

Leelanau Montessori Public School Academy (LMPSA)
Governance Committee Meeting
Connie Binsfeld Building
July 8, 2019

- I. Present: Board member Sarah Bordeaux. Prospective Board member Anita Abbott. Head of School (HOS) Arden Wilson.
- II. Reviewed notes from previous meeting; no revisions.
- III. The Committee discussed the status of the LMPSA Staff Operations Manual. Wilson noted that emergency procedures have been updated, and will be discussed with staff in August, along with other aspects of the manual. HOS will present updated manual at the August board meeting. Family Handbook has also been updated, in particular the portions on conduct and discipline. HOS will email this manual to board members highlighting changes made. Family Handbook does not address illegal activities...bullying/harassment/etc. These are covered by Board Policy. Committee will look at these to make sure they are up to date/comprehensive.
- IV. The Committee discussed the status of HOS administrator permit. Application for permit has not been submitted to date, due to technical issues relating to access to the State's online systems. ISD is assisting HOS in working through these issues. HOS plans to update Governance Committee on a monthly basis on her progress towards obtaining an administrator certificate.
- V. Bordeaux updated attendees on the Organizational Meeting which will occur at the July 17 board meeting. Trustee positions for next year will be President: Colleen McDonald; Vice President: Sarah Bordeaux; Secretary: Anita Abbott; Treasurer: Sarah Lutke. Sarah Lutke will take her oath at the July meeting. Anita Abbott will take her oath at the August meeting, after approval is obtained from Bay Mills. Committee Chairs will be Marketing: Tom O'Connell; Governance: Anita Abbott & Sarah Bordeaux; Facilities: Emily Miezio; Academic Excellence: Colleen McDonald; Finance: Sarah Lutke; Grants: Paris. The Committee discussed the need to further define need/role of fundraising committee, given stand alone Leelanau Montessori Forever Foundation. HOS noted that there needs to be fundraising for things beyond scholarships, which is the current focus of LMFF. Discussed possibility of combining fundraising with grants. Noted that Bordeaux and Abbott will not be at the meeting, and HOS will need to attend remotely via Skype from Houston, where she will be attending training.
- VI. Bordeaux noted that HOS now has access to BMCC Epicenter. Committee reviewed contents of Epicenter. School currently 100% compliant with reporting requirements.
- VII. Other Business: Committee discussed wanting to recognize Cathy Wurm for her 30 years service to Leelanau Montessori. Plan to have recognition event 30 minutes prior to August board meeting. HOS will invite past colleagues and family. Board will get cake, recognition item.