1. **Call to Order:** President Bordeaux called the meeting to order at 6:02 p.m.
2. **Roll Call:** President Bordeaux, Vice President and Secretary Abbott, Trustee Kuhn, Trustee Craig (virtual from Traverse City, MI not physically present due to illness), Trustee McConnell (virtual from Lake Leelanau, MI not physically present due to exposure), Trustee Korroch
   Absent: Treasurer Lutke
   Others: Beth Bassett- Recording Secretary, Arden Wilson- Head of School, Abby Mikowloski via phone-(BMCC)

3. **Additions/Approval of December 15, 2021 Agenda:**
   **MOVED BY KORROCH SECONDED BY ABBOTT TO APPROVE THE DECEMBER 15, 2021 AGENDA AS PRESENTED.**
   **AYES: ALL  NAYS: NONE  ABSENT: 1  MOTION CARRIED**

4. **Public Comment:** None

5. **Revisions/Approval of the November 17, 2021 Regular Board Meeting Minutes:**
   **MOVED BY ABBOTT SECONDED BY KUHN TO APPROVE THE NOVEMBER 17, 2021 REGULAR MEETING MINUTES AS PRESENTED.**
   **AYES: ALL  NAYS: NONE  ABSENT: 1  MOTION CARRIED**

6. **Head of School Report:** Head of School Wilson reviewed her written submitted report.

   **Old Business:**
   7. **Committee Reports:**
   a. **Academic Excellence:** No meeting held.
   b. **Finance:** Written submitted report was provided.
   c. **Fundraising:** Written submitted report was provided.
   d. **Governance:** Written submitted report was provided. Korroch questioned what the updates to the Emergency Operations Plan were and Abbott commented, minor updates and will be ready for approval at the January meeting.
   e. **Grant:** No meeting held.
   f. **Marketing:** Written submitted report was provided.

   **MOVED BY KORROCH SECONDED BY ABBOTT TO APPROVE THE DECEMBER COMMITTEE NOTES AND FINANCIALS AS PRESENTED.**
   **AYES: ALL  NAYS: NONE  ABSENT: 1  MOTION CARRIED**

8. **Preliminary Budget Amendment:** Wilson commented that the finance committee met with Wes Souden from our business office to review the preliminary budget for January. Wilson commented that the childcare stabilization grant and the increase in the FTE funding will help with the below number student count in the fall. All of the above including maximizing grants will set us up for above a 10% fund balance.

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9. **Strategic Planning:** Trustee Craig outlined the phases involved in the upcoming strategic plan process. Craig commented that she and Wilson met and are designing a simple plan with clear goals and indicators to track progress. Built into the plan are yearly reflections of the plan and commented this would be a living document. Craig requested from the Board approval to create a steering team. Wilson commented that eighteen members have been approached from staff, parents, community members, and the Board. Abbott referred to the questions for the Board and confirmed they are to be completed for the upcoming retreat on January 19th.

**MOVED BY ABBOTT SECONDED BY KORROCH TO APPROVE THE ESTABLISHMENT OF AN AD HOC STEERING TEAM FOR THE PURPOSES OF CREATING AND LAUNCHING OUR STRATEGIC PLAN**

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

10. **Public Comment:** Wilson commented that next month is Board Appreciation month and snacks will be served with notes of gratitude from children and parents. This will take place at the Government Center location. Abby Mikolowski wished everyone a safe and healthy break.

11. **Board Comment:** None

12. **Adjournment:**

**MOVED BY KORROCH SECONDED BY MCCONNELL TO ADJOURN AT 6:40 P.M.**

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

______________________________  ______________________________
Secretary                        Date
"Mankind can hope for a solution to its problems, among which the most urgent are those of peace and unity, only by turning its attention and energies to the discovery of the child and to the development of the great potentialities of the human personality in the course of its formation." - Dr. Maria Montessori

GENERAL
It has been a happy, healthy holiday season overall. The school setting is celebratory in a simplified way to include outdoor gatherings and seasonal activities. We have experienced a period of healthy classrooms and children after November’s covid cases. We will stay committed to following protocols and communicate closely with families. We enjoyed a singalong today around the bonfire. It was lovely. Parent enrichment and education, clear channels and systems of communication and staff support are all priorities for the new month ahead.

ENROLLMENT/STAFFING
There are openings in the Primary and Elementary programs. We field phone calls weekly from interested parents. Our enrollment process is rolling along with new applicants, a growing Toddler waitlist and classroom observations. I am pleased with the pace as I plan for the season of re-enrollment and open enrollment. I think that we have an opportunity to connect and commit to new families in significant numbers for early childhood programming next year. Our staff is outstanding and operating their classrooms with skill and systems using the Montessori method. We will be posting positions in January for summer programs and next year.

BUDGET/FINANCE
Meeting with the Finance committee and Wes, amendments are being prepared. Using all grant monies for ESSER II and Childcare stabilization will provide a balanced budget on target with a 10+% fund balance.

