1. Oath of Office Sarah Lutke: Secretary Abbott noted that Sarah Lutke was given the oath of office on August 16th by recording secretary and notary Beth Bassett.

2. Call to Order: President Bordeaux called the meeting to order at 6:04 p.m.

3. Roll Call: President Bordeaux, Vice President-Secretary Abbott, Director Lutke, Director McConnell
   Absent: Director Korroch, Director Kuhn.
   Others: Arden Wilson-Head of School

4. Additions/Approval of August 17, 2022 Agenda: amend item 10 to add that we are amending resolution number 5-2022. Table item 11, board membership 101, until a future meeting to be determined.

**MOVED BY LUTKE SECONDED BY MCCONNELL TO APPROVE THE AUGUST 17, 2022 MEETING AGENDA AS AMENDED.**

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

5. Public Comment: HOS Wilson noted that she just came from new parent orientation, and that there was 100% attendance at both sessions today by new parents.

6. Revisions/Approval of the July 20, 2022 Regular Board Meeting Minutes:

**MOVED BY MCCONNELL SECONDED BY LUTKE TO APPROVE THE JULY 20, 2022 REGULAR MEETING MINUTES AS PRESENTED.**

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


8. Committee Reports:

   a. Academic Excellence: No meeting was held. Noted by HOS Wilson that meetings will begin soon for the Equity Audit, which will result in an action plan to guide future efforts.

   b. Finance: Director Lutke noted that the budget assumes 74 children, and is in good shape for the start of the school year. The Finance Committee is seeking examples of Accounting Manuals from other organizations that could possibly serve as a template for our manual.
c. Governance: Vice President-Secretary Abbott reviewed the written submitted report. It was decided that the October board meeting would be moved to October 26 to allow for participation in Ay Mills board event.

d. Grants: President Bordeaux reviewed the written submitted report.

e. Marketing: No meeting was held. Director McConnell noted that he will continue to focus on getting a new video made for school marketing purposes.

MOVED BY LUTKE SECONDED BY MCCONNELL TO APPROVE THE AUGUST NOTES AND FINANCIALS AS PRESENTED.
AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

9. Strategic Planning: HOS Wilson noted that the Steering Committee team is meeting August 23, and then board and staff will meet on August 25, 2:30-5 pm, to discuss implementation steps.

MOVED BY LUTKE SECONDED BY MCCONNELL TO APPROVE THE STRATEGIC PLAN AS PRESENTED.
AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

New Business:

10. MOVED BY ABBOTT SECONDED BY MCCONNELL TO AMEND RESOLUTION #5-2022 TO NAME SARAH LUTKE AS TREASURER.
ROLL CALL: MCCONNELL-YES, BORDEAUX-YES, ABBOTT-YES, LUTKE-YES
AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

11. Board Membership 101: Tabled until some point in the future.


13. Board Member Comment: President Bordeaux noted that she would like to represent the board at the school on the day the staff return to work as a show of our support for them.

Adjournment:
MOVED BY LUTKE SECONDED BY MCCONNELL TO ADJOURN THE MEETING AT 6:57 P.M..
AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

Secretary

Date

LMPSA Minutes
8-17-22
2 of 3
HOS Report August 2022

"If we are among the men of good will who yearn for peace, we must lay the foundation for peace ourselves, by working for the social world of the child."- Dr. Montessori

GENERAL

The summer program ended with a stupendous summer picnic, served to families by staff. 55 children were enrolled this year and enjoyed nature based and play based programming. We would like to expand next year to include a summer Montessori classroom and a Toddler program. The enrollment process continues with parent orientations and home visits. Teachers are meeting, planning and staging their classrooms in preparation for the new year. A work bee is being held tomorrow. We would welcome Board participation and will be moving classrooms and sprucing the building and grounds. Our Ice Cream Social will be Thursday, September 1st at the school from 5-6PM. Please come for something sweet and to simply see the community at large. Our first day of school is September 6th.

