Leelanau Montessori Public School Academy (LMPSA)
Wednesday, February 15, 2023
8527 Government Center Dr. Suttons Bay, MI 49682

1. **Call to Order:** President Bordeaux called the meeting to order at 6:00 p.m.

2. **Roll Call:** President Bordeaux, Vice President-Secretary Abbott, Director Korroch, Director McConnell, Director LeFevre
   Absent: Director Kuhn, Treasurer Lutke

   Others: Arden Wilson-Head of School, Beth Bassett- Recording Secretary, Abby Mikolowski- Bay Mills

3. **Additions/Approval of February 15, 2023 Agenda:**

   **MOVED BY ABBOTT SECONDED BY MCCONNELL TO APPROVE THE FEBRUARY 15, 2023 MEETING AGENDA AS PRESENTED.**
   **AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED**

4. **Public Comment:** None

5. **Revisions/Approval of the January 18, 2023 Regular Board Meeting Minutes:**

   **MOVED BY KORROCH SECONDED BY MCCONNELL TO APPROVE THE JANUARY 18, 2023 REGULAR MEETING MINUTES AS PRESENTED.**
   **AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED**

6. **Head of School Report:** HOS Wilson reviewed her written submitted report. Head of School Wilson reviewed the NWEA results for the Board. President Bordeaux questioned how parents could help with their children and testing. H of S Wilson commented that reviewing the practice test and communicating with the teachers with concerns. Teachers are constantly reviewing testing data and implementing strategies for each child. H of S Wilson commented that the Parent Education was cancelled due to low response numbers from families.

7. **Committee Reports:**
   a. *Academic Excellence:* Director Korroch reviewed the written submitted report.
   b. *Finance:* President Bordeaux reviewed the written submitted report.
   c. *Governance:* Vice President-Secretary Abbott reviewed the written submitted report.
d. Marketing: President Bordeaux reviewed the written submitted report.

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

New Business:

8. Accessing Your Governance Work Webinar Discussion: The Board discussed
the value of the webinar and President Bordeaux asked if the Board had any other
topics of interest.

9. Public Comment: H of S Wilson commented that she has been reflecting on how
Leelanau Montessori impacts our community. From the thriving summer program to
the only toddler program in the area. H of S Wilson invited Director McConnell to
join her at the yurt in Lake Leelanau as part of exploring options. H of S Wilson also
commented that she would like to see where the Board is in regards to the strategic
plan implementation check in progress. Hof S Wilson asked Abby from Bay Mills
what the average fund balance is for their charter schools. Abby commented there
is a wide range from 5%-65%. Abby from Bay Mills announced that April 27 Bay
Mills will host an appreciation dinner in Novi.

10. Board Member Comment: President Bordeaux commented she is looking for a
member of the Board as a speaker for the Evening of Art event April 15th.

11. Adjournment:

MOVED BY ABBOTT SECONDED BY MCCONNELL TO ADJOURN THE MEETING AT 6:53
P.M. AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

Secretary  Date

LMPSA Minutes
2-15-23
2 of 2
HOS Report
February 2023

The needs of mankind are universal. Our means of meeting them create the richness and diversity of the planet. The Montessori child should come to relish the texture of that diversity.- Dr. Maria Montessori

GENERAL
Enrollment season is upon us. We launched our digital process this week to our existing families and will continue to open the process to the public. Classroom observations, parent-teacher conferences and The Journey Parent Enrichment Event are on deck. We just completed our winter benchmark tests and I will report to you our standing. The Parent Playground Project is now underway.

ENROLLMENT/STAFFING
Count day was last week and we recorded 71 FTE. We are expecting 90% reenrollment and siblings to join the community to add up to approximately 115 kids. We are marketing for elementary students through press, ads, events and word of mouth. Staffing is strong for summer and next school year.

BUDGET/FINANCE
It feels pretty quiet, though staffing and building maintenance costs are exceedingly high. We are planning for next year and want to build resiliency. One way to do that is increase tuition and increase scholarships. We have granted 28K in scholarships this year and have about 15K reserved for next year. We will continue to provide staff discounts for children enrolled and use conservative budget projections.

