

**Leelanau Montessori Public School Academy
Wednesday, September 19, 2018 6:00 p.m.
310 Elm Street Suttons Bay, MI 49682**

1. Call to Order: President Bordeaux called the meeting to order at 6:05 p.m.

2. Roll Call: President Bordeaux, Secretary Chaney, Trustee McConnell, Trustee Miezio, Trustee Lutke

Absent: Trustee Evans, Vice President Macdonald

Others: Eric Royston- Head of School, Beth Bassett-recording secretary, Mariah Wanic-BMCC, Arden Wilson

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

MOVED BY LUTKE SECONDED BY MIEZIO TO APPROVE THE SEPTEMBER 19, 2018 AGENDA AS PRESENTED.

AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

4. Public Comment: Arden Wilson thanked Colleen Macdonald for the beautiful sign she made. Arden also thanked Anita Abbott as lead of the transition team and appreciated her ways of navigating complex change and her contributions to the grant team as well.

5. Revisions/Approval of the Regular Board Meeting Minutes August 15, 2018:

MOVED BY LUTKE SECONDED BY MCCONNELL TO APPROVE THE AUGUST 15, 2018 REGULAR MEETING MINUTES AS PRESENTED.

AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

6. Head of School Report: Tabled until Royston arrived.

Old Business:

7. Oath of Office:

Notary, Beth Bassett administered the oath of office to William Chaney.

8. Committee Reports:

a. Academic Excellence: Miezio commented the committee will meet quarterly and the first meeting will be in October.

b. Facility:

Building Renovations: McConnell commented that both the septic and building permits have been obtained. A third septic tank will be installed soon. Demolition is complete and the building package should arrive this week. Water will be in every classroom and the electricians and plumbers will be in this week as well. McConnell commented that there are incentive clauses in the contracts for early completion and late completion. McConnell commented that architect, Bill Fuller is doing a great job.

Building Management: Arden Wilson is heading up the site facility team. Arden presented the Board with maps of the property and proposed usage. Discussion followed regarding the nature scape, play areas, and fencing. Arden submitted priority needs for Board approval and time lines. The Board discussed the priorities and that a quote or RFP would be needed if the fencing went beyond the state threshold. Arden is envisioning work bees to complete a lot of the work. Three work bees are scheduled to prepare the land for use and Arden would like to see work bees throughout the coming months. Arden spoke to people at the VFW and they were not interested in the school using the facility. The Board had a discussion regarding the parking lot area and the use of the space. It was determined that even with the removal of some of the cement there will be enough space for the basketball area and the parking. The Board agreed to the following request for funding:

MOVED BY LUTKE SECONDED BY MIEZIO TO APPROVE BUSHWHACK AND MOW THE GREENSPACE AND ACCESS TO THE CREEK AT A COST OF \$600 WITH THE MONEY TO PAY FOR IT COMING OUT OF THE \$167,000 AS PRESENTED.

AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

Colleen Macdonald has withdrawn from the Facilities Committee and the new chair will be Kallie Craker. The team will look at getting quotes for management of the building as well as services for the building. Royston commented he would like to see signage for the new building as soon as possible. Anita Abbott is looking into bins for the move and for storage. Erik Bahle has agreed to provide pod storage containers. The hope is to have things in place for the Chemical Cares Days people to move items into storage.

c. Finance: Lutke reviewed the submitted committee report. Lutke commented that the student count is at 63 as of now and the finance team plans on continuing the discussion of how to remedy the impact. The committee reviewed the financials and discussed the process for moving forward on the accounting manual. The auditing firm will call in during next month's Board meeting to review the audit.

d. Fundraising: Miezio reviewed the submitted committee report. Miezio commented that the Gail Robison walk at Leo Creek was a nice memorial and the match for the scholarship fund is happening until September 30th. The school supplies fundraiser raised \$155. October 13th is the Orchards at Sunset 5K and invited everyone to attend. Development Coordinator, Elizabeth Channer will be working on the capital campaign.

