

Leelanau Montessori Public School Academy (LMPSA)
Wednesday, October 16, 2024
8527 Government Center Dr. Suttons Bay, MI 49682

1. **Call to Order:** President Bordeaux called the meeting to order at 6:03pm.

2. **Roll Call:** President Bordeaux, Vice President Abbott, Director McConnell

Absent: Secretary Kuhn

Others: Arden Wilson-Head of School, Nora Goodell- Recording Secretary, Abby Mikolowski – Bay Mills, Dani Geraci – LMFF, Nick West - Maner Costerisan (by phone for #10)

3. **Additions/Approval of October 16, 2024 Agenda**

MOVED BY VICE PRESIDENT ABBOTT SECONDED BY DIRECTOR MCCONNELL TO APPROVE THE OCTOBER 16, 2024 MEETING AGENDA AS AMENDED.

YES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

4. **Public Comment** – Dani Geraci, President of LMFF updated the Board on the most recent LMFF meeting. New committee chair to work on 3rd party vendor fundraising. Stone Soup is going to become a Stewardship Event rather than a fundraising event. Still looking for a possible bookkeeper.

5. **Revisions/Approval of SEPTEMBER 18, 2024 Minutes:**

Vice President Abbott noted that there was a typo in #6. Nora will fix this for the final version.

MOVED BY DIRECTOR MCCONNELL SECONDED BY VICE PRESIDENT ABBOTT APPROVE THE SEPTEMBER 18, 2024 REGULAR MEETING MINUTES AS AMENDED.

YES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

6. **Head of School Report** – HOS Wilson shared the many events coming in the next month. This winter, a child will move into primary and the school will welcome a new toddler. Interviews have started to fill the position in Elementary left by Chelsea Hummon. The budget is being revisited as costs continue to go up; HOS Arden and Wes meet on Friday. MSTEP and Worthington timeline update provided.

Questions: VP Abbott asked if there was consideration to leave the Elementary position vacant given the budget concerns. HOS Wilson explained that there was a need to fill this with the classroom dynamics, both for children and staff, at this time. It would be only a 4 day a week position.

Old Business

7. **Committees**

a. **Academic Excellence** – Met on 10/09/2024 and provided written minutes, as well as the HOS Growth Plan.

b. **Finance** – Met on 10/16/2024 and provided written minutes.

c. **Governance** – Met on 10/09/2024 and provided written minutes.

MOTION BY VICE PRESIDENT ABBOTT AND SECOND BY DIRECTOR MCCONNELL TO APPROVE OCTOBER COMMITTEE NOTES AND SEPTEMBER FINANCIALS

YES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

8. **NCSI Update** – new sections to review with some questions on certain areas. President Bordeaux asks everyone to review these fully.
9. **Memorandum of Understanding between LMPA and LMFF** – New draft says the LMFF will pay for their own accountant and insurance. Director McConnell asked if we found an accounting person. HOS Wilson confirmed that we have not.

New Business

10. **2023-24 Audit Maner Costerisan** – Nick West from Maner Costerisan joined by phone and went over some highlights in the audit. Big thanks for Wes Souden and TCAPS for such a smooth audit. Recommended the Treasurer review the payroll about once a month.
11. **Board Manual** – provided Manual and Vice President Abbott highlighted the major changes.

MOTION BY DIRECTOR MCCONNELL AND SECOND BY VICE PRESIDENT ABBOTT TO APPROVE THE NEW BOARD MANUAL

YES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

12. **Public Comment** - Abby gave an overview of the report card. Abby said it is a great report card and Bay Mills has no worries about the school. HOS Wilson recognized the hard work that the Board, LMFF and staff is putting in. She hopes that this vision and team will become expansive and new people join. Nora commented that the new roping in the parking lot has made everything so much safer!

13. **Board Comment** – Vice President Abbott recognized HOS Wilson for all she juggles and the tremendous job she is doing.

14. Adjournment

MOVED BY VICE PRESIDENT ABBOTT SECONDED BY DIRECTOR MCCONNELL TO ADJOURN THE MEETING AT 7:12PM AS PRESENTED.

