

**Leelanau Montessori Public School Academy (LMPSA)**  
**Wednesday, August 19, 2020**  
**7401 E. Duck Lake Road, Lake Leelanau, MI 49653**

1. **Call to Order:** President Bordeaux called the Zoom meeting to order at 6:02 p.m.
2. **Oath of Office:** Tom McConnell was given the oath of office.
3. **Roll Call:** President Bordeaux, Vice President Morse, Secretary Abbott, Trustee McConnell, Trustee Lutke,  
Absent: Trustee Miezio

**Others:** Beth Bassett- Recording Secretary, Arden Wilson- Head of School, Abby Mikolowski- BMCC, Elizabeth Channer, Chelsea Boehrnsen

**4. Additions/Approval of August 19, 2020 Agenda:**

It was requested to add to New Business agenda item #13: 13. Amend School Calendar Resolution #21-2020 School Calendar Amendment.

***MOVED BY MCCONNELL SECONDED BY LUTKE TO APPROVE THE AUGUST 19, 2020 AGENDA AS AMENDED.***  
***AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED***

5. **Public Comment:** None.

6. **Revisions/Approval of the July 15, 2020 Regular/Organizational Board Meeting Minutes:**

***MOVED BY MCCONNELL SECONDED BY MORSE TO APPROVE THE JULY 15, 2020 REGULAR/ORGANIZATIONAL MEETING MINUTES AS PRESENTED.***

***AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED***

7. **Revisions/Approval of the August 7, 2020 Special Board Meeting Minutes:**

***MOVED BY LUTKE SECONDED BY ABBOTT TO APPROVE THE AUGUST 7, 2020 SPECIAL MEETING MINUTES AS PRESENTED.***

***AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED***

8. **Head of School Report:** Head of School Wilson submitted her written report. Wilson commented the portable classrooms will not be inspected and ready by August 31<sup>st</sup> and is recommending to start school on September 8<sup>th</sup>. Wilson reviewed enrollment status, budget forecast, fundraising and capital campaign efforts, Learning at Home opportunity, and an update on the portable classrooms.

**Old Business:**

**9. Committee Reports:**

a. **Academic Excellence:** No meeting held.

b. **Facility:** No meeting held. Wilson commented there are facility projects ongoing daily.

c. **Finance:** Lutke commented that the committee met but we did not have the current financials. The committee discussed the projected enrollment and fund balance. Abby Mikolowski from Bay Mills commented that Bay Mills will not be deducting the 3% this month from our state aid funding.

d. **Fundraising:** Bordeaux reviewed the committees submitted a written report. Bordeaux commented that the 5K will be virtual.

e. **Grant:** Morse reviewed the committees written submitted report.

f. **Governance:** Abbott reviewed the committees written submitted report.

g. **Marketing:** McConnell commented the committee met and they are working on refining the new website and will be publicizing the new portable classrooms.

**MOVED BY MORSE SECONDED BY MCCONNELL TO APPROVE THE AUGUST COMMITTEE NOTES AND FINANCIALS AS PRESENTED.**

**AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED**

**10. Portable Classroom Project:** Wilson commented the portable classrooms should be on site by the end of the week and electrical and plumbing will start the next week.

**11. Drain Field Project:** Wilson commented the drain field project has been paused and it would be nice to see the gutter project begin this fall.

**New Business:**

**12. Course Guide and Description Adoption of Resolution #23-2020:**

**MOVED BY MCCONNELL SECONDED BY ABBOTT TO ADOPT RESOLUTION #23-COURSE GUIDE AND DESCRIPTION POLICY AS PRESENTED.**

**ROLL CALL: -BORDEAUX-YES, MORSE-YES, MCCONNELL-YES, LUTKE-YES, ABBOTT-YES**

**AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED**

**13. Amend School Calendar Resolution #21-2020 School Calendar Amendment:**

**MOVED BY LUTKE SECONDED BY MCCONNELL TO AMEND RESOLUTION #21-2020 SCHOOL CALENDAR AS PRESENTED.**

**ROLL CALL: -BORDEAUX-YES, MORSE-YES, MCCONNELL-YES, LUTKE-YES, ABBOTT-YES**

**AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED**

**14. Public Comment:** Beth Bassett thanked Elizabeth Channer for her work on the Cornerstones newsletter soon to be published. Abby Mikolowski from BMCC commented that a physical plan of the new portables needs to be submitted to BMCC upon completion. Abby also thanked Wilson for her hard work on the COVID Preparedness plan. Wilson thanked Tom McConnell for his painting at the school.