ACADEMICS/WHOLE CHILD
Our monthly data review showed that some children are reaching learning targets and goals set in short cycles. Guides and teams are monitoring reading fluency and thus progress towards the year end goals for all the students using AIMSWEB+. Other instructional and learning cycles were also examined to consider systems for planning lessons, giving lessons and then collecting evidence of student progress. As the teams review their data, they make decisions about the instructional priorities and needs of their students. Plans for high quality instruction include: word problems, measurement and data and math facts. Reading at home program development, phonics and phonemic awareness for struggling readers, new techniques like
word ladders and chaining, planned writing and increasing comprehension of informational texts. We will do data dives again at the end of January and with the ISD in February.

NWEA and Delta math assessments start January 11th. MDE progress reports are due in February.
I met for an IDI debrief with Araceli to review the Board profile. The LMPSA Board is in Acceptance thus placing the Board at a greater developmental orientation than the staff orientation of minimization. There is an opportunity for the Board to help ferry along the staff and explore new shifts or mindsets as we work alongside one another. Through the strategic plan, opportunities will emerge to help the school and Board work in concert for increased cultural competency. Using the questions in the Intercultural Development Plan will help with this process.

FACILITY
The facility committee reconvened for the seasonal meeting. We defined where we are and reviewed the facility and finance phases so that next month we can define where we want to go. The committee work will work towards a grand plan for outdoors/land, ongoing building maintenance needs, playscape priorities and improvements and gathering/analyzing strategic planning input for the steering committee.
Greene construction is trying to fix sinks and situations in portables. Plowing company has been asked to sand and salt the parking lots. The VFW overflow lot is proving essential. Seeing the icicles along the roofline reminds me of the need someday for a new roof. The drainfield still must be addressed in this upcoming budget.

Do you have any questions for me?
LMFF Meeting 12/8/21-present Sarah Bordeauax, Rebekah Hall, and Dani Geraci

Valentine basket fundraiser-after new year we will launch.

Evening of Art- Date is May 21st. Start working on themes and art and murder mystery planning. Costumes will be encouraged. We need a brainstorming bee maybe with families and staff to help plan. Sarah will reach to staff to post in news letter. Food- think about food. Sarah will reach out to venues. Use my north tickets and sell in office. Dani design art for a news blast after the new year. Sarah has Clue decoration to use. SAVE the Date in January! Discuss and launch at January meeting. Need music also.

Chairs
Sarah-Venue, Food and Alcohol and Lottery
Dani-Marketing with Rebekah (posters, tickets, flyers) and Kids Art
Rebekah-Marketing with Dani
All-Donations

Make a google so we aren’t soliciting venues for both Baskets and EOA. Collaborate on donations.

Continued Fundraising ideas-still discussing snow shoe, euchre tournament.

Financials updates- Taxes done with Emily Miezie. Rebekah is logged into our account online now. Gave her check stamp. Dani and Rebekah will go over financials. Emily will pass on spreadsheets.

Giving Tuesday Info- We made $397.52. Dani wrote e-mail thank you notes. Sarah B. Passing names on to Arden for school thanks you.

We votes to give LMPSA $3260.23 from wreath sales. Sarah B. Made motion. Rebekah H. Seconded motion. Passed unanimously.
Title: Governance  
Date: December 8, 2021  
Location: LMPSA  
Time: 2 pm  
Participants: Arden Wilson, Sarah Bordeaux, Anita Abbott

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<tr>
<th>Code</th>
<th>Agenda Item</th>
<th>Discussion Facilitator</th>
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<tr>
<td></td>
<td>Annual review of Emergency Operation Plan (review plan before meeting; Arden sent link)</td>
<td>Arden</td>
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<td></td>
<td>Strategic plan update</td>
<td>Arden</td>
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<td>Looking ahead: One Board member with term expiring in 2022</td>
<td>Anita</td>
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<td>*BMCC Compliance Calendar</td>
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<td>Finalize Board Agenda</td>
<td>Sarah</td>
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1. The governance team reviewed the school’s emergency operation plan. Plan is a comprehensive approach to managing all manner of emergencies and situations. Minor technical correction made to reflect additional classroom. This is a board-approved document. Anita shared it electronically with new board members for their awareness. Arden noted that an annual visit is made by law enforcement representatives to review school procedures and facilities.

2. Strategic Planning session scheduled for January 15, 2022. Tori will take the lead on facilitating this discussion/process.
Present: Arden Wilson, Tom McConnell and Sarah Bordeaux

Discussion: Budget - 5400 remaining
In need of signage: Banners-
5x2 % ‘Leelanau Montessori Public School Academy-Enrolling now’
8x2 % Leelanau Montessori Public School Academy
Tom will design logo and Sarah will connect with Britten Banner

Website:
Arden discussing with web designer our future working together
Tom shared ideas for website as we move forward

Social Media: Rowan Wilson working with Marketing team
Staff discussing what intentions are for pictures of children