

# Leelanau Montessori Public School Academy

## Board of Directors Manual

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## Welcome to Our Board

We are delighted to welcome you to our Board of Directors. The following manual provides background information and structure for our organization and ensures that we operate as good stewards of Leelanau Montessori Public School Academy's (Leelanau Montessori) resources and as dynamic, passionate leaders in pursuing our mission. We hope you enjoy your tenure on our Board and find our work to be fulfilling and rewarding.

# SECTION 1: ORGANIZATIONAL OVERVIEW

## Our Mission

Leelanau Montessori nurtures the whole child in a Montessori prepared environment based on respect, individuality, a love of learning, and freedom with responsibility.

## Our Values

Montessori Beliefs are as follows:

1. To nurture a positive attitude towards learning and foster an abiding sense of curiosity while giving the child an opportunity to acquire skills and knowledge essential for a lifetime of learning and living, including but not limited to Montessori curriculum and the required State standards.
2. To build and encourage habits of initiative, concentration, perseverance, and organization while the children strive for their fullest potentials, learning self-pacing and time awareness.
3. To develop a sense of self-respect, confidence, responsibility, and inner discipline in a caring, cohesive, supportive learning community.
4. To foster hypothesis, experimentation, observation, discovery and application.
5. To foster socially acceptable behavior, from a sense of belonging, service, freedom to choose with responsibility to others, life and the environment, and stewardship of peace.
6. To develop a compassion and reverence for life and the earth's environment, and assume a personal responsibility for stewardship of the earth including world peace.
7. To create caring, cohesive, and supportive learning communities.
8. To foster dynamic partnerships with families for a consistent Montessori framework and educational experience.
9. To provide a creative, aesthetically pleasing, adaptive/dynamic, inspirational environment that responds to the child's needs and interests.
10. To develop sensory and motor skills that enable and sharpen the ability to discriminate, judge, and control.

## Our Vision

Leelanau Montessori Public School Academy prepares and empowers its students through an individually tailored Montessori curriculum that meets student needs and allows them to achieve their full potential so they flourish as responsible, productive citizens in the global community.

## Our History

Leelanau County's Montessori journey began in 1984 with the introduction of the Suttons Bay Children's House, at the base of Herman Road, just a short distance from our present location. As those students matured, requests for a Montessori elementary school arose. In 1991, Suttons Bay Montessori Elementary opened on East Pine View about half a mile west of the Children's House. Two years later it moved out of its portable classroom into a home of its own, situated next door to the Children's House. Both schools were privately owned, and funded through tuition. In 1996, Leelanau Montessori Elementary was invited to become a part of Suttons Bay Public School. In 2001, through the hard work of dedicated alumni, parents, staff, and other community members the primary program also merged with the Suttons Bay Public School, reuniting the Montessori programs. In 2010, Leelanau Montessori became a charter school authorized by Suttons Bay Public Schools and leased space in the former high school building.

In 2018, Leelanau Montessori was granted an 8 year charter by Bay Mills Community College and purchased our own building in Lake Leelanau. Leelanau Montessori's history is long and tells the story of a community that values educational choice in Leelanau County. With strong family support, Leelanau Montessori has grown and nurtured and educated hundreds of children in authentic Montessori environments. We look forward to many more years serving the families in our region.

The Leelanau Montessori staff would love to give you a tour of the classrooms and answer any questions you may have regarding the Montessori philosophy and curriculum.

Leelanau Montessori is tuition free for all five year olds and up, and tuition-based for children 1 1/2 to 4 years old. We are licensed by the State of Michigan.

Leelanau Montessori is a public school and therefore supports a nondiscriminatory open enrollment process.

## SECTION 2: THE JOB OF THE BOARD

### Role of the Board of Directors

#### **General Overview:**

The Board of Directors is responsible for ensuring that Leelanau Montessori's academic program is successful, that the school's program and operation are faithful to the terms of its charter, and that the school is a viable organization. Board members serve three-year terms with an estimated time commitment of 4-8 hours per month.