**15. Board Comment:** Lutke commented that the current budget is based on 75 FTE and we are at 85 right now. McConnell encouraged the Board to go and visit the school to see all that is happening.

**16. Adjournment:**

**MOVED BY MCCONNELL SECONDED BY LUTKE TO ADJOURN AT 6:55 P.M.**

**AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



*The things we fear most in organizations - fluctuations, disturbances, imbalances - need not be signs of an impending disorder that will destroy us. Instead, fluctuations are the primary source of creativity -Margaret Wheatley*

## GENERAL

The school feels in flux while experiencing the familiar sensations of a start up as well as new scenarios with new staff and families amidst a pandemic. The Safe Start Committee has been focused on health and safety while the staff have been focused on academic planning. We looked at the start up calendar and due to the likelihood that we will not have our occupancy permit before August 31st, I, along with the SLT, am proposing that we postpone our beginning one week to Tuesday, September 8th. Our goals remain to maintain the health and safety of children and staff, keep children learning and to maintain school operations. I will now give a moment for the Board to reflect and respond. A letter will be sent to families tomorrow. The New Parent and New Staff orientations were well attended. Classroom visits are upcoming and include our LAH students, coming to collect permissions forms, devices and supplies. We received our Annual Report from BMCC. It is shared in Epicenter.

## ENROLLMENT/STAFFING

There are currently 105 children enrolled.

There are 10 toddlers with 2 adults.

Primary has 34 enrolled with 4 adults.

Lower Elementary has 41 enrolled with 2 adults.

Upper Elementary has 19 enrolled with 1.5 adults.

The FTE count is at 81.

The projected preschool revenue is 130K.

We have spaces in Primary and Elementary classrooms after great fluctuations in enrollment.

We were able to add waitlist families and continue to get inquiry calls daily.

20% of our students are enrolled in LAH.

The pupils accounting methods and requirements are still emerging from the Legislature but we are confident that every child will count.

## BUDGET/FINANCE

The portable project is coming to a close so our budget will reflect the 77K+dollars that we spent on this endeavor. It allows us to add students and provide staff with secure jobs as well as lays

a solids foundation for our future. We met our 10K funding goal for the expansion project/safe start capital campaign but hope to double this in the coming weeks. The EOY reports are closed out and show a 9% fund balance of 93K.

#### ACADEMICS

Our flexible enrollment form delivered in a survey format shows that 70% of families chose the ON-SITE option. The form provided a method to address device needs, emotional and mental health and an overall opportunity to communicate needs and the impacts of current events. The LAH and On-site curriculum is making progress towards adopting priority standards and key lessons. The LAH handbook is attached on Smartsheet and will frame the LAH program from access to accountability. New laws will require the Board review the reopening plans, including academic data and goals monthly. I hope to work closely with the ISD and BMCC for clarity on what exactly I must report and in what format as these new processes are defined.

#### FACILITY

During today's workbee, several parents came to lend a hand indoors and out. Weeding, watering, trimming, tiling, drilling and all tasks in between were listed. The plumbing portion has been completed by Greene Construction. I want to nominate Mike Sullivan as an honorary school leadership team member! He went to bat to get the work done, permits processed and professional communication and updates throughout. It was a huge undertaking that involved extreme excavation. I was very impressed. The portables are due to be "set" and skirted this week with electrical and plumbing hookups happening next week and then occupancy to follow. We hope to get air filters and cork flooring in these classrooms this year if possible. The school also is working with ABI on an estimate for a air filtration system.

Do you have any questions for me?

## Leelanau Montessori Forever Foundation, August 12, 2020

Present: Emily Miezio, Emily Penninga, Sarah Bordeaux, Dani Geraci, Rebekah Hall, Julie Yoffy

