

**Leelanau Montessori Public School Academy (LMPSA)**  
**Wednesday, May 15, 2019**  
**Connie Binsfeld Building Conference Room**  
**7401 E. Duck Lake Road, Lake Leelanau, MI 49653**

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

**2. Roll Call:** Vice President Macdonald, Trustee Morse, Treasurer Lutke, Secretary Chaney  
**Absent:** President Bordeaux, Trustee Miezio, Trustee McConnell (arrived at 6:05 p.m.)

**Others:** Mariah Wanic – BMCC, Beth Bassett- Recording Secretary, Arden Wilson, Adam Orth, Daniel Chaney

**3. Additions/Approval of May 15, 2019 Agenda:**

Morse requested adding to the agenda #15 Approval of Grant Submission to the Ball Foundation in the amount of \$50,000 for staff professional development and #16 Approval of the Reappointment of Sarah Lutke to the Board of Directors.

**MOVED BY MORSE SECONDED BY CHANEY TO APPROVE THE APRIL 15, 2019 AGENDA WITH ADDITIONS.**  
**AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED**

**\*Trustee McConnell arrived at 6:05 p.m.**

**4. Public Comment:** Arden Wilson commented that she is celebrating all the events at school including the parent ed night, evening of art, cooking with kids, earth day... a lot to be thankful for.

**5. Revisions/Approval of the Regular Board Meeting Minutes April 17, 2019:**

**MOVED BY LUTKE SECONDED BY MCCONNELL TO APPROVE THE APRIL 17, 2019 REGULAR MEETING MINUTES AS PRESENTED.**  
**AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

**6. Head of School Report:** Items will be discussed later in the agenda.

**Old Business:**

**7. Committee Reports:**

**a. Academic Excellence:** Macdonald commented that no academic excellence meeting was scheduled but good work was done with Paul Bauer from the ISD regarding the SIP (School Improvement Plan) with staff. The staff has met with Paul Bauer twice and after the third meeting Paul will be completing the SIP with the staff input.

**b. Facility:** Arden Wilson and Adam Orth presented information and drawings on the proposed playscape playground. An estimate from AMO was submitted and Adam Orth discussed each item in the estimate. Lutke questioned if the proposal adheres to the GTB grant language. Arden commented that she has reached out to Mary Kelly from the GTB legal department to clarify. Arden will let the GTB know that Carter's Kids is not involved with the proposal. Discussion regarding playground guidelines and requirements. McConnell commented that there would not be any issues with the drain filed because it is not located in the area of the proposal. It was clarified that this proposal does not include toddler needs. Macdonald commented that more investigation is needed and they will add the playscape discussion to the June board agenda.

**c. Finance:** Lutke reviewed the written submitted report. Lutke commented that the committee is looking at staff raises and reviewing area pay scales so that the school can retain staff. Lutke commented that staff

contracts need to be completed the end of June. The biggest unknown is any building costs that can come up. The capital fund balance of app. \$9300 should be kept available for such expenses. Chaney suggested taking into consideration the succession policy when looking at the budget.

**d. Fundraising:** Macdonald commented that the LMFF has reached the fundraising goal for the year and the Evening of Art Pop Rocks was a wonderful event.

**e. Grant:** Morse commented that the committee is going to apply to the Ball Foundation in the amount of \$50,000 for staff professional development. The committee is pursuing other grants as well.

**f. Governance:** Chaney commented that the committee met and the items to discuss are in new business.

**g. Marketing:** McConnell commented that the committee met and agreed to help next year with the Evening of Art event. The committee will be creating a 35<sup>th</sup> year of Leelanau Montessori campaign. McConnell questioned what the needs are for pushing enrollment. Arden commented that six children in primary are needed to have a second classroom.

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

**AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

**New Business:**

**8. Head of School Search:** Macdonald commented that the committee is at the point in the process where candidates are being invited for interviews. The committee hopes to have a recommendation for the June 12<sup>th</sup> meeting or sooner and have someone in place by July 1<sup>st</sup>. Macdonald commented she is confident in the process and it is an exciting time for the school.