YES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED



Deb Kuhn (Nov 22, 2024 16:05 EST)

Secretary

Date

AE Committee Meeting Agenda & Minutes October 2024
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

Location: LMPSA
 Date: 10/9/2024
 Time: 1:00 p.m.
 Participants Present: Deb Kuhn, Arden Wilson, Rebecca Clinton

To	Person Person Person
Cc	Person
Bcc	Person
Subject	

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

Time	Agenda Item	Discussion Facilitator	Code
	Review any updated student performance data (BMCC Annual Report) see Google Drive		
	tasks and timelines for annual AE goal- see below		

	MICIP progress		
	Marzano Growth Plan- see below		

STEPS for monitoring whole child development systems using data:

Supporting staff in creating classroom systems for tracking whole child progress.

October Data review yesterday: identified children who scored below 40% on NWEA, grouped children based upon medium and intensive supports. Choose 3 children in each community who scored under 40% to progress monitor and share with stakeholders (parents, LMPSA Board)

Workshop-approach - build fidelity and culture

PD Oct 29th

Arden met with Paul and will use the Elevate and Propel Model for tracking Whole Child Data

AE SMART GOAL 24-25 School Year

Specific- three artifacts per four domains two times annually.

Measurable- proof is in the process and product both

Achievable- realistic for school improvement goals

Relevant- grounded in Montessori values and Parent Relationships

Timely- Can be done over a year's worth of time and is needed for our professional practice

MICIP - reviewed the work Arden will engage in this year with the ISD support. Arden met with Steven and Paul articulating responses to struggling students using MTSS. LMPSA strategy will be to meet 3 times between now and Feb to define, discuss, and communicate the processes used to support struggling students emotionally and academically. Create a binder of Early Intervention. It will be a multi-year process. LEadership committee has been identified.

Marzano - Domains 1 2 and 3 will be focus this year, see growth plan 24-25 tab. Teacher growth plans due Oct 15.

Arden also reflected her practices using the Executive Appraisal Growth plan from National Center in Montessori Public Education. She will incorporate a survey question for families and staff based on her self reflections.

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Location: LMPSA
Date: October 15, 2024
Time: 2pm
Participants Present:

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

Time	Agenda Item	Discussion Facilitator	Code
	Accounting Manual Status		
	Worthington Contract		
	Audit		
	Financials		
	Additions		

Discussion:
Accounting Manual:
Who is the 2nd designated person to oversee payroll ? Finance Chair of Board? We will ask Nick at Maner during our audit. Arden will ask Wes as well.
Nora has begun the manual, Sarah will share with Anita for input and further review together.
Goal for Board approval by December.

Worthington:

Paid second portion to Worthington and signed a new contract ending April 2025, 1st payment due November 1st at 8000, 2nd payment due April 2025. Payment withdrawn from LMFF funds per Arden.

Bordeaux requested Arden share the new contract with LMPA Board.

Bordeaux communicating the 'Executive Committee' to the Governance Committee to define more clearly.

Audit:

Reviewed

Financials:

Reviewed

FTE 73-71

2 pre k children attending later this year

Approximately 20,000 less in tuition

There is an abundance of supply money and we need to begin discussions as to how we will best use the MDE grant

Leelanau Montessori

Title: Governance

Date: October 9, 2024

Location: LMPSA

Time: 2:00 pm

Participants: Sarah Bordeaux, Anita Abbott, Arden Wilson

Agenda Item	Notes
Expansion Plans	We would like to have a board retreat in November to prepare for future expansion efforts. Sarah/Anita to develop an agenda...soliciting board member input on what we should cover during this session.
Fundraising issues; development committee	Recommending that we not stand up a Development Committee at this time, as the LMFF and Fundraising Leadership Committee will be primarily focused on these efforts. Those efforts in support of fundraising undertaken by staff will be overseen by HOS, and briefed as appropriate during HOS report. Provided feedback to HOS that the school needs to step up social media presence/engagement, taking advantage of that source of free advertisement.
National Charter School Institute (NCSI) Policy Rewrite;	Board is asked to continue to review the draft policies that have been prepared by NCSI. One more policy meeting with NCSI is scheduled in October, and then our entire slate of draft policies will be ready for final review and approval.
Board membership-. <ul style="list-style-type: none"> • Immediate need for a new board member with financial/business background 	
Audit Status	Will be picked up by Sarah, and provided to Board members prior to meeting.
Reauthorization Status	Letter to Bay Mills to be prepared by HOS for Board review/approval. (due in January)


LMP_SA_Board_October_16_Approved_Minutes


Final Audit Report


2024-11-22


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