

**Leelanau Montessori Public School Academy
Wednesday, August 15, 2018 6:00 p.m.
310 Elm Street Suttons Bay, MI 49682**

1. Call to Order: President Bordeaux called the meeting to order at 6:00 p.m.

2. Roll Call: President Bordeaux, Vice President Macdonald, Trustee McConnell, Trustee Miezio

Absent: Trustee Lutke (arrived at 6:06 p.m.), Trustee Evans (arrived at 6:10 p.m.), Secretary Chaney

Others: Eric Royston- Head of School, Beth Bassett-recording secretary, Albert Bertram-BMCC, Julie Yoffy, Arden Wilson

3. Additions/Approval of August 15, 2018 Agenda:

It was requested to remove oath of office for Sarah Lutke and replace with oath of office for all board members #6,

MOVED BY MIEZIO SECONDED BY MCCONNELL TO APPROVE THE AUGUST 15, 2018 AGENDA AS AMENDED.

AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED

4. Revisions/Approval of the Regular Board Meeting Minutes July 18, 2018:

MOVED BY MACDONALD SECONDED BY MCCONNELL TO APPROVE THE JULY 18, 2018 REGULAR MEETING MINUTES AS PRESENTED.

AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED

5. Head of School Report:

Royston reviewed his written submitted report reviewing the professional development plan for staff, academic achievement, the budget, food service for the upcoming year, and BATA.

***Sarah Lutke arrived at 6:06 p.m.**

Royston commented that of the four food service options it was decided that the school will not participate in a food program. Macdonald commented that no children will go hungry and the task force will be working on how and what will be served to children who do not have a lunch. Focusing on fresh fruit and vegetables and healthy options.

***Alicia Evans arrived at 6:10 p.m.**

Royston commented that BATA passes will be available to families who cannot afford them. Annual passes cost \$322 and there is money in the budget for scholarships.

Old Business:

6. Oath of Office:

Beth Bassett administered the oath of office to Sarah Bordeaux, Colleen Macdonald, Alicia Evans, Thomas McConnell. Emily Miezio, and Sarah Lutke. William Chaney will take his oath in September.

7. Committee Reports:

a. Academic Excellence: The committee will meet quarterly.

b. Facility:

Building Management: Macdonald commented that she is working on getting lawn maintenance quotes and sees the playground as operational . Macdonald commented that the lunch task force has met and working on a grass roots effort to create community involvement and looking for grants to provide healthy options for all children.

Building Renovations: McConnell commented that one company submitted a bid for the project. Jim Greene LLC has already reduced the estimate by \$35,000 after looking at the building. References are being checked and the ones that have been received have all been positive. McConnell commented that they are waiting on the septic system permits to get the building permits. Bill Fueller is applying for the building permits and Arden Wilson has been working with the site development team.

c. Finance: Lutke commented that the finance committee met two times this month. The committee reviewed the financials and discussed the unfunded PTO days. The committee is looking at rewriting the policy and paying out the people who have banked days from previous years. Possible source of funds could be the \$167,000. Evans commented that there would be no raises until the fall FTE count has been set and they can determine if there is room in the budget. Miezio questioned if the staff likes having days banked for emergencies. It was commented that there is short term disability available. Discussion on accounting manual that the auditors have requested for the past two years. Looking for a template and Andrew Bertram from BMCC suggested contacting Abby form BMCC to see if she could help.

d. Fundraising: Bordeaux reviewed the committees written submitted report. Bordeaux commented the LMFF would be purchasing insurance and reviewed finances. The committee is working on the Gail Robison Scholarship fundraising event at Leo Creek, the 5K Orchards at Sunset in October, and the school supplies fundraiser.

e. Governance: Bordeaux reviewed the committees written submitted report. The committee met and discussed the operations manual, new policies, update on the Binsfeld building, recruiting new members, the BMCC calendar, and the strategic plan. The committee is recommending the committees be reduced from seven to four, removing the grant, fundraising, and marketing committees since there is a staff member who can do the job. Bordeaux is working on a board binder for all the members.

f. Grant: Bordeaux commented that the school did not receive the 2% grant from the GTB.

g. Marketing: Bordeaux reviewed the written submitted report and commented that this committee will be removed, and the development coordinator will take on this role.

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

AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

New Business:

7. Operations Manual:

MOVED BY MCCONNELL SECONDED BY MACDONALD TO APPROVE THE 2018-2019 OPERATIONS MANUAL AS PRESENTED.

AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

8. through 26. Resolutions #24-2018 through #42-2018:

President Bordeaux asked if there was any discussion on proposed policies and thanked Bill Chaney for all his hard work. The following motion was made:

MOVED BY LUTKE SECONDED BY EVANS TO ADOPT RESOLUTIONS #24-2018 THROUGH #42-2018 AS PRESENTED.

ROLL CALL: BORDEAUX-YES, EVANS-YES, MACDONALD-YES, LUTKE-YES, MCCONNELL-YES, MIEZIO-YES

AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

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27. General Contractor for Renovation Hire: McConnell stated he is recommending hiring Jim Greene LLC as the contractor for the renovations at the Binsfeld building. The time estimate is 12-16 weeks. Macdonald questioned what Danny Scott's role would be and McConnell commented he would be on our team as the liaison and overseer. After discussion the following motion was made:

MOVED BY MACDONALD SECONDED BY LUTKE TO APPROVE HIRING JIM GREENE LLC AS THE GENERAL CONTRACTOR FOR THE CONNIE BINSFELD BUILDING RENOVATIONS NOT TO EXCEED \$360,000.

AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

28. Committee Elimination Grant, Fundraising, and Marketing: As discussed.

29. Public Comment: Beth Bassett commented that she would not want to see any of the PTO days taken away from staff and if they do not use them for the year they would get paid out the balance. Lutke and Evans agreed and will discuss at the finance committee meeting. Albert Bertram from BMCC commented that additional admin can be added to Epicenter so they can review tasks.

30. Board Comment: Bordeaux commented she was thankful for the board training provided by BMCC.

31. Adjournment:

MOVED BY LUTKE SECONDED BY MCCONNELL TO APPROVE ADJOURNMENT OF THE MEETING BY CONSENSUS AT 7:34 P.M.

AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

President

Date

Secretary

Date