**9. NCIS Contract:** Chaney commented that governance met with a representative from NCSI regarding their services for Board compliance. The Board reviewed the marketing materials and costs. Chaney commented that President Bordeaux is in support of the proposal. It was agreed that it is a valuable service but with so many other needs of the school it is not the highest of priorities on the list. Lutke commented this would be a valuable service if we have extra funds. Macdonald commented she would reach out to Paul Bauer to get his input and ideas.

**10. June Board Meeting Budget Hearing Rescheduled June 12, 2019:** Macdonald commented that the June Board meeting needs to be held June 12<sup>th</sup>. This is the public hearing for our budget as well.

**MOVED BY LUTKE SECONDED BY MCCONNELL TO APPROVE RESCHEDULING THE JUNE BOARD MEETING TO WEDNESDAY, JUNE 12<sup>TH</sup> AT 6:00 P.M. AS PRESENTED.**

**AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

**11. Preliminary Budget:** Lutke commented that the preliminary budget is based on 68 FTE and \$160,000 in preschool revenue. Lutke commented that there may be a few changes before the final version is ready for the June meeting.

**12. Approval of Succession Policy Resolution #2-2019:** Chaney reviewed the policy and discussed the need to have someone in place if needed. Arden Wilson addressed the special education specialist concerns. It was stated the new head of school may review the policy and make changes. Macdonald commented she recommends the policy and the following motion was made:

**MOVED BY MCCONNELL SECONDED BY CHANEY TO ADOPT RESOLUTION #2-2019 SUCCESSION POLICY AS PRESENTED. ROLL CALL: CHANEY-Y, MCCONNELL-Y, MACDONALD-Y, MORSE-Y, LUTKE-Y**

**AYES: ALL NAYS: NONE ABSENT: 2 MPOTION CARRIED**

It was recommended that a Board member reach out to Andy Benoit.

**13. Approval of 2019 GTB 2% Grant Application Resolution #3-2019:**

**MOVED BY MORSE SECONDED BY CHANEY TO ADOPT RESOLUTION #3-2019 GTB 2% GRANT APPLICATION AS PRESENTED.**

**ROLL CALL: CHANEY-Y, MCCONNELL-Y, MACDONALD-Y, MORSE-Y, LUTKE-Y**

**AYES: ALL NAYS: NONE ABSENT: 2 MPOTION CARRIED**

**14. Adoption of Resolution #4-2019 Calendar Setting Date, Time, and Place of Regular Board Meetings and Location of Official Posting:**

**MOVED BY LUTKE SECONDED BY MCCONNELL TO ADOPT RESOLUTION #4-2019 CALENDAR SETTING DATE, TIME, AND PLACE OF REGULAR BOARD MEETINGS AND LOCATION OF OFFICE POSTING AS PRESENTED.**

**ROLL CALL: CHANEY-Y, MCCONNELL-Y, MACDONALD-Y, MORSE-Y, LUTKE-Y**

**AYES: ALL NAYS: NONE ABSENT: 2 MPOTION CARRIED**

**15. Approval of Submission of a Grant Proposal to the Ball Foundation in the Amount of \$50,000 for Staff Professional Development:** Morse commented that the committee will be working on submitting a grant request to the Ball Foundation for \$50,000 for staff professional development funds.

**MOVED BY LUTKE SECONDED BY MCCONNELL TO APPROVE THE GRANT COMMITTEE SUBMISSION OF A \$50,000 REQUEST FOR STAFF PROFESSIONAL DEVELOPMENT AS PRESENTED.**

**AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

**16. Approval of Reappointment of Sarah Lutke to the Board of Directors:**

**MOVED BY CHANEY SECONDED BY LUTKE TO ACCEPT THE NOMINATION FOR REAPPOINTMENT OF SARAH LUTKE TO THE LMPSA BOARD OF DIRECTORS AS PRESENTED.**

**AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

**17. Public Comment:** Daniel Chaney was thanked for attending the meeting.

**18. Board Comment:** Macdonald commented that Sarah Bordeaux wanted to thank Bay Mills for the wonderful conference. Lutke thanked Beth Bassett and Arden Wilson.

**19. Adjournment:**

**MOVED BY MACDONALD SECONDED BY MCCONNELL TO ADJOURN THE MEETING AT 8:21 P.M.**

**AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

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President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date