ACADEMICS/WHOLE CHILD
The annual IDI debrief with staff and Board is this Friday in the Commons from 8:30-10:15. Please plan to attend. There will be coffee, breakfast and warm conversations.
The NWEA test report is shared here.

FACILITY
LMPSA has submitted the Step one pre-qualification application to the Childcare Facility Improvement Fund and will hear in 4-6 weeks our qualification to move ahead with Step Two. Our facility priorities now are some light maintenance needs, planning Toddler outdoor area, Campus Grand Plan project and timeline and tree maintenance.
Academic Excellence
February 2023
Agenda

The Academic Excellence committee did an email check-in for February. We will resume with a synchronous meeting in March.

I. DEIB/Access and Inclusion/ABAR
   A. Equity Audit Update: What are our next steps?
   B. Equity Data Collection Sheet

II. HOS Annual Evaluation:
   A. V(2): The school leader has the trust of the staff and school community that all decisions are guided by what is best for each student.
      1. Committee Feedback Conversation:
         a) The SP piece that is in the narrative of the Growth Plan for this DOmain is: "Strategic Plan Area: Build our reputation and credibility as a hub of whole child development and public education for children of all learning styles and cultural and socioeconomic backgrounds. (Ensure Organizational Sustainability)" Please tell us more about these action steps and how you hope they evolve in the future.
      2. Arden's Reflection:
   B. Prepare for mid-year check-in in January 2023:
      1. February: Board will present agree/disagree on Domains and the information from the Data Collection.
         a) Board Feedback Data and Decision Doc

III. Classroom observation: Board Classroom Observation
   A. Kate connected with Arden and Beth to get these scheduled.

IV. AE and Strategic Plan [This was on the agenda for October but not addressed.]
   A. This will come back when we're discussing the equity policy.

V. Future Agenda Items

Helpful materials: Growth Plan for HOS; HOS Ongoing Board Data Collection; Strategic Plan; Implementation folder; Reflection Map
Finance Notes:
Feb 14, 2023 0845

Present:
Beth Bassett  Sarah Bordeaux  Arden Wilson

Discussion:
FTE: Count day, 71 students, down from 74

Staffing costs

Arden suggested possibly offering full days only for our early ed program. Sarah stated we want to have clear communications concerning families that will need scholarships to attend whom may be impacted by this.

Arden leaves meeting at 0900

Beth and Sarah discussed the 10% off tuition paid in full at beginning of year, we will continue this perk and continue discussing. Still in need of cash flow amount

Beth and Sarah L continuing to work on Accounting Manual, review manual in May as Board

Next meeting: March 7, 2023 0845
Leelanau Montessori

Title: Governance
Date: February 7, 2023
Location: LMPSA
Time: 1200
Participants: Sarah Bordeaux, Anita Abbott, Arden Wilson

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion Facilitator</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Lease renewal with Health Department; status</td>
<td>Anita</td>
<td>Will be meeting with the Health Department in March to discuss proposed lease renewal.</td>
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<td>Board self-assessment; compilation of board member assessments</td>
<td>Anita</td>
<td>See general results below.</td>
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<td>Board membership: think about whether you will be asking for reappointment if your term expires this year.</td>
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<td>Board members who need reappointment or replacement July 2023: Abbott, Bordeaux, Korrock, McConnell</td>
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<td>Emergency Operations Plan; annual review</td>
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<td>Will continue to review; board will review for approval in March</td>
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<td>Agenda for board meeting</td>
<td>Sarah</td>
<td>Only new item of business is board education (webinar review/discussion)</td>
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<td>Key for board meeting?</td>
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Our board self evaluation looked at five areas: academic, fiscal, compliance, sustainability, and member experience. Scores for 5 board members were averaged.