#### **Qualifications:**

Passion for Leelanau Montessori's missions and willingness to share the good work with others  
Solid interpersonal skills.  
Experience in fields relevant to Leelanau Montessori's work or operations.

#### **Specific Responsibilities:**

##### **Determine the mission and purpose of Leelanau Montessori and keep it clearly in focus**

- Demonstrate passion for the mission statement.
- Keep the organization one of the top charitable giving priorities each year.
- Create and periodically review the mission statement, which:
  - Serves as a guide to organizational planning, Board and staff decision-making, volunteer initiatives, and setting priorities.
  - Is used as the vehicle for assessing program activities to ensure the organization remains aligned with its original purposes.

##### **Select the Head of School**

- Reach consensus on the Head of School's job description.
- Undertake a careful search process to find the most qualified individual.
- Advise and approve contract negotiation and renewal.

##### **Support and review the performance of the Head of School**

- Provide frequent and constructive feedback.
- Assist when Board members overstep prerogatives or misunderstand their roles.
- Compliment for exceptional accomplishments.
- Provide an annual written performance review, using a process agreed upon with the Head of School well in advance. The Academic Excellence Committee will take the lead on coordinating this evaluation with the HOS and preparing all necessary documents for Board approval.

##### **Ensure effective strategic planning**

- Participate in and approve a strategic plan that includes concrete, measurable goals consistent with the school's long-term vision.
- Develop annual Board goals to support the success of the strategic plan.

##### **Ensure adequate resources**

- Through the Development Committee, approve fundraising targets and goals.
- Assist in fundraising success by carrying out at least 2 outreach activities (see list below).

**Ensure that resources are managed effectively**

- Approve the annual budget.
- Monitor budget implementation through periodic financial reports.
- Ensure any 3<sup>rd</sup> party contractors meet best practice standards in their policies and procedures.
- Provide for an independent annual audit by a qualified CPA and review audit.
- Ensure that the board has the proper training to be effective public and private funding stewards.
- Ensure adequate insurance is in force to cover students, staff, visitors, the Board, the assets of the school and as required by our charter agreement.

**Oversee and strengthen the programs and services**

- Assure programs and services are consistent with the mission and the charter.
- Through the Head of School:
- Approve measurable organizational outcomes.
- Monitor progress in achieving the outcomes and goals.
- Assess the quality of the program and services.

**Enhance Leelanau Montessori's public standing**

- Serve as ambassadors, advocates, and community representatives of the school.
- Keep informed of the schools' current vital facts, challenges, and strategies
- Ensure that no Board members represent themselves as speaking on behalf of the Board unless specifically authorized.
- Support the Head of School in providing for a written annual report and public presentation that details Leelanau Montessori's mission, programs, financial condition, and progress made towards charter promises.
- In conjunction with the Development Committee, approve the goals of an annual public relations program.

**Ensure legal and ethical integrity and maintain accountability**

- Establish policies to guide the school's Board members and staff.
- Adhere to the provisions of the school's bylaws, articles of incorporation, and charter.
- Adhere to local, state, and federal laws and regulations that apply to the school.
- Understand and adhere to ethical standards and compliance with all federal, state, and local government regulations.

**Recruit and orient new Board members and assess Board performance**

- Define Board membership needs regarding skill, experience, and diversity.
- Actively cultivate potential board members and recruit top prospects to fill all board positions.
- Provide for new Board member orientation.
- Conduct an annual Board self-evaluation.

**Meetings and conduct**

- Regularly attend board meetings.
- Serve on at least one committee.
- Review board meeting materials before the meeting and be prepared to discuss them.
- Respond to staff emails and phone calls promptly.

**Board Member Outreach Activities:**

1. Set up a local speaking engagement for the Head of School or Board President in person or virtually.
2. With a staff member, attend an in-person thank-you visit with loyal donors.
3. Host a small home gathering for friends and neighbors.
4. Recruit other community members to host a small home gathering to benefit Leelanau Montessori.
5. Recruit a business to support the school through third-party events or promotions.
6. Invite and encourage friends, neighbors, or peers to various school community events and tours.
7. Work on the major gifts committee to identify and approach community members who can make transformational gifts or grants to the organization.
8. Advocate on behalf of Leelanau Montessori at local governmental meetings.
9. Write a forum piece for the newspaper highlighting the school's mission/vision and calling on the community to support the work.
10. Make thank-you calls to new or loyal donors.
11. .Provide contact information for those interested in Leelanau Montessori's mission so they can receive outreach communications.

