Leelanau Montessori Public School Academy (LMPSA)
Wednesday, February 17, 2021
7401 E. Duck Lake Road, Lake Leelanau, MI 49653
February 17th Monthly Board of Directors Zoom Meeting:
https://zoom.us/j/95394886886?pwd=bUNxS3FHO3ZxqTFGRxx1YVixdSjE0UT09
Meeting ID: 953 9488 6886 Password: 1VLJ6X

1. Call to Order: President Bordeaux called the Zoom meeting to order at 6:03 p.m.

2. Roll Call: President Bordeaux, Secretary Abbott, Vice President Morse, Trustee Mieazio
   Absent: Treasurer Lutke, Trustee McConnell

   Others: Beth Bassett- Recording Secretary, Arden Wilson- Head of School, Abby Mikolowski- BMCC,
   Chelsea Boehnensen, Kate Korroch

3. Oath of Office: Kate Korroch: New trustee Kate Korroch was given the oath of office.

4. Additions/Approval of February 17, 2021 Agenda:

   MOVED BY ABBOTT SECONDED BY MIEZIO TO APPROVE THE FEBRUARY 17, 2021 AGENDA AS PRESENTED.
   AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

5. Public Comment: None

6. Revisions/Approval of the January 20, 2021 Regular Board Meeting Minutes:

   MOVED BY ABBOTT SECONDED BY KORROCH TO APPROVE THE JANUARY 20, 2021 MEETING MINUTES AS
   PRESENTED.
   AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

7. Head of School Report: Head of School Wilson reviewed her written submitted report. Trustee
   Korroch questioned whether the expansion of the Primary classrooms would happen next year. H of S Wilson
   commented that Phase 1 would be to explore spaces for a second class and is unsure if this could happen that
   soon. The facility and finance group are exploring space options and requirements. Trustee Korroch asked if the
   school has had a summer program before and H of S Wilson commented no. Trustee Bordeaux asked if the third
   grade reading law was valid for this school year and H of S Wilson commented yes. H of S Wilson commented that
   the MStep this year is still in question. Trustee Bordeaux commented the parent education series has been
   awesome to listen to.

Old Business:

8. Committee Reports:
   a. Academic Excellence: H of S Wilson commented that Trustee Korroch and herself will be meeting next
      week. Ongoing work with the teachers has been taking place regularly with an emphasis on the language
      curriculum, the adult role in the classroom, and assessment.

   b. Facility: Trustee Mieazio commented the facility committee meets quarterly. H of S Wilson
      commented that the finance and facility group has been meeting and a spreadsheet has been attached to
      Smartsheet for the Boards review. It was discussed for this group to become an official committee.

   c. Finance: Trustee Bordeaux commented the committees report has been submitted and there were no
      questions from the Board.
d. Fundraising: Trustee Bordeaux reviewed the committees submitted written report. The next fundraiser is the Evening of Art scheduled for May 15th.

e. Grant: Trustee Morse reviewed the committees submitted written report. H of S Wilson commented she will contact the Grand Traverse Band to see the status of the grant submission.

f. Governance: Trustee Abbott commented the committees written report has been submitted. Trustee Abbott commented that there are two positions that will be opening up on the Board in July and they are actively looking for candidates.

g. Marketing: Trustee Bordeaux reviewed the committees submitted written report.

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

9. February E-COVID Learning Plan Evaluation Resolution #3-2021:
Wilson confirmed that no changes were made to the original plan and there has been 100% participation.

MOVED BY ABBOTT SECONDED BY KORROCH TO ADOPT RESOLUTION #3-2021 FEBRUARY E-COVID LEARNING PLAN EVALUATION AS PRESENTED.
ROLL CALL: KORROCH-YES, MIEZIO-YES, MORS-YES, ABBOTT-YES, BORDEAUX-YES
AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

New Business:

10. Public Comment: H of S Wilson thanked the toddler team for their dedication to inspiring independence in the children and maintaining a beautiful environment. H of S Wilson wanted to recognize Ann Lighbourn for her all-around willingness to take it all on with a smile. Beth Bassett thanked Aishwarya and Dani from the LMFF team and the wonderful Valentine Basket fundraiser.

