

**Leelanau Montessori Public School Academy  
Regular Meeting  
Monday, October 16, 2017 7:00 p.m.  
310 Elm Street Suttons Bay, MI 49682**

**1. Call to Order:** President Bordeaux called the meeting to order at 7:00 p.m.

**2. Roll Call:** President Bordeaux, Secretary Chaney, Trustee McConnell, Trustee Lutke, Trustee Bennett, Vice President Macdonald, Treasurer Evans

**Absent:** Trustee Miezio (arrived at 7:05 p.m.)

**Others:** Eric Royston (HOS), Beth Bassett, Nicole Martin, Kallie Craker, Arden Wilson, Anita Abbott

**3. Additions/Approval of October 16, 2017 Agenda:**

***MOVED BY MCDONALD SECONDED BY EVANS TO APPROVE THE OCTOBER 16, 2017 AGENDA AS PRESENTED.  
AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED***

**4. Public Comment: None**

**5. Revision/Approval of September 18, 2017 Regular Meeting Minutes:**

***MOVED BY MACDONALD SECONDED BY LUTKE TO APPROVE THE SEPTEMBER 18, 2017 REGULAR MEETING MINUTES AS PRESENTED.***

***AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED***

**\*Miezio arrived at 7:05 p.m.**

**6. HOS Report:** HOS Eric Royston reviewed his submitted HOS report. Royston highlighted student achievement and gave a brief budget update. Discussion on what the previous year's counts have been and whether the down count was due to the instability of the school year or if it is the new normal. Royston commented the Board will need to decide how to account for the deficit and adjust the budget for the January budget amendment.

**Old Business**

**7. Committee Reports:**

**a. Academic Excellence:** Miezio reviewed her written submitted report. Miezio commented there is a plan for a Parent Ed Night soon. Miezio commented that they are working on developing tools to hand out to parents at the Parent Ed Night. The committee will meet next week to finalize plans.

**b. Facilities:** Macdonald thanked Kallie and crew for the work on the bulletin boards.

**c. Finance:** Evans reviewed her submitted written report. Evans commented the audit is complete and will be reviewed with the Board by Dave from Maner Costerisan later in the meeting. The finance committee will meet next month to discuss the budget amendments for January. Also the committee is in discussion on how the student activity account will flow after the 5013C is in place.

**d. Fund Raising:** Bordeaux reviewed her submitted written report. Bordeaux thanked Anita Abbott for all her hard work on the 501C3, Leelanau Montessori Forever Foundation. The 5K raised over \$6000 and Bordeaux reviewed all the upcoming events and included the Sip and Shop coming up November 8<sup>th</sup>.

**e. Grant:** Bordeaux reviewed her written submitted report.

**f. Governance:** Chaney reviewed his submitted written report.

**g. Marketing:** Bordeaux reviewed her written submitted report. McConnell commented that he attended a MAPSA workshop that was very informative and stressed the use of Facebook for promotion of the school.

**MOVED BY EVANS SECONDED BY MCCONNELL TO APPROVE THE SEPTEMBER COMMITTEE NOTES AND FINANCIAL REPORTS AS PRESENTED.**

**AYES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED**

#### **8. Future of Our School**

**a. Capital Campaign:** Bordeaux commented that the case statement has been revised to reflect that we have secured a new authorizer. Macdonald commented that the new case statement was very well written and very moving.

\*2017-2018 Audit call with Dave from Maner Costerisan: Dave reviewed the key points in the audit. Dave commended the Board for the increase in the fund balance and securing Bay Mills Community College as the new authorizer.

**MOVED BY MACDONALD SECONDED BY EVANS TO APPROVE THE 2016-2017 AUDIT PREPARED BY MANER COSTERISAN, DATED JUNE 30, 2017 AND FORWARD THE COMPLETED AUDIT TO SUTTONS BAY SCHOOLS AND MDE AS PRESENTED.**

**AYES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED**

**b. Facility/Finance:** Macdonald commented that we are waiting for a solid estimate for the renovations and it should happen this week. It looks like it will be around \$300,000 but will not include the outside play area. Macdonald commented the staff will be touring the building Thursday. Royston commented that originally the primary rooms were not calculated at the required 35 square foot needed for each student so some adjustments are having to be made. Royston commented that he would like the school to be the main lease agent and not sub lease to others through the health department. Discussion regarding the terms of the lease. All agreed that five years would be an appropriate lease term with an option to renew each year. Chaney commented that a Plan B should be in place if more time is needed for renovations. Royston commented that he has a meeting with Mike Carmean on Thursday and he will bring up a possible extension if needed.

**c. Charter Update:** Royston commented that he has received communication from Bay Mills and the lawyers they use. The lawyers have supplied us with a checklist of required documentation and information needed each year. Bay Mills representatives or the lawyers will be in attendance at a meeting early next year.

**9. Strategic Plan:** Chaney commented he has updated the strategic plan and after discussion the following motion was made:

**MOVED BY LUTKE SECONDED BY MCCONNELL TO APPROVE THE LMPSA 2017-18 STRATEGIC PLAN UPDATES AS PRESENTED.**

**AYES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED**

#### **New Business**

**10. 2017-2018 Audit:** As discussed.

**11. Architectural Contract:** Royston commented that Mark Clark has reviewed the contract from Bill Fuller and made a few comments on some additional insurance and licensing needs. Royston commented the contract will be rewritten to include the changes.

\*Miezio left meeting at 9:10 p.m.

Royston requested that the retainer of \$6000 for architect Bill Fuller be written from the student activity account and the following motion was made:

***MOVED BY MACDONALD SECONDED BY MCCONNELL TO AUTHORIZE HEAD OF SCHOOL ERIC ROYSTON TO WRITE A CHECK FOR \$6000 FOR ARCHITECTURAL SERVICES FROM THE STUDENT ACTIVITY ACCOUNT UPON RECEIPT OF LICENSING AND CREDENTIALS FROM ARCHITECT BILL FULLER IN ACCORDANCE WITH ADVICE PROVIDED BY LMPSA LEGAL COUNSEL.***

***AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED***

***MOVED BY MACDONALD SECONDED BY MCCONNELL TO APPROVE HEAD OF SCHOOL ERIC ROYSTON NEGOTIATING LEASE TERMS WITH THE BENZIE LEELNAU HEALTH DEPARTMENT WITH THE LEASE TERMS BEING FIVE YEARS WITH YEARLY EXTENSION OPTIONS.***

***AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED***

**12. Public Comment:** Beth Bassett suggested to use the updated case statement and send to parents to distribute to friends and family.

**13. Board Comment:** Bordeaux thanked the 5K team for all their hard work.

**14. Adjournment:** The Board agreed by consensus to adjourn at 9:35 p.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date