## Board President Role Description

**Member of, Elected by and Reports to:** The Leelanau Montessori Board of Directors

**Supports:** The Head of School

**Term of Office:** One year; renewable with the approval of a majority vote of the Board.

**General Responsibilities:**

The Board president is the senior volunteer leader of the school who presides at all meetings of the Leelanau Montessori Board and other meetings as required. The Board president is an *ex officio* member of all committees of the organization. The Board president oversees implementation of Board and school policies.

**Specific Responsibilities:**

1. Works with the Head of School, other Board officers, and committee chairs to develop the agendas for Leelanau Montessori Board meetings, and presides at these meetings.
2. In consultation with other Board officers, appoints volunteers to key leadership positions, including positions as chair of Board committees and task forces, and cultivates leadership succession.
3. Recognizes his or her responsibility to set the example for other Board members by playing a major role in fundraising activities.
4. Works with the Leelanau Montessori Board, paid staff and volunteers, in accordance with the Leelanau Montessori's bylaws and mission, to establish and maintain systems for:
  - Planning the organization's human and financial resources and setting priorities for future development.
  - Reviewing operational effectiveness and setting priorities for future development.
  - Ensuring the legal and ethical standard.
  - Hiring and evaluating the Head of School.
  - Developing and maintaining an effective Board culture.
  - Developing an effective pipeline of future leaders of the Board.
5. In conjunction with the Governance Committee, manages the development of the Board in order to help it work more effectively and efficiently.
6. Works with the Head of the School and other Board officers to develop both immediate and long-term goals and expectations for the Board that support organizational priorities and governance concerns.
7. Communicates effectively with and supports the Head of the School in his/her job as manager of the school. In this capacity, focuses on ensuring that the Board governs rather than manages.

8. Works with the Committee Chairs and the Head of the School to keep apprised of committee work and to ensure that committees have the resources needed to do their job. Also, works to ensure effective and efficient communications between the committees and the Board.
9. Creates a safe environment for decision-making by inviting participation, encouraging varying points of view and stimulating a frank exchange of ideas in an effort to provide shared decision-making.
10. Communicates with the Board effectively so the Board information system focuses on decision-making, stimulates participation and supports an appropriate balance of responsibility between Board and staff.
11. Links with major stakeholders when it is agreed that the president is the most appropriate person to represent the organization at a key meeting, write an editorial for a newspaper or thank a major donor.

**Qualifications:**

- Commitment and energy to support Leelanau Montessori and its values; an understanding of the school's mission and goals, and the distinctions between governance and management.
- Strong leadership skills to inspire a shared vision for the school and for the Board's work. Stimulated by a commitment to the mission, the President should guide the Board toward articulating and committing to a commonly held perception of the future of the School.
- Strong network of relationships within the greater community to leverage resources for the organization.
- Strong shared vision with staff about school mission and goals for student achievement.
- Strong facilitation and communication skills and an understanding of group processes.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the Board moving.
- An ability and willingness to support, encourage and develop a strong, entrepreneurial school leader.
- Strong organizational skills.

**Indicators of effectiveness:**

- Meets annual goals as identified and adopted at the beginning of the leadership term, including specific goals for development.
- Is perceived by other Board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on student growth.
- Is perceived by senior staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

## Board Vice President Role Description

**Member of, Elected by and Reports to:** The Leelanau Montessori Board of Directors

**Supports:** The Board President

**Term of Office:** One year; renewable with the approval of a majority vote of the Board.

### **General Responsibilities:**

The Vice President is the secondary volunteer leader of Leelanau Montessori and as such, discharges the duties of the President as required in the President's absence. The Vice President supports the activities of the President including sharing responsibilities as appropriate.