11. Board Comment: Trustee Morse's son Atlas let everyone know he lost a tooth. Trustee Bordeaux thanked everyone.

12. Adjournment:
MOVED BY MIEZIO SECONDED BY ABBOTT TO ADJOURN AT 6:47 P.M.
AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

_________________________________________  _____________________________
Secretary                                     Date
HOS Report February 2021

“It’s been said thousands of times, in all faiths and philosophies. Know thyself. What may be less clear in these wise expressions is the reason we learn to know ourselves: we develop a knowledge of self so that we can give up the self and serve others.”
— Margaret J. Wheatley

GENERAL
We continue to operate during COVID times offering two enrollment options for our 107 students.

ENROLLMENT/STAFFING
Reenrollment is underway. We are expecting Elementary student departures per COVID dynamics however expanding with a 2nd Primary may be explored for two reasons. First, demand is high and should remain so according to area agencies and advocates. Secondly, a healthy evolution of a Montessori school is based on young children feeding Elementary settings. This expansion is now listed as Phase 1 in our Facility and Finance draft plan. We must continue to expand student count in order to operate sustainably, (financial sustainability is one of our big rock values). There will be opportunities to be creative in order to meet this part of our plan.

Our Parent Enrichment Series will end this week with the Montessori Math curriculum. These recorded sessions are a start for a school initiative. Staff and parents will collaborate to continue the sessions after spring break and we hope to develop this opportunity to be a stronger part of our community culture.

Two tours are planned during the enrollment period. Pre-registered families are invited to come for an informal Q & A after school hours.

There are several job postings including a canvas for summer program staff. I hope to hold interviews in March and commit to a summer program by April 15th. It is unclear whether or not this program can become a reality until staffing is in place.

BUDGET/FINANCE
Our FTE audit resulted in a reduced student count of 1.5 for discrepancies in dates and record of communication over a week or two. We are investigating the process of appeal. However, this would bring our count to 81.5. I will meet with Wes next month and discuss summer program design, planning for next year and on-going accounting reports.
ACADEMICS
The ISD came to train staff to use AIMSWEB+ as our progress monitoring tool. The purpose for this platform is to be able to check very frequently the growth and needs of the child based on their lessons and literacy skills. The adults then target the skills and competencies or reteach in collaboration with all support staff, aiming to help a child reach grade level proficiency in a short cycle and before the end of Third grade when naturally children begin to read to learn.
As part of our course on Language study there are some significant shifts that we are noting. We are using Montessori resources to direct our efforts and define our program. We are building a strong foundation by studying our Montessori albums, using high quality literature, engaging more writing and observing for a culture of work in classrooms. Teacher leaders are mentoring for and motivating cross curricular language lessons. Collaboration between levels has led to a new awareness for expanded language lessons in the Primary class. Our study of our Montessori Language Curriculum will continue for the remainder of the year and result in both curricular and mechanical improvements.

FACILITY
Air filters were purchased and installed. As part of our language curriculum development dig, we must create a first foundational school Library. I would like to announce this effort in March to the school community and will need volunteers to help sort and systemize books. Our goal is to complete the library organization and environment by July 15th so staff can create student systems for use. Martha Topol is a local librarian who will help lead this effort.

Do you have any questions for me?
**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**

**Title:** Finance  
**Date:** February 9, 2021  
**Location:** LMPSA zoom  
**Time:** 8:30am  
**Participants Present:**

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<th>Discussion Facilitator</th>
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<td>Review Financials</td>
<td>Sarah L</td>
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<td>I, D, A</td>
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<td>Childcare Credit</td>
<td>Arden</td>
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<td>I, D</td>
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<td>Facility/Finance Group Discussion</td>
<td>Arden</td>
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**Action Steps:**  
Childcare credit will be divided amongst tuition paying families for a refund. Create a process for staff raises annually and review process for salary matrices.

