Leelanau Montessori Public School Academy (LMPSA)

Wednesday, February 16, 2022
7401 E. Duck Lake Rd. Lake Leelanau, MI 49653

1. Call to Order: President Bordeaux called the meeting to order at 6:05 p.m.

2. Roll Call: President Bordeaux, Vice President and Secretary Abbott, Director Kuhn, Director Craig, Director McConnell, Director Korroch, Treasurer Lutke

   Absent: none
   Others: Arden Wilson- Head of School, Beth Bassett- Recording Secretary, Elizabeth Channer

3. Additions/Approval of February 16, 2022 Agenda:

   MOVED BY KUHN SECONDED BY KORROCH TO APPROVE THE FEBRUARY 16, 2022 MEETING AGENDA AS PRESENTED.

   AYES: ALL   NAYS: NONE   ABSENT: NONE   MOTION CARRIED

4. Public Comment: None

5. Revisions/Approval of the January 19, 2022 Regular Board Meeting Minutes:

   Director Korroch commented that Dani Geraci should be added to the minutes as a guest.

   MOVED BY KORROCH SECONDED BY ABBOTT TO APPROVE THE JANUARY 19, 2022 REGULAR MEETING MINUTES AS AMENDED.

   AYES: ALL   NAYS: NONE   ABSENT: NONE   MOTION CARRIED

6. Head of School Report: Head of School Wilson reviewed her written submitted report. Wilson presented a PowerPoint presentation on the NWEA scores. The Board had a discussion regarding the data.

7. Committee Reports:
   a. Academic Excellence: Director Korroch reviewed the written submitted report. There was an extended discussion regarding the head of school evaluation using the Marzano platform. Director Korroch asked for input from Board members who were previously apart of the head of school evaluation.
   b. Finance: Treasurer Lutke reviewed the written submitted report.
   c. Fundraising: President Bordeaux reviewed the written submitted report.
   d. Governance: Secretary-Vice President Abbott reviewed the written submitted report. Abbott confirmed the monthly Board meetings will move to the Government Center beginning in March.
   e. Grants: President Bordeaux reviewed the written submitted report.
   f. Marketing: Director McConnell commented that a phone meeting was held and they discussed open enrollment and social media exposure. The new banners were delivered and look great.

   MOVED BY MCCONNELL SECONDED BY CRAIG TO APPROVE THE FEBRUARY COMMITTEE NOTES AND FINANCIALS AS PRESENTED.

   AYES: ALL   NAYS: NONE   ABSENT: NONE   MOTION CARRIED

LMPSA Minutes
2-16-22
1
Old Business:
8. **Strategic Planning**: Director Craig provided an update of the Strategic Planning and the request of the Board for interviews from a member of the community. Some clarification was given on the questions and Craig commented she is learning a lot about Leelanau Montessori. Interviews are requested to be submitted by March 1st.
9. **Emergency Operations Plan**: Secretary-Vice President Abbott commented that Head of School Wilson updated the plan as required and finalization is needed to apply for safety and security grant.

MOVED BY LUTKE SECONDED BY KORROCH TO APPROVE THE EMERGENCY OPERATIONS PLAN CHANGE AS PRESENTED.
AYES: ALL  NAYS: NONE  ABSENT: NONE  MOTION CARRIED

New Business:
10. Public Comment: None
11. **Board Comment**: Director Korroch commented that parent Derenda LeFevre would like to join the academic excellence committee.
12. **Adjournment**:
MOVED BY KUHN SECONDED BY KORROCH TO ADJOURN AT 7:48 P.M.
AYES: ALL  NAYS: NONE  ABSENT: NONE  MOTION CARRIED

______________________________  __________________________
Secretary                     Date

LMPSA Minutes
2-16-22
2
HOS Report
February 2022

"I define connection as the energy that exists between people when they feel seen, heard, and valued; when they can give and receive without judgment; and when they derive sustenance and strength from the relationship." - Brene Brown

GENERAL
LMPSA continues to operate during a pandemic and at this time will continue with our menu of precautions while the local health officials have lifted the masking mandate for schools. Our campus is alive with outdoor adventures, parent observations, prospective parent tours and observations, parent conversations, volunteer support, Primary Visiting day and planned professional development for staff this Friday. We will continue to work of the spiritual preparation of the adult and the activities will be lead by in-house staff.

ENROLLMENT/STAFFING
Countday confirmed that we have 69 FTE. This is two below our projections so we will work with the business office to consider any further proposed Board amendments. Tuition revenue is on track and solid in its scenarios. We were able to give all financial aid applicants 50% of tuition requests. Enrollment is underway for current children and siblings whose applications are due by February 25th. We aim to maintain 90% of our existing students from year to year. Open enrollment will follow with tours, open houses and outreach. We are expecting the Toddler and Primary programs to be completely full. We seek summer program staff to round out the four school year staff who are serving during the summer program. Interest in this program is high and will include support services for children to close the achievement gap. LMPSA is seeking assistant and lead guide candidates. Rebekah Wissink and Megan Jordan have completed their Lower elementary training at the Center for Guided Montessori Studies. They are poised to finish the final phase of Elementary 6-12 training next Fall. Tanya Hill, our Upper Elementary Lead Guide, will attend the Montessori Institute of Denver AMI Elementary Certification Course beginning in fall 2022. LMPSA is committed to supporting staff, program and school development through a commitment to high quality Montessori training courses. We pay for 50% of training costs and compensate any staff member with a Montessori credential with an annual stipend to financially recognize their Montessori mindset.

