

**Leelanau Montessori Public School Academy
Wednesday, October 17, 2018 6:00 p.m.
310 Elm Street Suttons Bay, MI 49682**

- 1. Call to Order:** Vice President Macdonald called the meeting to order at 6:05 p.m.
- 2. Roll Call:** Vice President Macdonald, Secretary Chaney, Trustee McConnell, Treasurer Lutke
Absent: President Bordeaux, Trustee Miezio
Others: Beth Bassett-recording secretary, Mariah Wanic-BMCC, Arden Wilson, Eric Royston via phone
- 3. Additions/Approval of October 17, 2018 Agenda:**

***MOVED BY LUTKE SECONDED BY CHANEY TO APPROVE THE OCTOBER 17, 2018 AGENDA AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED***

4. Public Comment: Arden Wilson commented it has been a wonderful start to the school year and the proximity of the classrooms is supporting positive interactions.

- 5. Revisions/Approval of the Regular Board Meeting Minutes September 19, 2018:**

***MOVED BY CHANEY SECONDED BY LUTKE TO APPROVE THE SEPTEMBER 19, 2018 REGULAR MEETING MINUTES AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED***

- 6. Revisions/Approval of the Special Board Meeting Minutes September 26, 2018:**

***MOVED BY MCCONNELL SECONDED BY CHANEY TO APPROVE THE SEPTEMBER 26, 2018 SPECIAL MEETING MINUTES AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED***

- 7. Revisions/Approval of the Staff/Board Retreat Notes October 2, 2018:**

***MOVED BY LUTKE SECONDED BY MCCONNELL TO APPROVE THE OCTOBER 2, 2018 STAFF/BOARD RETREAT NOTES AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED***

8. Head of School Report: Royston reviewed his written submitted report. Royston commented on student achievement stating that NWEA testing is ongoing and should have results at next months meeting. Royston commented that the student count was 64 FTE and the final payment on the bridge loan for this year has been made. Royston commented on the school improvement meeting that was held with parents and staff and gave an update on the projects the development coordinator has been working on.

Old Business:

9. Committee Reports:

a. Academic Excellence: No meeting held.

b. Facility:

Building Management: Arden Wilson reviewed the proposed site plan and discussed the fencing needs and made it clear that the fenced in area is not the playground area. Arden commented she appreciates the work of parent Adam Orth on the quote for the fence and that she feels a sense of urgency in getting the fencing issue resolved before the weather changes. Arden commented she met with Anita Abbott who oversees the transition team and they are getting closer to finalizing moving company quotes.

Building Renovations: McConnell commented that the issue with the septic system is being resolved and should not put us behind schedule.

***Tabled current discussion to take phone call from Tim Zylstra from Manor Costerisan regarding the audit.**

Tim Zylstra from the auditing firm Manor Costerisan reviewed the audit page by page making comments and clarifications. Mr. Zylstra commented the fund balance was at approximately 8% for the year and it was a good audit with no negative comments. As the Board had no comments the following motion was made:

MOVED BY MCCONNELL SECONDED BY LUTKE TO ACCEPT THE AUDIT AS PRESENTED BY MANOR OSTERISAN DATED JUNE 30, 2018.

AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

***Resumed previous discussion.**

McConnell commented there are no significant hold ups with the building and Green Construction is doing a good job and staying on budget. The extra work for the septic system will be an added expense. McConnell commented that estimates on painting are being sought and a decision will be made soon. Demo on the north side of the building is expected to start Monday.

c. Finance: Lutke reviewed the submitted committee report. Lutke commented that the committee received clarification on the accounting manual from Bay Mills and will start to compile the policies and procedures used to complete the processes used at the school. Lutke commented that Royston negotiated the lunch invoice from Suttons Bay Schools from last year and discussed the ongoing PTO policy liability.

d. Fundraising: See attached notes

e. Governance: Chaney reviewed the submitted committee report. Chaney commented that they discussed the A3 Model, the audit, the mission and vision of the school, and the need to recruit additional members. Macdonald suggested contacting United Way for a possible candidate.

f. Grant: See attached notes

g. Marketing: McConnell commented that Elizabeth Channer and Royston have been interviewing potential marketing firms.

MOVED BY LUTKE SECONDED BY MCONNELL TO APPROVE THE COMMITTEE NOTES AND FINANCIALS AS PRESENTED.

AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

New Business:

9. Audit: As discussed.

10. Amend Board Resolution Place of Regular Board Meetings #11-2018:

MOVED BY LUTKE SECONDED BY MCCONNELL TO AMEND RESOLUTION #11-2018 LOCATION OF THE MONTHLY MEETING FROM SUTTONS BAY PUBLIC SCHOOLS TO THE CONNIE BINSFELD BUILDING 7401 E. DUCK LAKE ROAD, LAKE LEELANAU, MICHIGAN AS PRESENTED.

ROLL CALL: LUTKE-YES, MCCONNELL-YES, CHANEY-YES, MACDONALD-YES

AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

11. Public Comment: Arden Wilson commented that the next monthly meeting falls before Thanksgiving break and after discussion the Board decided to move the meeting to November 14th.

12. Board Comment: McConnell wanted to thank Anita Abbott and Kallie Craker for all their hard work.

13. Adjournment:

The Board agreed by consensus to adjourn at 7:26 p.m.

President

Date

Secretary

Date