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

2. **Oath of Office:** The oath of office was administered to Derenda LeFevre by Vice President-Secretary Abbott and notorized by recording secretary Beth Bassett.

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

   Others: Arden Wilson-Head of School, Beth Bassett- Recording Secretary

   Jessica Vitale, Monica Korson, Abby Mikolowski- Bay Mills

4. **Additions/Approval of January 18, 2023 Agenda:**

   **MOVED BY LUTKE SECONDED BY ABBOTT TO APPROVE THE JANUARY 18, 2023 MEETING AGENDA AS PRESENTED.**

   **AYES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED**

5. **Public Comment:** Head of School Arden Wilson thanked the Board for all their work and time on the Board. The Board was presented with a card for Board appreciation month and appetizers and goodies were consumed.

6. **Revisions/Approval of the December 21, 2022 Regular Board Meeting Minutes:**

   **MOVED BY KORROCH SECONDED BY KUHN TO APPROVE THE DECEMBER 21, 2022 REGULAR MEETING MINUTES AS PRESENTED.**

   **AYES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED**

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

8. **Committee Reports:**

   a. **Academic Excellence:** Director Korroch reviewed the written submitted report. Directors LeFevre and Korroch commented on their take aways from the equity meeting. Resource library, timeline, and hard conversations were the discussed items. LeFevre commented to keep in mind universal access when designing the playground.

   b. **Finance:** Treasurer Lutke reviewed the written submitted report. There was a Board discussion regarding the paying in full tuition discount of 10%. H of
S Wilson commented this is a business decision and will review with the finance team in February.

- Vice President-Secretary Abbott left at 7:00 pm

  c. Governance: President Bordeaux reviewed the written submitted report. Director McConnell asked how the safety drills were going. H of S Wilson commented that alerting classrooms is still an issue.
  d. Grants: No meeting held.
  e. Marketing: No meeting held.

MOVED BY LUTKE SECONDED BY MCCONNELL TO APPROVE THE JANUARY NOTES AND FINANCIALS AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

New Business:

9. Budget Amendment Number 1 of 2022-2023 Resolution #1-2023:

MOVED BY LUTKE SECONDED BY MCCONNELL TO ADOPT RESOLUTION #1-2023 BUDGET AMENDMENT NUMBER 1 AS PRESENTED.
ROLL CALL: BORDEAUX-YES, LEFEVRE-YES, KORROCH-YES, LUTKE-YES, KUHN-YES, MCCONNELL-YES
AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

10. BMCC Planning Document:

MOVED BY MCCONNELL SECONDED BY KUHN TO APPROVE THE BMCC PLANNING DOCUMENT AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

11. Public Comment: Abby from Bay Mills thanked the Board and especially the three original members.

12. Board Member Comment: The Board thanked everyone for the card and treats for Board appreciation month.

13. Adjournment:

MOVED BY KUHN SECONDED BY MCCONNELL TO ADJOURN THE MEETING AT 7:15 P.M. AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

Secretary

Date

LMPSA Minutes
1-18-23
2 of 2
HOS Report January 2023

"Everybody can be great, because everybody can serve," Dr. King said. "You only need a heart full of grace. A soul generated by love."

GENERAL

Happy new year! The school is shifting to well-oiled machine mode. We are busy working and wearing all the hats so systems must be strong in order for us to prosper at this pace. Children are generally arriving on time, helping the culture of learning and work. Staff are present and supported by assistants, specialists and coaches. We are expecting many of the 35 families who have inquired about the school this year to come for classroom observations. Primary children are hosting a family member this weekend at their Visiting Day. Our IDI day has shifted to February 17th from 9:00-10:30 here in the Commons. Board, key stakeholders, community participants and staff will gather to unpack the organizational profile and explore our cultural continuum.

ENROLLMENT/STAFFING

Re Enrollment is upcoming. We are projecting full Toddler and Primary programs. We would welcome an influx of elementary students though the classroom sizes will allow for team teaching and solid staffing teams. The office is training with Transparent Classroom and onboarding both existing and inquiry families. The transition to digital forms will result in new processes. Nora and I will work on an enrollment handbook for the school to embed our systems more strongly.

Our new staff are on the job and acclimating to their classrooms and roles. Coaches, Lead Guides and colleagues are all helping to bring everyone into the fold. We are drafting staffing plans for next year and placing people using various scenarios. Staffing plans are typically in place in mid-April as budgets are forecasted. Positions are posted simply to continue to support the pipeline needed overtime.

BUDGET/FINANCE

We have invested about 10K in assistant courses and Montessori training thus far and will sponsor at least one more teacher in Montessori training. Staffing is strong and accounts for almost 100% of our ESSER III monies allocated. We will reserve approximately 35K next year
for additional staffing needs. The challenge continues to be the operation of the school next year without the myriad of COVID monies, approximately 165K.

ACADEMICS/WHOLE CHILD

Our NWEA test period is from February 6-24th. We will also screen children using Delta Math and continue progress monitoring with AlMSWEB+. The 3rd through 6th years took a survey in December related to the positive culture, belonging and learning interests and habits. The elementary team is configuring the results and will use this data to adjust and address individual needs. The survey consisted of 8 questions and was given as an interview. The upcoming PD day for staff will focus on meeting the needs of the whole child. With Dena Aucoin and Jessica Vitale leading our SST process, we are also focused on Tier II and III interventions to realize this multi-tiered system of support.

FACILITY

Our Campus Grand Plan prospectus is published and now we are creating other visuals and models to help the vision come alive and engage our audience. We are planning several small scale fundraisers and events for playground equipment. These also have the goal to increase community awareness and broadening relationships. We will invite several organizations and entities who have yet to visit the campus for an event. These gatherings will be led by parents, hosted by children and supported by staff.