BUDGET/FINANCE
The Finance Committee is reconfiguring the salary scale and will have a proposed model next month for budget planning purposes.

ACADEMICS/WHOLE CHILD
See prepared slide show for NWEA RIT growth data. We are a developmentally deliberate Organization so can look for our part in error and lack of growth. I will share thoughts on what part I play in the projections, what part others play and ways that we might address the gaps. Elementary students are preparing for Student Led conferences. Benchmark documents are being tallied for students in Kinder, 3rd and 6th with buffering ages being tracked for pace, intensity and frequency of standard grade level work.
A student survey will be administered this week for children in grades 3rd-6th to measure their perceptions about the LMPSA experience.

FACILITY
The grand plan for the Campus outdoors is in the hands of facility team members. Grants, operating priorities and cycles of the seasons will bring improvements. We hired a handy man to fix the outstanding items across the building. Ice build up and expected upkeep come spring are pending priorities.

Do you have any questions for me?
Academic Excellence
February 2022
Minutes

Attendees: Tori, Kate, Arden
Scribe: Tori

Goals: The main objective for this meeting is to review the HOS Growth Plan

Summary: During this meeting, we reviewed the HOS evaluation process, discussed data collection, and went through the six elements of the HOS growth plan. During the last item committee members asked questions and Arden provided an informal assessment.

1. Evaluation
   a. HOS
      i. Timeline + Framework
         - Feb: Kate research evaluation tools and collect data
           a. Montessori Efficacy
           b. Previous HOS evaluations
           c. Executive Reflective Practice Inventory
           d. LMPSA surveys
           e. Organize unofficial interviews of school stakeholders
         - March: Present information to Board in March for questions.
         - May: public process / communication
         - Marzano options: Paul, Arden, or Sarah & Kate together
         - Question: How can our team collect information to bring to the process?
      ii. Questions
         - What is student achievement for LM?
           a. We talk about the small bits of achievements, what children need, the human potential. Ultimate goal
           b. Montessori - whole child - how are they arriving, engaging in their day. Cross-sections of common core standards and preparing children for wherever they go in the world.
           c. Children are curious, interested, know how to learn, cognitive flexibility, think of things outside of themselves.
           d. Who is the 6th grader leading our community and how have we supported them to meet their potential?
           e. Evaluating high quality work: rituals of lessons; following the child’s interests, asking good questions. This takes great respect and responsibility
           f. We use tools that measure executive function, engagement, through observation, and then we discuss -
e. SAFETY + CULTURAL-RESPONSIVENESS - always ongoing
   i. People have historically reported feeling very safe
   ii. Collect data around who is participating, whose voices we are hearing
f. RESOURCE STEWARDSHIP-ready for the next step
   i. Good handle on the budget. Seeking to help things feel “less in jeopardy”. We do a great job looking at the big picture, prioritizing, adjusting to resource influx/depletion in other areas as reshuffling is necessary.
   ii. Comfortable with grant picture with support of committees.
   iii. Managing resources feels comfortable. Generating resources thru children enrolling and greater fundraising is where she’s ready to go.

• Highlights:
   a. Arden has strong self-awareness and management skills. She is very mission-oriented and believes in the school and its method.
   b. Arden would like to become a better listener, balanced with continual improvements (strengthened by feedback).
   c. Arden would like to practice having a voice of leadership in the community - seek opportunities and improve public speaking.
   d. Arden is learning and implementing new systems. The school is actively in the process of adjusting and applying systems toward maturity, with a culture of feedback. <--- Tori’s observation

Resource: Notes from ISD meeting on 28 January 2022

KK Notes: Add strategic goal mid-year check-in and HOS mid-year evaluation to the calendar.

Next meeting 1 March 2022:
Review data collection thus far
Final 5-point scale rating for each domain
Finance February Notes 2022
Google Meet, 950am
Present: Sarah Bordeaux, Arden Wilson, Beth Bassett and Sarah Lutke

Discussion of Strategic Planning Feedback: Would like further discussion with the Board, the question listed and to define 'achievement' under Montessori culture.

Discussed current enrollment (71) and beginning re enrollment

Arden has been discussing with Wes how to line our grant monies, there will be a 7 year compliance piece we will have to complete.

Discussed reduction hours of our support coaching by 4 hours.

Sarah asked if LMFF wreath sales line funds were allocated to LOC line, as wreath line is zeroed out.
Attendance: Dani Geraci, Sarah Bordeux, Natasha Martinson, Emma Colinger

Agenda: Post Valentine Basket Fundraiser: EOA: Continued Fundraising:

Post Valentines:

Fundraiser was a Success!!