e. Governance: Chaney reviewed the submitted committee report. Chaney commented that the consolidation of the committees is being tabled. The committee discussed the upcoming staff/board meeting on October 2nd from 3:30-7:00 p.m. Mission and vision and the strategic plan will be the focus. The committee reviewed the master compliance calendar and changed its meeting date to the Monday, a week before the monthly meeting.

f. Grant: Bordeaux commented that Anita Abbott and Elizabeth Channer met and Elizabeth and Angela Brennan will be the contacts for the grant committee. Arden Wilson received funding from some grants and Bordeaux thanked Arden for her efforts.

g. Marketing: Bordeaux commented that they are considering a proposal from Lead Marketing and will meet again tomorrow with them to review their proposal for website optimization and social media campaign. Royston commented he thinks this will help increase enrollment and he spoke with the Kingsley Schools superintendent who highly recommended them. Royston commented the development coordinator is working on a calendar of events for the year and next week we will be at Uncaged in Northport. A press release about the new building renovations is in this weeks Leelanau Enterprise.

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

AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

Tabled Head of School Report:

Royston reviewed his written submitted report. Royston commented that the Development Coordinator Channer has organized eight ambassador families who will provide support and outreach to our new families. Andrea Garavaglia will be the point of contact for this program. Channer has also conducted 50% of the exit interviews and the results are attached. A student improvement meeting will be held October 15th with several parents attending and looking at SIT plan and goals. Discussion regarding student insurance quote from Bonek Agency of \$311/year. Chaney recommended using this for advertising as it is not a requirement for schools to offer student accident insurance. After discussion the following motion was made:

**MOVED BY CHANEY SECONDED BY LUTKE TO APPROVE PURCHASE OF STUDENT ACCIDENT INSURANCE THROUGH OUR CURRENT INSURANCE AGENCY AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

Royston commented that the teachers are working on math achievement as a focus and he is using up some title monies to purchase chrome books. Bordeaux commented that in reading the exit interviews she would like to make sure the class rooms are keeping the Montessori feel and philosophy.

Royston commented that he spoke with the school’s attorney, Mark Clark from Traverse Legal, regarding correspondence from the Bay Mills attorney about a possible conflict of interest. Bay Mills is requesting additional information regarding Alicia Evans (Board member) and a possible conflict of interest with Chemical Bank (Evans’ Employer) and the school’s building loan. The Board recalled discussing that Evans did not pose a conflict of interest and/or were comfortable with her role - neither she nor anyone in Evans family owns any Chemical Bank stock. The vote on the loan from Chemical was unanimous and no one felt Evans would not represent the best interest of the school. The Board recalled the conversations from previous meetings and the fact that Evans did not have direct dealings in procuring the loan. Royston served as the primary contact for the school. Corey Van Brocklin and Cindy Rutherford were the bank contacts for the loan. The school will await guidance from counsel.

New Business:

9. Audit Draft: Royston commented that the audit will be ready for the October meeting to review. No new factors since the June financials and the fund balance will come in around 6%. Lutke commented that the PTO policy should be reviewed and revised due to the unfunded liability it creates.

10. Adoption of Resolution Teacher/Administration and Employee Cert Warranty – Resolution #43-2018:

Royston commented that the school uses the Marzano Evaluation System and follows the policies in place for teacher and administrative evaluation and this resolution is part of a Bay Mills compliance requirement.

MOVED BY CHANEY SECONDED BY MCCONNELL TO ADOPT RESOLUTION #43-2018 TEACHER/ADMINISTRATION EVALUATION AND EMPLOYEE CERTIFICATION WARRANTY AS PRESENTED.

**ROLL CALL: BORDEAUX-YES, LUTKE-YES, MIEZIO-YES, MCCONNELL-YES, CHANEY-YES
AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

11. Public Comment: Beth Bassett commented she is excited about the new building progress and all agreed it is a positive move forward.

12. Board Comment: Chaney commented that we will bounce back and marketing and branding will be key.

13. Adjournment:

MOVED BY MCCONNELL SECONDED BY CHANEY TO APPROVE ADJOURNMENT OF THE MEETING BY CONSENSUS AT 7:47 P.M.

AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

President

Date

Secretary
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LMPSA Minutes
9-19-18

Date