### **Specific Responsibilities:**

1. In the President's absence, presides at meetings of the Leelanau Montessori Board. Serves as *ex officio* member of standing committees.
2. Recognizes his or her responsibility to set an example for other Board members by playing a major role in fundraising activities.
3. Works with the President to assist in developing the agendas for Leelanau Montessori Board meetings.
4. Advises the President on appointing volunteers to key leadership positions, including positions as chair of Board committees and task forces.
5. Assists the President by taking on responsibility as necessary for communication with committee chairs.
6. Supports and challenges the President in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
7. Represents the Board in the community, especially at events at which the President cannot attend.
8. Other duties as delegated by the President.

### **Qualifications:**

- Commitment and energy to support Leelanau Montessori and its values; an understanding of the school's mission and goals, and the distinctions between governance and management.
- Strong leadership and collaborative skills to support the President and to offer alternative proposals in the interest of best serving the organization.
- Strong facilitation and communication skills and an understanding of group processes.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the Board moving.
- Strong organizational skills.

### **Indicators of effectiveness:**

- Meets annual goals as identified and adopted by the Board at the beginning of the leadership term.
- Is perceived by other Board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on student growth.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

## Board Treasurer Role Description

**Member of and Elected by:** The Leelanau Montessori Board

**Reports to:** The Board President and the Leelanau Montessori Board

**Supports:** Head of School, Business Services Provider, Office Manager, and auditors as necessary.

**Term of Office:** One year; renewable with the approval of a majority vote of the Board.

**General Responsibilities:**

Provides direction for the financial management of the school and facilitates the Board in meeting its financial oversight responsibilities.

**Specific Responsibilities:**

1. Acts as chair of the Finance Committee.
2. Provides direction for the oversight of the school's record keeping and accounting policies.
3. Ensures the presentation of timely and meaningful financial reports to the Board.
4. Ensures the development of the annual budget and any necessary budget amendments and their submission to the Board for its approval. Leads the monitoring of budget implementation.
5. Oversees development and Board review of financial policies and procedures. With the Finance Committee, monitors the adherence to financial policies and procedures adopted by the Board.
6. Develops and monitors any investment policies adopted by the Board.
7. Ensures that assets are protected and invested according to Board policy.
8. Leads the Board in assuring compliance with federal, state, and other financial reporting requirements.
9. Presents the recommendation of the auditor to the Board for their approval. With the Finance Committee reviews the results of the audit including the management letter, develops a plan for remediation, if necessary, and presents the results to the Board.
10. Takes responsibility for designing an annual Board education program so that all Board members can effectively conduct oversight of the financial health of the organization.

**Qualifications:**

The Treasurer must display:

- A commitment to Leelanau Montessori and its principles, mission and goals, and the distinctions between governance and management.
- A strong understanding of the record keeping, accounting systems, financial reports and financial policies and procedures.
- An ability to focus on both the short-term and long-term financial health of the organization.

**Indicators of effectiveness:**

- Meets annual goals as identified and adopted by the Board at the beginning of the leadership term.
- Is perceived by other Board members as being transparent and efficient in delivering financial reports and as being aggressively protective of the integrity of the organization's fiscal management.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

## Board Secretary Role Description

**Member of and Elected by:** The Leelanau Montessori Board

**Reports to:** The Board President and the Leelanau Montessori Board

**Supports:** Member of the staff or volunteer taking minutes.

**Term of Office:** One year; renewable with the approval of a majority vote of the Board.

**General Responsibilities:**

Provides direction for the keeping of legal documents including minutes of all meetings of the Board of the school.