- Financials
  - Nothing new
- Orchards at Sunset
  - Virtual or postpone?
  - How are we going to do that?
    - What do you think about spring?
  - Virtual you run on your own
    - Get tee-shirt and goody bag
    - It's fun, not as fun as all together
    - <https://blog.bonfire.com/how-to-host-a-virtual-5k-fundraiser/>
    - Register kids? Have kids doing sponsor?? Have kid run at school?
    - Maybe kid get the month to run and see how many miles they can run
  - Dani-pulling race from MyRace-or switch to virtual
    - More front end work for the team is we send out tee-shirts etc.
    - Maybe get tee-shirts from a company that sends directly to them
  - Vote on virtual or postpone
    - Virtual-Natasha, Rebecca-is kept lowkey, Dani, Emily P., Julie
    - Postpone-Emily M.
  - Where do we start?
    - Write a letter-Dani Month of October to run (\$30-\$35 for tickets now, do we \$25)
      - Make a decision on tee-shirts
      - How far? Etc.
      - Bibs
    - Do we get company sponsorships-Julie will complete
    - Kids get mile sponsorships
    - Tee-shirts decisions
      - <https://www.bonfire.com/>
    - One perk is anywhere in the world can join us
    - Yoffy will get blue-mock-up for t-shirts and signage
- Evening of Art
  - Old Art Building-Not sure because of weird time!
  - Have time to make decisions!
  - Look at on-line options
- Sweatshirt/t-shirts
  - Emily P. will pass on contact to Dani
  - Emily P. will re-send order form

## Leelanau Montessori

Title: Governance

Date: August 10, 2020

Location: LMPSA

Time: 2 pm

Participants: Sarah Bordeaux (President) (by phone), Anita Abbott (Secretary), Arden Wilson (Head of School)

Code: I= Information

D= Discussion

R= Reflection

A= Action

Agenda Item	Discussion Facilitator	Code
*BMCC Compliance Calendar: School Calendar/School Day Schedule 8/7 School Contact List and Employee Handbook 8/28	Sarah	D
Preparedness and Response Plan	Arden	D
Board Agenda	Sarah	D
Policy review- attendance	Arden	A
Admin permit is renewed per MDE annual requirement.	Arden	I
Course approval	Arden	A

### Action Items/Notes:

- The BMCC Compliance Calendar was reviewed; HOS noted that all necessary things have been uploaded on epicenter.
- The LMPSA Preparedness and Response Plan, which was approved by the Board on August 7, will be submitted today (August 10th), will all required attachments and the Board Resolution. BMCC has previously reviewed a draft of the plan, and expressed satisfaction with its contents.
- Anita and Arden will review the school's attendance policy to see if any changes/modifications are needed in light of adjustments made due to COVID-19 pandemic.
- Arden noted that her administrators permit has been renewed by MDE for another year.
- This year the school is offering a full time virtual option to students. According to the Pupil Accounting Manual section that governs this type of arrangement, students may select courses from the "local, board-approved course catalog". Since there has

**Leelanau Montessori**

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



**Cooperation, Goodwill, Gratitude, Mindfulness, Respect**

Title: Grants Committee Meeting

Date: July 23, 2020

Location: via Google Meets

Time: 8:30am

Participants Present:

Code: I= Information      D= Discussion      R= Reflection      A= Action

Time	Agenda Item	Discussion Facilitator	Code.
	Follow up status of action items from last meeting: <ul style="list-style-type: none"> <li>- Charter School grants</li> <li>- Community Foundation grants</li> <li>- Portable classroom funding</li> </ul> 2% grant	Paris	D
	Fundraising letter Letter: <a href="https://docs.google.com/document/d/1y5PbCWQm2EWYJ24nnYw9yvi8jcBOQLtT4uUJT5w-1Ko/edit">https://docs.google.com/document/d/1y5PbCWQm2EWYJ24nnYw9yvi8jcBOQLtT4uUJT5w-1Ko/edit</a> Response Device: <a href="https://docs.google.com/document/d/1OIkVMEQjIDAJxD_Bkhmt-ww3PuSsqHChf4BJrPKCiGU/edit">https://docs.google.com/document/d/1OIkVMEQjIDAJxD_Bkhmt-ww3PuSsqHChf4BJrPKCiGU/edit</a> Mailing List: <a href="https://docs.google.com/spreadsheets/d/1a9J9Ds5zXA8-qNe61BYx5eumzLqjCa4iSxyWsByjVTc/edit#gid=0">https://docs.google.com/spreadsheets/d/1a9J9Ds5zXA8-qNe61BYx5eumzLqjCa4iSxyWsByjVTc/edit#gid=0</a>	Paris	D
	Grant info for guides <a href="https://docs.google.com/document/d/1fpkLwhDxQ0SY7IMLWlfrPCpP3SGywYmQsEuqeJeCrRU/edit?ts=5f105a29">https://docs.google.com/document/d/1fpkLwhDxQ0SY7IMLWlfrPCpP3SGywYmQsEuqeJeCrRU/edit?ts=5f105a29</a>	Arden	D