock. Matt stated it's not a Maglock system, it works on a latch. It would lock with a key until we were ready to up-fit. It would not be detrimental to our current security but a potential upgrade for the future system.

Eve asked if it is out of pocket or if we can we roll it into the lease. Amy said she was not certain about that.

Eileen asked about a potential donor and if that donation was earmarked for a certain project or could it be applied to the security.

Christine asked if Amy would ask the potential donor if they would consider switching the earmark to the security system.

Eileen asked if the fence would lock down the perimeter.

Vote: Karl moved to table the vote on the security card system until after the reading of the budget later on in the meeting. Eve 2nded. All in favor: All

f..*Technology*- Eileen asked about the Google app that is required to be downloaded on cell

phone. Matt said if phone is lost or stolen he can remotely erase the school email account and any information related to the board and or school. He only received one certificate for Google and it would only allow him to access the LMS email account.

SSL- Secure Socket Layer- right now Matt can't see exactly everything the students are doing. Could be provided in the technology permission form.

6. **Expulsion appeal procedures-** Vote Eve asked if we wanted to table this discussion because the track changes did not come through. Patrick moved to table the discussion and vote. Christine 2nded. All in favor: All
7. **First reading of budget.** Vote (If needed) Patrick went over the proposed budget for the 2016-2017 school year. It is not finished yet as more trimming will be needed. We will read another time and final reading will be in June.

Eve asked about Curriculum Coordinator. It was a miscoded salary for this year. Eve asked if we could afford a 3% raise. Amy and Patrick stated that we could. She also asked about custodial service increase. Eve mentioned that we need to review our lease because we need to have a maintenance fund for the building. Eve asked if we should have a line item for fundraising since that is not a guaranteed income. Patrick will look at that. Christine asked about food service programs. Did we contract with a food service company. Amy said we did. We have to buy in bulk because it is cost saving but storage is an issue. Ms April is helping with this because she used to run a catering business. She found a used commercial refrigerator/freezer to store items.

Karl asked where we would add the security card purchase. Patrick said it would be out of equipment.

Michelle asked if Matt could speak to the potential donor about the need for the security system.

-Security Card System Updates. Vote. -Karl moved to table the security card vote to a potential electronic vote after more information is received from potential donors. Patrick 2nded. All in favor: All

8. Committee Reports

a. *Facilities* –

Tool Shed- Karl asked if there were updates on the tool shed option. Amy reached out to Linda Bridges again to ask about the tools shed. Ms. April was supposed to go over to the tool and equipment owner to inventory the donation. The donor's son has gotten power of attorney and the donation is not going to be made. No vote required.

Patrick asked about the door situation. Amy said that has been put aside for the moment because other facility issues (AC) have taken precedence. Amy is waiting to hear back from on the existing AC units. Traditional batting insulation would not be ideal for making the units airtight. Scott asked if Warren is still in the loop with the facilities. Amy said she would reach out to Warren to see if he is still willing to assist. Karl asked who is responsible for construction issues and Eve said that was difficult to answer since we have a triple net lease.

There was a discussion about the AC units and if they were "spec'd" properly. Eve suggested that Amy follow up with Neal (architect) to determine if he has more information and an answer for the new building.

b. *Enrollment* – Amy reported that the admin is out and about pushing the high school. Amy did an interview at North of the Broad talking about the high school. High school classes are moving to be bumped up to 28 kids per class. 28 kids per grade not necessarily per classroom. Currently we have 25 per class. Because of the semester differences, it has been difficult to move new students in and give them credit. Christine asked about the progress on aligning the state standards with our curriculum. Eve complimented the high school information program provided this past Monday night. Dan Mackin (high school teacher) and Amy have been working on assuring the high school curriculum meets the state standards. Dan is constantly working to tweak and develop curriculum. The students really respond to him.

- Christine asked about aligning the high school curriculum to the four block schedule like the district school to facilitate students coming in mid-year. Amy and Karl stated that it is more difficult because Montessori curriculum extends over the year. Amy

stated some students who have transferred in have continued on virtual courses during allocated time.

c. *Outreach* – Discussed putting up a banner. Amy said she or another staff member would be willing to attend functions. Christine suggested advocating the Pirette program for high school girls. There is an application process and interviews.

d. Board Development

- Discuss outreach for new board membership. Eve stated that we can appoint up to 50% of the board. Eve stated she has been viewing the by-laws and they need to be amended for clarity. Charter states minimum is 7 directors, our bylaws state minimum is 9 members. The law states 7 is minimum directors. Charter will need to be amended to correlate to new bylaws once we change them. Karl reached out to the potential board member but that person is not interested. However, that person's spouse might be interested.
- Vote -Karl moved to table the vote on potential application for potential board member until after executive session. Patrick 2nded. All in favor: All
- Board Policies Committees Vote - Karl moved to table vote until we have more information. Patrick 2nded. All in favor: All

e. Fundraising – No information

9. **Education** – Christine asked if there were plans to increase PE hours to meet state requirements. Amy replied it was put in the budget to increase PE teacher time.

- Updates on certification – No updates

10. **Public Comment** (please limit to 3 minutes per person) No comments

11. **Old Business** – Eileen reporting PTSO is moving forward. The board has gone through some membership changes but they are working on increasing visibility and activities.

Animal policy -Amy distributed feedback from teachers and students for board review.

Christine asked about summer camps. The camp offered through LMS will have employees from the school running it.

Karl read an update on the P&I grant from an email Mark sent him. We have until 6/30 to spend and submit the remaining \$22,834 of our \$125,000 award. He is working with Amy to prepare a supporting budget revision. Our site visit on March 29th went well. LMS needs to finish assigning IDs and tagging all assets purchased with grant funds. Otherwise, he is not aware of any outstanding issues from the audit/visit. Fredrica (from the SCDE) has sent us the final report format. It looks very similar to prior annual reports; I should be able to complete the bulk of it myself, then work with Amy and Tracy to fill any gaps. The report is due June 3rd.

Christine asked for an update on the door signs. Merrit is working up a quote on the door signs. Delisa Clark (SCDE School Facilities) is working on it with Amy because it has to meet ADA requirements. May need custom signs. It will be \$2,000-3,000 and is not budgeted.

12. **New Business** -none

13. **Executive Session** (closed to public) -Karl moved to go into Executive session at 8:42 to discuss a confidential personnel matter. Eve 2nded. All in favor: All

Patrick moved to exit Executive session at 10:11. Eileen 2nded. All in favor: All

14. Vote on issues from Executive Session. Karl moved to elect Eve as Vice Chair of the board. Patrick 2nded. All in favor: Karl, Eileen, Christine, Michelle, Janice, Patrick, Scott, Jen. Eve abstained

- Karl moved to elect Patrick as interim chair. Christine 2nded. All in favor: All

15. **Adjourn** -Patrick moved to adjourn at 10:15. Eve 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.