ENROLLMENT/STAFFING

We currently have 122 children enrolled this year, 76FTE. Our Toddler waitlist is substantial, reaching over 20 children. The staff orientation is this Monday, where the new staff will get an introduction to the Montessori method and school culture, our safety and health procedures and get their questions answered about the ins and outs of the school. We begin as a whole staff on August 29th for Staff Start Week.
We are still searching for the right fit for a few odd hours and roles as well as the Communications Coordinator to partner with Beth in the interim.

BUDGET/FINANCE

This years' budget is looking strong and healthy due to enrollment, grants, summer tuition, LMFF support and planned spending. We are in a good position to begin with our strategic plan and the allotment of monies towards our strategic goals. The school is in year four as a building owner and is making a great return on our investment with our CBB partners and school operations.

ACADEMICS/WHOLE CHILD
The strategic implementation plan plots the path to stronger instruction and implementation of Montessori. New efforts by teachers and other leaders include aligning the CCSS with the benchmark documents and developing stronger systems to plan, teach and monitor/track progress. Coaching staff is supporting our SPP/improvement goals as a school. There has been a sharp focus on mental health of young people. Teams of teachers are planning the first weeks of school and will include routines and activities to foster relationships and establish emotional safety. The school is exploring its eligibility for part-time access to a school based counselor or wellness practitioner. We have discussed developing a position as part of the nautilus approach that helps us serve as responsive and proactive adult with positive Montessori mindset.

AMI Assistant to Infancy Diploma Course, Completion of the Whole School Leadership Course, AMI Orientation Course, Implementing Strong Montessori, The Nautilus Approach Orton-Gillingham, LARA Childcare Licensing Workshop, MNW Language Refresher are all courses that members of our staff have taken as part of their pursuit towards self-improvement. This fall, the course work will continue with more AMI Orientations, a Montessori Unwrapped course in England, AMI Elementary diploma course and Justice Leaders Collaborative Core Course. Our PD potential is outstanding and on-going.

ADAPTIVE AND INSTRUCTIONAL LEADERSHIP

Adaptive and Instructional priorities include data collection, analysis towards improving the outcomes of students, developing teacher’s capacities through connection, conversation and coaching and implementing Montessori with fidelity. These are the three instructional domains of Marzano that I will be reflecting upon for the first part of the year. Currently, our PD plan is in place, staff are participating in an equity audit and data reviews and developing/following their individualized growth plans. Collaborative work is in process around CCSS standards alignments and tracking student progress more proactively. Through many avenues, I will support faculty and staff in developing a culture of work and delivery of a viable and vibrant curriculum.

FACILITY

We have met our summer facility goals of maintenance, painting porticos, relining the parking lot and light carpentry. We will meet in the early fall to set goals as a facility committee and continue to work on the grand plan with a SPP lens.

Do you have any questions for me?
Title: Governance  
Date: August 12, 2022  
Location: LMPSA  
Time: 11 am  
Participants: Sarah Bordeaux, Anita Abbott, Arden Wilson

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<tr>
<th>Code</th>
<th>I= Information</th>
<th>D= Discussion</th>
<th>R= Reflection</th>
<th>A= Action</th>
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<tr>
<td>Agenda Item</td>
<td>Discussion Facilitator</td>
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<td>Bay Mills October Board Summit</td>
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<td>Board retreat; schedule for fall? Potential topics?</td>
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<tr>
<td>Agenda items for next week's board meeting</td>
<td>Sarah</td>
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<td>Need for additional board member; any potential candidates</td>
<td>Anita</td>
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<td>PTO Policy; close loop with HOS</td>
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<td>Policy Regarding Late Tuition; close loop with HOS</td>
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1. Need to shift October board meeting so members can attend Bay Mills event in Okemos.
2. Board Retreat: consider a gathering with staff in January. Can look at strategic plan implementation. Would appreciate input from board members as to what would be good to cover in a retreat.
3. Epicenter: need to make sure the Board President can access and upload board documents.
4. Meeting next week: Will need to amend resolution naming board officers.
5. Need a Board member: ideal candidate would have finance, fundraising or legal background. Educational background is a possibility as well. Need someone that would compliment the strategic plan.
6. Anita will compile all policies for board reference in a google drive.
7. For committee meetings, consider whether committees need to meet monthly or can shift to a more quarterly focus.
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.

