

**Leelanau Montessori Public School Academy
Regular and Organizational Meeting
Wednesday, July 15, 2020 6:00 p.m.
7401 E. Duck Lake Rd., Lake Leelanau, MI 49653**

1. Call to Order: The meeting via Zoom was called to order at 6:05 p.m.

Anita Abbott was given the oath of office.

2. Roll Call: Sarah Bordeaux, Paris Morse, Sarah Lutke, Emily Miezio, Anita Abbott

Absent: Tom McConnell

Others: Arden Wilson- Head of School, Beth Bassett-recording secretary, Abby Mikolowski-BMCC, Elizabeth Channer, Chelsea Boehrnsen

3. Additions/Approval of July 15, 2020 Agenda:

MOVED BY ABBOTT SECONDED BY LUTKE TO APPROVE THE JULY 15, 2020 AGENDA AS PRESENTED.

AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

4. Public Comment: None.

5. Revisions/Approval of the Regular/ Budget Hearing Board Meeting Minutes June 17, 2020:

MOVED BY LUTKE SECONDED BY ABBOTT TO APPROVE THE JUNE 17, 2020 REGULAR/ BUDGET HEARING MEETING MINUTES AS PRESENTED.

AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

6. Head of School Report: Head of School Arden Wilson reviewed her written submitted report. Morse questioned what is the plan if families want to keep their children home. Wilson referred to the scenario planning and proposed options. Bordeaux questioned if the staff is feeling comfortable with returning to school and Wilson commented that she will be reaching out to staff next week to discuss. Wilson commented the goals are to keep children and staff safe, keep children learning, and maintain school operations.

7. Annual Organizational Meeting:

The Board discussed item A.- Board Officers and the following was proposed:

Sarah Bordeaux- President

Paris Morse- Vice President

Sarah Lutke- Treasurer

Anita Abbot- Secretary

Emily Miezio- Trustee

Tom McConnell- Trustee

MOVED BY ABBOTT SECONDED BY LUTKE TO ADOPT CONSENT RESOLUTIONS #7-2020 THROUGH #21-2020 AS PRESENTED.

ROLL CALL: BORDEAUX-YES, MORSE-YES, ABBOTT-YES, LUTKE-YES, MIEZIO-YES

AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

Old Business:

8. Committee Reports:

a. Academic Excellence: Wilson commented she is working on a course catalog and curriculum document for MDE.

b. Facility: Wilson commented that the committee will meet next week to move forward with electrical and plumbing bids for the portable classrooms. Wilson commented that Phase 1 is complete and many goals were met. Wilson opened the sealed bids for the electrical and plumbing for the portable classrooms.
TNT bid \$6700 electrical
Hamblin Electric bid \$7950 electrical
No plumbing bids received

MOVED BY ABBOTT SECONDED BY MORSE TO APPROVE AUTHORIZING THE HEAD OF SCHOOL AND THE FACILITY COMMITTEE TO MOVE FORWARD WITH SECURING ELECTRICAL AND PLUMBING FOR THE PORTABLE CLASSROOMS NOT TO EXCEED \$15,000.

AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

c. Finance: Lutke commented there are a lot of unknowns and the proposed budget looks good as it stands. We are waiting to hear what the final FTE will be for the year but it looks like there will be no FTE decrease for the 19-20 school year which adds an additional \$600 per FTE back in the budget. The committee is committed to staff pay increases for the coming year. Possible increases to line items in the 20-21 budget would be cleaning costs, hot spot, and substitute needs.

d. Fundraising: Bordeaux reviewed the committees written submitted report. Bordeaux commented that grant committee, fundraising committee, and marketing committee will work together and meet 3-4 times per month.

e. Governance: Abbott reviewed the committees written submitted report. Abbott commented that the annual conflict of interest documents are due. A special meeting is required to approve the school response plan. A proposed date is Friday, August 7th at 11:00 a.m.

f. Grant: Morse reviewed the committees written submitted report. Morse commented that the committee is working on numerous grant opportunities and she is working with Wilson to create a fundraising letter.

g. Marketing: Bordeaux commented that the updated website is being worked on and the brochure is on hold until pictures can be taken. The development team will meet October 19th.

MOVED BY MORSE SECONDED BY ABBOTT TO APPROVE THE COMMITTEE MEETING MINUTES AND FINANCIALS AS PRESENTED.

AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

9. Portable Classroom Project: Wilson commented the classrooms are in process with bamboo flooring as an upgrade. We are waiting for inspections.

10. Drain Field Project: Wilson commented that the drain field project has been communicated and a timeline has been established. A new permit needs to be requested as the old one has expired.

New Business:

11. Oath of Offices- Completed

12. COVID-19 Preparedness and Response Plan: Wilson commented the plan is in response to phases and protocols laid out by the state and will be submitted to Bay Mills by August 10th. Wilson reviewed the plan. Morse questioned whether the return to school committee will be making the decisions on the possible scenarios. Wilson commented the committee will make a recommendation.

13. Public Comment: Wilson thanked Abby Mikolowski for attending the meeting as the new filed rep for Bay Mills. Beth Bassett thanked Arden Wilson for her hard work taking down the walls at school.

14. Board Comment: Bordeaux thanked Abby Mikolowski for attending and Elizabeth Channer and Chelsea Boehrnsen. Bordeaux thanked Paris Morse for accepting the VP position.

15. Adjournment:

***MOVED BY LUTKE SECONDED BY ABBOTT TO APPROVE ADJOURNMENT OF THE MEETING AT 7:43 P.M.
AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED***

Secretary

Date