**Specific Responsibilities:**

1. Certify and keep at the main office of the school the original, or a copy of the Bylaws as amended or otherwise altered to date.
2. Keep at the main office of the school or at such a place as the Board may determine a book of minutes of all meetings of the Board and meetings of committees. Minutes shall record time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting and the proceedings thereof.
3. Present for approval by the Board copies of all minutes of meetings of the Board.
4. Ensure that all notices are duly given in accordance with the provisions of the Bylaws or as required by law.
5. In general, serves as the protocol officer of the Board, ensuring that the keeping and posting of meeting minutes, meeting notifications, adherence to open meeting laws, and other procedural requirements are followed legally and ethically.
6. In general, perform all duties incident to the office of the Clerk and such other duties as may be required by law, by the Articles of Incorporation or Bylaws, or which may be assigned to him or her from time to time by the Leelanau Montessori Board.
7. Recognizes his or her responsibility to set the example for other Board members and by playing a major role in fundraising activities.

**Qualifications:**

- A commitment to the school and an understanding of the school and its values, mission and goals and the distinctions between governance and management.
- An understanding of the required record keeping and the laws of the jurisdiction (Leelanau County, Michigan) in which the school operates.
- A capacity for attention to detail.

**Indicators of effectiveness:**

- Meets annual goals as identified and adopted by the Board at the beginning of the leadership term.
- Is perceived by other Board members as being an accurate and reasonable steward of the decision-making history of the organization and as being ever mindful of the duties and requirements of public service.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

## Board of Directors Annual Calendar

At the annual organizational meeting, held each July or August, the Board of Directors sets the dates, times, and places of the board's regular meetings for the coming year. Historically, the monthly board meetings have been held on the 3rd Wednesday of the month, at 6 pm, in the Public Meeting Room at the Leelanau County Government Center, 8527 E Government Center Dr, Suttons Bay, MI 49682.

## Open Meetings Act

All meetings of the Leelanau Montessori Board shall be held in compliance with the [Open Meetings Act \(OMA\), Public Act 267 of 1976](#).

**Notice requirements:** Board meetings may not be held unless public notice is given consistent with the OMA. To meet this requirement, a public notice is posted within 10 days after the organizational meeting in July stating the dates, times, and places of the board's regular meetings.

For a rescheduled regular or a special meeting, notice must be posted at least 18 hours before the meeting. All decisions of the Board must be made at a meeting open to the public.

**Presence:** As a general rule, under the OMA, a Board member must be present in person to vote on any business before the board. However, remote participation is permitted if absence is due to:

- military duty,
- The need for a "reasonable accommodation" under the ADA for a qualified disability under the ADA.

At a meeting that accommodates members absent due to military duty, only those members absent due to military duty may participate remotely. Each member attending the meeting remotely shall make a public announcement at the outset of the meeting stating that they are attending remotely.

## Document Destruction Procedure

The Board of Directors shall adhere to the document retention and destruction procedures established by the [State of Michigan](#) for public schools.

## SECTION 3: OUR COMMITTEES

### Overview

There are three standing committees that support the Board. The committees include Finance, Governance, and Academic Excellence. The Board President and HOS serve as members or *ex officio* members on all committees. Generally, it is expected that each committee will meet at least once per month, and will report on its activities at the monthly board meeting.

The Board may periodically approve additional work groups or task forces for specific issues such as program/building expansion. Such groups are typically led by the Head of School, but may have Board member representation. A board member will also be appointed to liaison with the Leelanau Montessori Forever Foundation through the Fundraising Leadership Committee of LMFF.

### Applicability of the Open Meetings Act to Committee Meetings

The OMA does not apply to committees and subcommittees composed of less than a quorum of the full Board of Directors if they are merely advisory, or are only capable of making recommendations concerning the exercise of governmental authority. Our committees are set up to be advisory in nature. The work of the committees is subject to review and approval by the entire Board. Therefore, the OMA does not apply. That said, interested members of the public are encouraged and welcome to attend committee meetings. In the event a committee is given the power to make a decision on behalf of the board as a whole, the OMA would apply.

The following charters outline each committee's purpose and responsibilities.

## Finance Committee

**Purpose:** The Finance Committee oversees the required monthly financial reports for the Board, oversees the draft budget with the Head of School, anticipates future financial needs, and addresses financial issues that relate to providing adequate resources for operations. This Committee is also responsible for overseeing an annual external financial audit, presenting the final audit to the Board for approval and ensuring appropriate financial controls are in place. The Finance Committee shall prepare and recommend to the Board appropriate policies for the management of the organization's assets.

