

Leelanau Montessori Public School Academy (LMPSA)
Wednesday, December 19, 2018
Connie Binsfeld Building Conference Room
7401 E. Duck Lake Road, Lake Leelanau, MI 49682

1. Call to Order: President Bordeaux called the meeting to order at 6:03 p.m.

2. Roll Call: President Bordeaux, Vice President Macdonald, Secretary Chaney, Treasurer Lutke, Trustee McConnell and Trustee Miezio.

Absent: None.

Others: Eric Royston - Head of School (HOS), Mariah Wanic – BMCC CSO, John Sanford – AXIOS (HR representative), Paris Morse, Elizabeth Channer – Development Coordinator, Kallie Craker, Kyra Davis and Samantha Bennett.

3. Additions/Approval of December 19, 2018 Agenda:

MOVED BY MACDONALD SECONDED BY MCCONNELL TO AMEND AND APPROVE THE DECEMBER 19, 2018 AGENDA AS PRESENTED. ITEM NINE (OATH OF OFFICE) MOVED UP TO ITEM EIGHT (COMMITTEE REPORTS) AND ITEM EIGHT MOVED TO ITEM NINE ON THE AGENDA.

AYES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED

4. Public Comment: Callie Kraker thanked the Board and senior leadership for all its efforts with regard to the school's new location – the Connie Binsfeld Building.

5. Revisions/Approval of the Special Board Meeting Minutes November 26, 2018:

MOVED BY LUTKE SECONDED BY MCCONNELL TO APPROVE THE NOVEMBER 26, 2018 SPECIAL MEETING MINUTES AS PRESENTED.

AYES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED

6. Revisions/Approval of the Regular Board Meeting Minutes November 14, 2018:

MOVED BY MACDONALD SECONDED BY MIEZIO TO APPROVE THE NOVEMBER 14, 2018 REGULAR MEETING MINUTES AS PRESENTED.

AYES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED

7. Head of School Report: Royston reviewed the HOS submitted report. He stated that the Board will receive a draft amended budget in January to review prior to the Board meeting. Royston plans to meet with the ISD budget manager to go over the spreadsheet/budget numbers together. Royston plans to forward the draft to the Board 2 weeks before the next meeting. Royston stated that Elizabeth Channer has accepted the teaching position for the Upper Elementary class. He provided an overview of her background, how she will achieve state certification and how he and another teacher will assist with the Upper Elementary class. Finally, Royston provided an update on the Connie Binsfeld Building (CBB) and the move from the school's current location to the CBB. So far, all is going according to plan and the school should reopen on time in January.

8. Oath of Office: Chaney administered the oath of office to Paris Morse and notary Samantha Bennett notarized the oath of office document. Afterwards, Morse joined the LMPSA Board.

Old Business:

9. Committee Reports:

a. Academic Excellence: Nothing significant to report.

b. Facility:

Building Renovations: The HOS stated that the general contractor has some minor renovation items to complete. He noted that the contractors have been paid.

Building Management: There are number of building management items to address: work continues on areas that need fencing, the physical move is in progress, the HOS is working with the Department of Health and Human Services to renegotiate lease terms concerning utilities/shared services, and LMPSA is seeking bids for a building manager.

c. Finance: Lutke reviewed the submitted committee report. Lutke stated the committee is in the process of reviewing the LMPSA budget. The goal is to keep the ending balance at 6%. The ISD will prepare the draft budget amendment after discussions with LMPSA staff. The Committee is reviewing the possibility of staff bonuses, raises, etc. for a future time. Regarding the CBB renovation, the project required 356,000 dollar which is over the 300,000 dollar limit. The Committee will address this shortfall. The Development Coordinator position will be eliminated for now to save funds and the duties will be spread to others.

d. Fundraising: Miezio reviewed the submitted committee report. She provided a report on the Foundation's efforts to raise funds for LMPSA. Miezio also mentioned that the next major fundraising effort will be the Evening of Art event in the spring.

e. Governance: Chaney reviewed the submitted committee report. Chaney discussed Board member recruitment and a planning document that BMCC requires by the end of January.

f. Grant: Channer mentioned that LMPSA is seeking a grant from the Schmuckel Foundation for the playground project.

g. Marketing: The contractor has been hired and started work on LMPSA's social medial outreach/presence.

MOVED BY MIEZIO SECONDED BY MCCONNELL TO APPROVE THE COMMITTEE MINUTES AND FINANCIALS AS PRESENTED.

AYES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED

New Business:

10. Resolution to Amend School Calendar - #23-2018: Royston briefed the Board on the need to amend the school calendar. He explained that the ISD approved the addition of 4 days to the winter break (2 days at the beginning and 2 days at the end) to accommodate the school's relocation move. The 4 days will be made up at the end of the school year. The Board agreed to the change and to amend its previous resolution.

MOVED BY MACDONALD SECONDED BY MCCONNELL TO AMEND RESOLUTION #23-2018 (SCHOOL CALENDAR) AS PRESENTED/ATTACHED.

ROLL CALL: BORDEAUX-YES, MACDONALD-YES, LUTKE-YES, MIEZIO-YES, MCCONNELL-YES, CHANEY-YES, MORSE-YES

AYES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED

11. Preliminary Budget Amendment:

Royston briefed this matter during the HOS report and Lutke addressed it during the Finance Committee report. No further discussion was required. No vote required at this time.

12. Public Comment: Kyra Davis (parent) expressed concern and provided constructive feedback to the Board about various aspects of school operations. She believes there needs to be more transparency in terms of school communications. For example, she believes there was a lack of communication about the calendar date changes for the winter break and stated that it's hard for 2 working parents to accommodate such changes especially if there isn't timely communications. She also expressed frustration with the school moving over the holiday season. Finally, she stated that teacher turnover at the school is a problem due to teacher pay and she suggested the Foundation needs to fund teacher salaries. Davis stated that she has spoken to the HOS Royston and Bordeaux about these matters and wanted to express them directly to the Board.

Channer provided comments in response to Davis. Channer stated that she recognizes that turnover has been a problem for Hickory and promised that she is committed to the class by accepting the position to teach in the Hickory room aka Upper Elementary.

13. Board Comment: Bordeaux expressed gratitude for everyone's efforts over the past couple of years. Macdonald expressed gratitude for Kyra Davis' feedback to the Board and expressed gratitude for the Board's efforts on behalf of the school. Bordeaux noted that there will be a ribbon cutter ceremony on February 1st, 2019 for the CBB and a family oriented school event on February 8th, 2019.

14. Adjournment:

MOVED BY MACDONALD SECONDED BY LUTKE TO ADJOURN THE MEETING AT 7:10 P.M.

AYES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED

President

Date

Secretary

Date