**Goals for next meeting:**  
Re-enrollment projections for 21-22 school year.

**Future Agenda Items:**  
Staff raises for the 20-21 school year. Continue discussion on student demand and space to accommodate growth.
Meeting Notes 2/10/2021

Leelanau Montessori Forever Foundation Meeting 8:45 AM via Zoom

Present: Sarah Bordeaux, Aishwarya Nukala, Rebekah Hall, Dani Geraci

Notes:

Sweatshirt Fundraiser. Orders total 70 hoodies and 12 crewnecks. Our cost to pay is $16 for hoodies and $12 for crewnecks. We make $19 off hoodies and $18 off crew necks. Preliminary numbers indicate we raised about $1,546 but that might be wrong if tax wasn’t taken out of her amount for our payment of shirts. Dani will get a total for next months meeting after we pay Korson Creative and Patrice for the shirts. Overall a good fundraiser. Thinking in a month we may add t-shirts, long and short to the order forms as the weather warms up.

Valentine’s Baskets: We need a final social media push. We will need to delegate delivery for those baskets not at the school to be delivered. We will know Friday when the auction closes. Those that are school families we can deliver to the school for Friday. Checking on the PayPal link again and see if we can get that up and going. We had 918.75 donated by school families and a few others. Some of the baskets were full donations. So far the baskets are just over their actual cost, but hoping in these final days the bids will go up making this a successful fundraiser. We felt we learned a lot and some things we would do again, and maybe not others. Also, it is good to out there with this cool fundraiser even if it doesn’t raise a lot it gets people involved.

Foundation Bylaws and conflict of interest: We need this updated. Discussed this along with recruitment. Wanting to update but also look at roles and what next year brings, new members, changes in assigned leadership roles, President, Vice President, Treasurer and Secretary. All needs to continue to be discussed.

We discussed recruitment. Rebekah and Aishwarya come from schools with a classroom parent who helps as a liaison from the school/classroom to the fundraising group and opportunities. We discussed at the beginning of the school year ice cream social having Arden introduce Foundation members so there are faces to the Group. Discussed the critical importance for new membership as we try to raise money. Covid-19 climate has changed how the Group and Fundraising looks so it is a challenge in many ways including gaining members. Aishwarya will discuss classroom parent idea with Arden.

Spring Online Auction Date will be May 15th. We will offer dinners to go and access to online bidding. VI Grill will provide food at cost. We will start working on roles for who will head each area. Donations, marketing, art etc. It will be a boxed dinner to go for $50 and if wanting access to the event to just bid $30-40. Still deciding.
Title: Governance  
Date: Feb 8, 2021  
Location: LMPSA (via Zoom)  
Time: 2:00 pm  
Participants: Arden Wilson, Sarah Bordeau, Anita Abbott

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<td>E-Covid Learning Plan evaluation (monthly requirement)</td>
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<td>Board positions (oath for Kate, upcoming vacancies)</td>
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<td>HOS growth plan review</td>
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<td>Finalize Board Agenda</td>
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**Action Items/Notes:**

- No changes to E-Covid Learning Plan. Last opportunity to opt in is March 9th. 15 children still doing learning at home.
- 3 board positions need to be filled this summer. One current board member with expiring term plans to renew (Sarah B will request reappointment). Two anticipated vacancies. Strategic planning, child development backgrounds would be helpful.
- Lottery policy: will likely be used this enrollment cycle.
- HOS Growth Plan Review: Reviewed domain 3: use of data to provide teachers with ongoing evaluations of their strengths and weaknesses that are consistent with student achievement data. This is a well-established process here. Feedback provided formally/informally throughout the year, frequency depending upon their experience level. NWEA benchmarks, weekly observation of child engagement levels are used. Articles/research papers used to support feedback. Professional development and supervision are key aspects of this.