**Lowest scores were in the following areas (average 1.4 out of 3):**
1.1 Board regularly reviews quantitative and qualitative academic performance data and responds to results by guiding the organization to use management tools...
Leelanau Montessori

1.2 Board regularly reviews academic performance data by subgroup and ensures that the academic program is offered equitably with effort to meet the needs of all learners.

1.4 Board regularly reviews talent pipeline and performance data and ensures that the organization is staffed to meet the needs of students.

3.3 Board ensures transparent and timely systems and structures for responding to parent, staff, and other stakeholder complaints.

**Highest scores were in the following areas (3 out of 3):**

3.2: board members satisfy the conflict of interest requirements

4.1 Board meets regularly as required by our Authorizer.

4.4 Board establishes key self-management tools including annual calendar and complies with public meeting requirements.

Based upon the results, it appears that the board feels the need to improve upon its oversight of the effectiveness of the academic program. It is understood that the Head of School does actively engage in a review of data pertaining to academic performance, and conveys that information through her Head of School report at the monthly meetings. The Academic Excellence Committee could explore other ways to ensure adequate oversight by the Board.
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=WWRob08vRWJscVIEZ1hoRU11aWh3OT09
Meeting ID: 992 3996 6269
Passcode: 3R2053
Grant committee folder (Google Drive) - Meeting notes, grant applications, archives
Grants spreadsheet
Grant committee notes

February 9, 2023
Attendees: Sarah, Angela, Arden
Location: In-person, at school
Purpose: Monthly Grant Committee meeting

Agenda
- Notes:
  - Priority grants
    - Facility improvement fund for childcare:
      - Getting info for pre-application put together, submit shortly
      - Timeline: Once we hear back from pre-application, one month after for applying for grant
      - Caring for MI Future: Child Care Facilities Improvement Fund (FFI) - For new and expanding licensed child care providers in MI
        - Caring for MI Future: Facilities Improvement Fund (caringformi-ff.org)
        - Application: IFF Submission Manager
    - Help with post-pre application
  - Food program
    - School-age program, universal lunches proposed in governor’s budget not sure what that means for us
    - Through CACFP (Child care/adult care food program)
      - 50% free and reduced, we qualify for that (our school is about 45% of school would qualify for free/reduced)
      - Would need to come up with a business plan/finance plan (budget) to know where $$ coming from
      - Could use galley kitchen and tables using what we have available (current kitchen space)
        - Health inspector come, add to child care license
Licensing coordinator at LARA helpful, childrens center has similar program
  ■ Something we could do to help evaluate childrens center program
  ○ Initially parents sign up and pay, then pilot and part of tuition

- Boonli:
  ○ Need to understand program, start small
  ○ Parents pay $6-$9
  ○ Affordable, pricing guide $65 month
  ○ Piece that's missing is coordinator position:
    ■ Family-style
  ○ If partnered with local school food authority lunch coordinator; includes reporting out to state/federal
  ○ What would be the pay for a coordinator/point person?
    ■ Megan Glyn St Mary's, people in SB, people in Leland
  ○ Woodland maybe same similar situation to us; they do have a food program and have a charter - Sarah maybe visit
  ○ Budget for materials, coordinator, set up Boonli
  ○ **Have everything done by Aug 1st**
  ○ Next steps:
    ■ Next meeting schedule with Boonli, coordinator rep?, boonli, Sarah, Angela, early March

- Top 3 school priorities:
  ○ Staffing, facility, food

- GTB report submitted
Marketing Notes:
Feb 7, 2023 1100

Present: Tom McConnell  Sarah Bordeaux  Arden Wilson

Open Houses:
March 16th and May 11th 5-6pm
Sarah will contact Record Eagle, Express and Families First to see if we may be interested in advertising in their publications. We are focusing on our elementary program per Arden's input of the school's needs. Tom requesting to preview ad for Enterprise.

Request of LMFF to coordinate a preliminary calendar of events for the 2023-23 school year for review at the July meeting

Arden contacting Enterprise to possibly invite them over for a tour of our school

Discussion to display our donors at school

Budget remaining 5800

Next meeting: March 14th 2023 2pm