Join Zoom Meeting https://zoom.us/j/99239966269?pwd=WWRob08yR1lscVFJZ1hoRU11aWh3QT09
Meeting ID: 992 3996 6269
Passcode: 3B2053
Grant committee folder (Google Drive) - Meeting notes, grant applications, archives
Grants spreadsheet
Grant committee notes

August 15, 2022 at 10:00 ET
Attendees: Sarah and Angela
Location: Virtual - Zoom
Purpose: Monthly Grant Committee meeting

Agenda
- Grant status updates:
  - FOR CONSIDERATION/UPCOMING/IN DEVELOPMENT:
    - Paint supplies for school and people to donate their time via community service programs
      - Aces Hardware, send email to shawn@maxace.com, deweesehardware@gmail.com (Emily, let her know what we plan to accomplish for the summer, what would our ultimate needs be? I.e. how much paint, what other supplies?, specifics and she'll see what she can do)
      - Sarah email Arden and Tom to get a feel for what we would need as far supplies/paint, cc Angela DONE
      - Short-term and long-term needs
      - Skid-free paint for ramp (check with Arden) - Angela email Arden
    - Federal grant opportunity Sarah mentioned in email on 6/7/22
      - Sarah follow up on federal aid grant opportunity (available for schools with military/tribal members as part of the community)
      - Sarah Add to grants committee spreadsheet - Sarah add to grants committee
      - Federal aid grant, $28 million, military and tribal families
    - Crowdfunding, Growing Communities Together | Patronicy (missed this)
      - Capital campaign purposes, unsure of need, keep for now (ongoing)
    - North Ed Farm to School organization (they've helped install gardens in Leland/Northport schools)
- Keep researching, check with Tory on a good contact for this
- Keep reaching out to Tory when she's back from Italy Sarah emailed Tory again
- Mockingbird re-submit (same request for instruments/teacher training) $10,000
  - Starting June 15th
  - Check with Arden on where grant materials reside and if any changes might want to be made prior to re-submitting, Arden applied online no documentation of previous grant submission
- The U.S. Department of Agriculture (USDA) today announced it is awarding more than $10 million in Farm to School Grants to 123 projects across the country. Additionally, for the first time, the department is empowering states with $60 million in non-competitive grants to develop stronger and sustainable Farm to School programs over the next four years.

○ SUBMITTED: Pending/Submitted grants:
  -

○ AWARDED: Grants awarded since previous meeting
  - None

○ Action Items:
  - Add to grant opportunity (federal grant tribal/military) to grants committee spreadsheet (add website) - Sarah
  - Paint supplies for school - Angela - Send emails once I get specific needs
  - Look into North Ed Farm to School organization (they’ve helped install gardens in Leland/Northport schools) - Keep researching, check with Tory and Tara on a good contact for this - Sarah - Ongoing
  - Crowdfunding, Growing Communities Together | Patronicity (missed this) - All (dig into this opportunity)
  - Mockingbird re-submit (same request for instruments/teacher training) $10,000 -
  - Research new grant opportunities ONGOING
  - Lowes Toolbox for Education and Pets in Classroom, pass along email to Sarah and Arden and they can send out - Angela email ARden on Pets in classroom

○ Future Agenda Items:
  - Where do we go from here?

○ Notes:
  - Reminder: Fall 2% GTB (outdoor education/safety) - Reminder - 2% Grant report due in the fall 2022
  - Grant team consider reconfiguring grant committee and goals for FY22-23 school year and future
- Grant committee can provide support in the review of larger grants, as necessary
- At governance, discussed combining marketing/grant committees, maybe just check in quarterly