**Primary Responsibilities:**

- Review annual budget with Head of School and Business Services Provider prior to its submission to the Board.
- Determine necessary Board financial reports and format.
- Oversee preparation of financial reports as needed.
- Monitor financial reports and identify potential financial issues.
- Monitor expenditures of grant funding to ensure use of funds is consistent with grant requirements, and required reports are made to grant givers.
- Through the Head of School, monitor checking account and cash flow/balance.
- Conduct financial forecasts and project future needs, including facilities needs and requirements.
- Identify process and timing for conducting audit including selection of an auditor.
- Facilitate audit process; ensure access to required information and records is available to the auditors.
- Review initial audit reports.
- Provide final audit report and explanations to Board.
- Create specific, measurable Board-level goals for the year as part of the full Board's planning process.
- Serve as ambassadors for the organization and promote a positive image/reputation.

**Structure:** The Finance Committee includes Board members with the Board Treasurer serving as the Committee's chair. The Head of School (*ex officio*) and Board President (*ex officio*) shall serve on the Committee. The work of the Finance Committee is subject to review and approval by the full Board. It reports routinely to the Board and submits committee minutes.

**Schedule:** Meets, at a minimum, on a monthly basis.

## Academic Excellence Committee

**Purpose:** The Academic Excellence Committee oversees the development and implementation of academic excellence goals, completes the Michigan School Improvement Framework, supports the Head of School in oversight of the Parent Advisory Committees, and ensures that the HOS evaluation complies with the MDE requirement and is completed. As a primary responsibility, this committee is tasked to ensure equitable access for faculty, staff, students, and their communities.

**Primary Responsibilities:** It is important to note that this is a governance function, not a management function, and it is anticipated that school leadership will collaborate and help lead the work of this Committee. The Committee's main role is to assure that academic excellence is defined, and that the Board approves annual goals to attain academic excellence goals.

- Define and continue to refine what academic excellence means for Leelanau Montessori.
- Ensure that all Board members understand the key charter promises we have made to our community and to our authorizer.
- Work with the Head of School to devise clear and consistent ways to measure progress towards stated goals.
- Work with the Head of School to set annual academic excellence goals, to be presented to and approved by the full Board.
- Work with the Head of School to share with the Board annual successes, barriers to reaching academic excellence, and strategies to overcome these barriers.
- Arrange for Board training on issues related to academic oversight and academic excellence, as needed.
- Create specific measurable Board-level goals for the year as part of the full Board planning process.
- Report to the Board at regular meetings of the Board in a manner determined by the Board.

**Structure:** The Academic Excellence Committee includes at least one Board member and the Head of School (*ex officio*). The work of the Academic Excellence Committee is subject to review and approval by the full Board. Reports routinely to the Board and submits Committee minutes.

**Schedule:** Meets, at a minimum, on a monthly basis.

## Governance Committee

**Purpose:** The Governance Committee has the primary responsibility for matters pertaining to Board of Director recruitment, nomination, orientation, training and evaluation in accordance with the Bylaws as well as established policies and practices approved by the Board. The Governance Committee is also responsible for monitoring governance and compliance matters, and developing and/or updating policies as required.

### Primary Responsibilities:

- Analyze the skills and experience needed on the Board.
- Create a short and long-term Board recruitment strategy.
- Work with the Board President and Head of School on a succession plan for Board officers.
- Recruit candidates to serve as members of the Board and develop a slate of candidates for consideration by the Board of Directors in accordance with the nomination procedures outlined in the Bylaws.
- Ensure that all Board of Director candidates nominated by the Board are forwarded to Bay Mills Charter Schools Office for approval by the Bay Mills Board of Regents.
- Develop and review annually the procedures for Board recruitment.
- Develop an orientation and training plan for new Directors.
- Assist in the planning of an annual Board retreat and other deeper strategy sessions as needed.
- Develop and revise a Board member handbook outlining the responsibilities of the Board and Board members, Board policies, and other relevant information (e.g. Board Manual, strategic planning documents, policies, etc.).
- Conduct Board education as needed.
- Create specific measurable Board-level goals for the year as part of the full Board planning process.
- Regularly evaluate the effectiveness of Board meetings, and make recommendations for improvement to the President and the full Board as needed.
- Annually coordinate a board self evaluation.
- Report to the Board at regular meetings of the Board in a manner determined by the Board.
- Work with the HOS to identify new or changed legal mandates that require Board approved policy to implement.
- Coordinate with National Charter School Institute (NCSI) for regular review of existing Board policies, and coordinate any recommended updates requiring Board approval.
- Ensure all compliance requirements established by the Charter School Authorizer are met in a timely manner.