I will be working with the Grant committee to submit the childcare expansion grant as well as food program and garden grants. We will work to expand our building by at least 1500 square feet and increase programming for the 2024 school year through exploring loans, grants, campaigns and community sweat equity. This timeline feels more realistic on many fronts and will not compromise the school. I would like to continue the path for expansion, seek grants, and gain approval in the coming months from the Board to hire our architect and reconvene the facility and finance work group.

Do you have any questions for me?
Academic Excellence
January 2023
Agenda

Attendees: Derenda, Arden, Kate

Minutes

I. DEIB/Access and Inclusion/ABAR
   A. Equity Audit Update: The team is meeting next Tuesday, the 17th. A wrap up and moving forward meeting. How will the plan be implemented?
      1. Request that the board develop an equity policy
      2. Curriculum
      3. Being in a relationship with others
   B. Equity Data Collection Sheet:

II. HOS Annual Evaluation:
   A. IV(2): The school leader ensures a workplace where teachers have roles in the decision-making process regarding school planning, initiatives, and procedures to maximize the effectiveness of the school.
      1. Committee Feedback Conversation:
         a) What was the feedback from the October survey of guides? There was really a split. Some felt they were part of the decision making and some didn’t. There are several factors at play. Some people take the hierarchies very strictly. People didn’t seem to feel like they had an impact on the direction of the school but they didn’t think about it in terms of curriculum, events, classroom, etc. Arden did a reflection of the process and sociocracy. When teachers are making decisions, they are doing that with the vision of the whole school in mind. The next survey will be in April.
            (1) Do the staff feel like they have more voice after the Equity Audit? Will people’s feelings change?
         b) Exit Interviews: Arden interviews the staff member and gives them the questions ahead of time.
      2. Arden’s Reflection: Teacher input helps Arden know the needs of the teachers personally and professionally. Communication is information. Trying to understand what the root cause is. Responses help Arden understand the teachers’ level of development. Teacher input is giving Arden the doorway to improving the school. The communication from the staff is prolific and vibrant.
   B. Prepare for mid-year check-in in January 2023:
      1. Feedback on the process: It has been helpful to reflect on the growth plan and make it feel alive. Arden also recognizes that she might want to change course. The process is working well. It has an appropriate level of accountability for Arden. The board being aware of what is going on with the school and that the scope of everyone’s position is a lot. Keeping the board aware of all of that. Arden appreciates the board knowing the day in and day out of the school.
      2. The proposed plan from last spring for a reference (excerpted below and highlighted).
3. At the mid-year point, the board will present ratings on select elements based on documented evidence.
   a) The board will agree or disagree with Arden's self-rating.
   b) This is an opportunity for encouragement and course correction if needed.
   c) Steve Urbanski may participate in this process.

4. January: Arden will attach her self-assessment with scores to the AE agenda items on Smartsheet. She will present this during the AE portion of the board meeting. The board will be asked to review the Self Assessment and HOS Ongoing Board Data Collection in order to agree or disagree with Arden's ratings and to give general feedback.
   a) A reminder that the board does not have to stick with Marazano to give feedback.

5. February: Board will present agree/disagree on Domains and the information from the Data Collection.

III. Classroom observation (Derenda)
   A. Board Classroom Observation
   B. Board is doing the observations to learn more about the school.
   C. Some AE committee members will give feedback to support Arden: What does Arden want to have us focus on when we’re observing? Could we get bullet points or something that you want us to look out for?

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, January 10, 2023 0845
Google Meet

Present:  Sarah Bordeaux, Sarah Lutke, Arden Wilson, and Beth Bassett

Budget:
2022-23 Budget Amendment, noting 18,000 ending fund balance due to +164,000 in grants.
Drain field and staff changes included in amended budget
Possible future adjustments to snow removal services
December Financials embedded in amendment, nothing noted

Expansion: Goal for the 2024 Fall school year, to have completed a 1500 square foot addition to accommodate a new toddler room. Request from the GTB 2% grant possibility?

Accounting Manual: Beth and Sarah Lutke working throughout the remaining school year, with the goal of reviewing with the Board in May and finalizing with the Board in June.

Additions:
Review enrollment costs, increasing our rates, $50 to $52/day Beth B will share a finalized new plan with the Finance team soon.
Discussion of parents, concerning the Paid in Full discount and if fair to all. Sarah B requested amount in full and discounted costs for review at our February February Finance meeting
Lutke recusing from discussion

Next meeting:
February 14, 2023 0845 at LMPSA
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion Facilitator</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Derenda Lefevre Board membership status update</td>
<td>Anita</td>
<td>Awaiting update from Bay Mills. Will invite to Board Retreat.</td>
</tr>
<tr>
<td>Lease renewal with Health Department; status</td>
<td>Anita</td>
<td>Asking Finance Committee to consider best way forward with lease $ amount/costs split.</td>
</tr>
<tr>
<td>BM Planning Document</td>
<td></td>
<td>Annual requirement. Due by end of month in epicenter</td>
</tr>
<tr>
<td>January board retreat; finalize agenda</td>
<td></td>
<td>Sarah will send agenda, board self-assessment tool to board</td>
</tr>
<tr>
<td>Emergency Operations Plan</td>
<td></td>
<td>Annual review is required. Would like update from HOS at board meeting on how emergency drills are going, what is needed for improvement.</td>
</tr>
<tr>
<td>Agenda for board meeting</td>
<td>Sarah</td>
<td>No new items (new member swearing in, if approved in time by Bay Mills)</td>
</tr>
<tr>
<td>Key for board meeting?</td>
<td></td>
<td>Anita will get.</td>
</tr>
</tbody>
</table>