Still need to collect the Funistrada Gift Cert & CSA Items

we received $1110.00 from bidding owl

total fees paid : $79.60 ($55.50 to Bidding Owl & $24.10 to Paypal)

Final Amount raised: $1030.40

Great Job everyone!!

EOA:

Students will host a Art Walk prior to EOA event. Will be held at the school. We can sell event tickets during the Art Walk. Parents will be able to purchase individual student art projects during Art Walk.

Location of event : Nature in Maple City. Generously donated by the Colinger Family!!!!

Date : May 21st!

Do we have a budget for EOA. Can address this at next meeting.

Need to reach out to teachers about kids art ideas; possibly nature themed.

Can we start a wish list/sign up for parents to donate needed classroom supplies, LMFF can budget $100 each class for additional supplies needed. (6 classes X $100 = $600.00 total)

Possible to have parent Liaisons to pick up art supplies? LMFF reimburse?

Need to obtain a Beer & Wine License: Sarah B. will look into

Need to check on Insurance needs: Dani will reach out to Boneks

Need to obtain 50/50 Raffle License: Sarah B. will look into

Need to secure a TIPS Certified Bartender: Sarah B. will look into this

Food: thinking small plate/appetizers : Sarah B. will talk to Josh about this.
Need to secure tables, chairs, Linnens, Cutlery: Sarah B. & Emma C. will look into this

Murder Mystery?? : All can look into this option.

Need to secure a DJ/Karaoke: Natasha M. will look into this

Meyers Sound & Lighting: Naomi Meyers will join us at next LMFF meeting to hash out arrangements

Dress up Roaring 20s style!!!!

Do we need to secure outdoor heaters????

Sponsors needed??

Need to start asking community for donations for the silent auction: ALL

Fundraising:
Title: Governance  
Date: February 9, 2022  
Location: LMPSA  
Time: 2 pm  
Participants: Arden Wilson, Anita Abbott (by Zoom)

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<tr>
<th>Code</th>
<th>Agenda Item</th>
<th>Discussion Facilitator</th>
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<tr>
<td>D</td>
<td>emergency operations plan; consider input from Leelanau County Emergency Operations</td>
<td>Arden</td>
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<tr>
<td>D</td>
<td>Finalize Board Agenda</td>
<td>Sarah</td>
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Arden reviewed the changes she made to the EOP based upon the input received from Leelanau County. She has requested additional feedback from them on one section, which she will wrap into the final draft EOP. Board will vote on EOP at the next Board Meeting. Once county has approved the EOP, school can put in for State Police grant for security funding.
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=WWRoV08vQWJscVJFZ1hoRU1aWh3QT09
Meeting ID: 992 3996 6269
Passcode: 3B2053
Grant committee folder (Google Drive) - Meeting notes, grant applications, archives
Grants spreadsheet
Grant committee notes

February 10, 2022 at 11:00 ET
Attendees: Sarah, Angela
Location: via Zoom
Purpose: Monthly Grant Committee meeting

Agenda
- Grant status updates:
  - FOR CONSIDERATION/IN DEVELOPMENT:
    - Consideration: Building Hope Impact (Student Empowerment, Community Engagement and Educational Innovation) - Angela, follow up with Arden, recommendation Action timeline due date
  - SUBMITTED: Pending/Submitted grants:
    - Fall 2% GTB grant (outdoor education/safety) (updates?) Sarah follow up, call the GTB to see what’s up
    - Mockingbird inquiry submitted Dec 5th (request for instruments/teacher training) $10,000 (if your inquiry is one of the few selected for further consideration, you will receive a request on or about March 18th to submit a complete proposal by a then-firm deadline of on or about April 15th, towards funding on or about June 15th)
    - OutClass Outdoor Classroom contest, submitted (contest winner will be notified on May 23rd, 2022)
  - AWARDED: Grants awarded since previous meeting
  - UPCOMING: Upcoming and Future grant ideas for submittal:
    - GTB Curriculum spring (May) (for following school year)
    - GT DEI fund open (diversity, equity, inclusion)
    - Whole Kids foods (February) - Arden (Sarah follow up)
    - Whole Kids Foundation Garden Grants (March) - Sarah follow up
    - Whole Kids Bees - Sarah
- Competitive School Safety Grant Program (CSSGP) from Michigan State Police - March 1 (Feb 1, 2022 guidance released) - Submit similar to previous application? Sarah - Handed Fire/Safety grant back to Arden. Angela reach out if Arden

○ Action Items:
  - GTB Curriculum spring (May) (for following school year) - Angela reach out to Arden regarding interest
  - GT DEI fund open (diversity, equity, inclusion) - Angela reach out to Arden on status
  - Whole Kids Foods (February, Arden interested); Whole Kids Foundation Garden Grants (March), Whole Kids Bees (?) - Sarah follow up on Whole Kids grants with Arden for February (is it worth pursuing this year?), check on link in spreadsheet and add Whole Kids Bees and deadline
  - Angela/Sarah research new grant opportunities ONGOING

○ Future Agenda Items:

○ Notes: