

**Leelanau Montessori Public School Academy
Regular Meeting
Monday, May 21, 2018 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, Vice President Macdonald, Secretary Chaney, Trustee Miezio
Absent: Trustee McConnell, Trustee Lutke, Treasurer Evans
Others: Beth Bassett, Elizabeth Channer, Sarah Orth, Nicole Martin, Arden Wilson
3. **Additions/Approval of May 21, 2018 Agenda:**

It was requested to remove Item #6 and Item #14.

**MOVED BY MIEZIO SECONDED BY MACDONALD TO APPROVE THE MAY 21, 2018 AGENDA AS AMENDED.
AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED**

4. **Public Comment:** None.

5. **Revisions/Approval of April 23, 2018 Minutes:**

**MOVED BY MACDONALD SECONDED BY CHANEY TO APPROVE THE APRIL 23, 2018 MEETING MINUTES AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED**

6. **Head of School Report:** Removed

Old Business:

7. **Committee Reports:**

- a. **Academic Excellence:** Miezio reviewed the submitted committee report. Miezio commented that the committee is working on creating a clear vision for the committee. The committee discussed topics for the Board/Staff retreat, the head of school evaluation, and continuing goals.

- b. **Facility:** Macdonald commented that the committee met a few times this month and she will give an update during the future of our school update.

- c. **Finance:** Bordeaux reviewed the submitted committee report. The committee discussed the 2017-18 second budget amendment, the 2018-19 preliminary budget, the accounting manual update, and the bridge loan which is due for renewal in September. The committee discussed the checks and balances of the payroll to make sure they were in place.

- d. **Fundraising:** Bordeaux reviewed the committees submitted report and commented that the Evening of Art was a great success, raising over \$21,000. The committee will be focusing on scholarships and the capital campaign for the 2018-19 school year. The 5K is October 13th and they are working on finalizing the calendar of events.

- e. **Governance:** Chaney reviewed the committees submitted report and commented that the committee is working on updating staff position descriptions, the upcoming board/staff retreat, and the 'why we are here'. Chaney also commented he is working on updating the Board Manual. Nicole Martin discussed the academic excellence committee and how it could work in the future, commenting that a Board member does not always have to chair a committee. Chaney commented that the committee discussed the removal of the recycling bins at the Binsfeld Building, the progress of the accounting manual, and the purchase of the building.

f. Grant: No meeting held but Elizabeth Channer commented that she submitted the Raymond Pryke Foundation application, the TC 100 application, and the Kiwanis Club application.

g. Marketing: Elizabeth Channer commented that the committee met and discussed website updates and how to move forward with the capital campaign. The committee discussed the success or the Evening of Art and if any changes should be made for next year. Miezio commented she loved the staff acknowledgments during staff appreciation week.

MOVED BY MACDONALD SECONDED BY MIEZIO TO APPROVE THE COMMITTEE AND FINANCIAL REPORTS AS PRESENTED.

AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED

8. Future of the School:

a. Capital Campaign: Bordeaux commented that the goal was reached for the amount needed for the down payment for the Binsfeld Building. The next goal is to obtain the money to own the building outright.

b. Charter: BMCC will need to see the lease agreement between Suttons Bay and the school. Once the proposed lease is submitted to the school, Traverse Legal will review it and then it will be sent to Bay Mills to review. Bay Mills needs 30 days to review the lease.

c. Facility/Finance: Macdonald commented that the governance committee has recommended to remove the recycling bins from the Connie Binsfeld Building due to safety concerns and input from the staff. The school has to give 90 day's notice to the county before removal.

MOVED BY MACDONALD SECONDED BY MIEZIO TO APPROVE REMOVING THE RECYCLING BINS FROM THE CONNIE BINSFELD BUILDING AFTER THE PURCHASE OF THE BUILDING IS COMPLETE AND GIVING THE COUNTY 90 DAYS NOTICE AS REQUIRED.

AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED

Macdonald commented that she met with Dodie and Lisa from the BLHD to iron out some of the details of the lease. They are now working off the most current copies of the lease and Macdonald will attend the BLHD Board meeting on Thursday to answer any questions the BLHD Board may have. Macdonald suggested putting together task force teams with specific goals for the building and to schedule a meeting with staff to make sure their needs are being met.

New Business:

9. Approval of RFP for Renovation: After discussion the following motion was made:

MOVED BY CHANEY SECONDED BY MIEZIO TO APPROVE AUTHORIZING VICE PRESIDENT COLLEEN MACDONALD AND HEAD OF SCHOOL ERIC ROYSTON PERMISSION TO SUBMIT REQUEST FOR PROPOSALS FOR THE CONNIE BINSFELD BUILDING TO APPROPRIATE PUBLICATIONS AS REQUIRED BY LAW.

AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED

10. Approval of 2018 GTB 2% Grant Application Resolution #5-2018:

Bordeaux commented that she and Arden Wilson have been working on the grant and will be requesting funds for safety fencing for the new building and Annishnaabemowin language program.

MOVED BY MACDONALD SECONDED BY CHANEY TO ADOPT RESOLUTION #5-2018 AUTHORIZING THE HEAD OF SCHOOL TO SIGN THE GRAND TRAVERSE BAND OF OTTAWA AND CHIPPEWA INDIANS ALLOCATION OF 2% FUNDS APPLICATION AS PRESENTED.

BORDEAUX-YES, CHANEY-YES, MACDONALD-YES, MIEZIO-YES, EVANS- ABS., LUTKE- ABS., MCCONNELL- ABS.

AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED

11. 2017-18 Preliminary Budget Amendment: Bordeaux commented that the amendment puts the fund balance at 6.8% for the year. The amendment will be voted on at the budget hearing in June.

12. 2018-19 Preliminary Budget: Bordeaux commented that due to the increase in the lease agreement from Suttons Bay there are no staff raises or increase in benefits included in the first budget. The budget is based on 82 FTE students and preschool income of \$130,000 in the fall. The finance team will review the budget in the fall after count day to see if raises can fit in the budget. Question from the Board on whether food service is included in the budget. Discussion regarding the four food service options. Macdonald commented she is working with Royston on the options. Transportation is included in the budget using BATA.

13. SBPS Lease Update: Bordeaux commented that Suttons Bay approved the proposed lease. Once the lease is received we will send it to Traverse Legal to review. The proposed closing on the building is June 1st and the appraisal is due to be received this Friday.

14. Head of School Evaluation: Removed

15. Public Comment: Kira Davis questioned when the school will be moving to the new building. It was stated that it looks like the move will happen in December with a start date in the building after the winter break. There will be an informational meeting on Wednesday, May 30th in the Commons. The elementary classrooms will most likely move down by the primary for the fall. Kira asked what transportation, Kids Club, and sports/theatre collaboration has been discussed. The Board commented that we will still use BATA and have approached St. Mary's School for after school transportation to Suttons Bay. Miezio commented she would speak with Mike Carmean regarding collaboration with theatre and sports. Title VI programs will continue as well as all TBA services. Nicole Martin asked if Suttons Bay is open to leasing longer if needed. The Board commented that if we are close to being in the building and all is moving forward we should be good to stay. Discussion regarding request for proposals. Sarah Orth wondered if Adam should submit a request for proposal for the work he is donating. The Board said they would look into it. Kira asked when 7th and 8th grade would be added. Bordeaux commented that they are looking at needing 10 students to make this happen. Nicole commented she would like to see other needs addressed before adding 7th and 8th grade.

16. Board Comment: Macdonald commented she was thankful for receiving the RFP's. Bordeaux commented she is thankful for the fundraising team and the awesome Evening of Art event. Prayers for Eric and a meal train will be created when needed.

17. Adjournment: The Board agreed by consensus to adjourn at 8:45 p.m.

President

Date

Secretary

Date