**Structure:** The chair of the Governance Committee shall be a member of the Board of Directors. Other members of this committee shall be the Board President, members of the Board of Directors, and the Head of School (*ex officio*). The work of the Governance Committee is subject to review and approval of the full Board. Reports routinely to the Board and submits committee minutes.

**Schedule:** Meets, at a minimum, on a monthly basis.

## SECTION 5: REFERENCES FOR BOARD

### Michigan Revised School Code Sections Pertaining to Public School Academies

- [380.501](#) Public school academy; scope; powers; definitions.
- [380.502](#) Public school academy; organization; operation; bodies authorized to issue contract; application to obtain contract; contents; oversight; suspension of powers; fees; presumption of legality; intergovernmental agreement to issue public school academy contracts.
- [380.503](#) Public school academy; issuance of contract; priority; petition to place question on ballot; submission; resolution; contents of contract; compliance with applicable laws; governmental immunity; exemption from taxation; acquisition of property; oath of office.
- [380.504](#) Location; operation at other than single site; documentation that proposed educational model results in measurable progress; discrimination prohibited; admission limits; enrollment; priority; grades and programs offered.
- [380.504a](#) Public school academy; additional powers.
- [380.505](#) Use of certificated teachers; use of noncertificated individuals by public school academy run by state public university or community college; report of new or revised teaching techniques.
- [380.507](#) Authorizing body; duties; powers; fiscal agent; revocation of contract; notice of certain conditions; consideration of other public school options; decision to issue, not issue, or reconstitute contract, or terminate or revoke contract; discretion; corrective measures; transition for affected pupils upon revocation of contract; notice to superintendent of public instruction.

### Board Information from Bay Mills Community College Charter Schools Office (our authorizer)

See the “resources” tab at: <https://bmcsso.org>

### Contract to Charter a Public School Academy issued by Bay Mills Community College Board of Regents to LMPSA

This is the contract that allows Leelanau Montessori to operate as a Public School Academy. The contract was issued on July 1, 2018, and is valid for eight (8) years. The contract and subsequent amendments can be viewed on the Bay Mills charter schools office website, under the schools tab, school listing, Leelanau Montessori. <https://bmcsso.org/school-listings/?paged=3?>

## Bylaws

The bylaws of Leelanau Montessori, which govern the board of directors, can be accessed on the Leelanau Montessori website, under the board tab: [Revised Leelanau Montessori Bylaws 11/16/22](#)

## Leelanau Montessori Policies

The board-approved policies that govern the operations of Leelanau Montessori can be found on the Leelanau Montessori website, under the board tab: [leelanau\\_montessori\\_policies\\_rev\\_02-21-24.pdf \(leelanaumontessori.org\)](#)

## Board Meeting Agendas and Minutes

Minutes for Leelanau Montessori Board Meetings can be found on the Leelanau Montessori website, under the Board Tab. [Board Agendas & Meetings for Leelanau Montessori School - Suttons Bay, Michigan](#)

## Budget and Financial Reports

The annual budget can be obtained by asking the Finance Committee Chair or Head of School. Monthly financial reports are shared with Board members each month prior to the monthly meeting.

## Useful acronyms, terms to know

- ISD: Intermediate School District, now referred to as Northwest Education Services.
- M-STEP: Michigan student Test of Educational Progress, a computer-based assessment for students in grades 3 and up.
- NWEA: Testing system used three times per year to measure a student's academic level and growth