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

2. **Roll Call:** President Bordeaux, Secretary Abbott, Trustee McConnell, Vice President Morse, Absent: Trustee Miezo, Treasurer Lutke (arrived at 6:30 p.m.)

   Others: Beth Bassett- Recording Secretary, Arden Wilson- Head of School, Abby Mikołowski- BMCC, Chelsea Boehrnsen, Kate Koroch

   **1. Additions/Approval of January 20, 2021 Agenda:**
   It was requested to add item #12 ECLP Training Report to the agenda under new business.

   **MOVED BY MORSE SECONDED BY MCCONNELL TO APPROVE THE ADDITION OF ITEM 12. ECLP TRAINING REPORT TO NEW BUSINESS AS PRESENTED.**
   **AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

   **MOVED BY MCCONNELL SECONDED BY MORSE TO APPROVE THE JANUARY 20, 2021 AGENDA AS AMENDED.**
   **AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

4. **Public Comment:** Beth Bassett and Arden Wilson expressed their gratitude to the Board and wanted to recognize all the hard work and support they give the school. They hope to celebrate School Board Appreciation month at a later date.

5. **Revisions/Approval of the December 16, 2020 Regular Board Meeting Minutes:**
   **MOVED BY MCCONNELL SECONDED BY ABBOTT TO APPROVE THE DECEMBER 16, 2020 MEETING MINUTES AS PRESENTED.**
   **AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

6. **Head of School Report:** Head of School Wilson reviewed her written submitted report. Wilson presented graphics of the performance of the students on the NWEA. After discussion Wilson commented she would gather data from the previous years and report back to the Board. McConnell questioned whether the scores had to do with the COVID year or is it typical because of the way it is measured. Wilson commented both Wilson also commented that the LAH children and on-site learners had similar proficiency scores. McConnell questioned if the Board should be concerned and Wilson commented that NWEA does not measure all that is happening with the children's learning. Abby Mikołowski commented that the school does not look bad compared to many other schools. Wilson commented that there are many conversations happening around learning and we want it to show.

   *Lutke arrived at 6:30 p.m.*

**Old Business:**

7. **Committee Reports:**
   a. **Academic Excellence:** As discussed in HOS report.
   b. **Facility:** Wilson reviewed the committees submitted written report. Wilson commented that the building maintenance line item in the budget will likely be an additional $4000 or more due to the tree work and
payment to Drew Johncox for classroom expansion work done over the summer. The Board discussed the priority of installing the air filtration system need and all agreed to have Wilson move forward with that work. McConnell commented he would like to be kept in the loop on the work that the facility and finance team are working on. Wilson commented that the drain field project is still in the plan.

c. Finance: Lutke commented that the committee talked a lot about staff raises and how this year we may have to backpay the raises but moving forward the committee would like to see the raises implemented at the beginning of the year. Lutke commented that staff raises and health and safety are the top priorities. The committee talked about tuition increases and will be investigating surrounding area costs to stay competitive. McConnell asked if the budget looks on track and Lutke commented that she is proud that the expenses do not exceed the revenue. Lutke commented there is a lot of positives going on with the school.

d. Fundraising: Bordeaux reviewed the committees submitted written report. The next fundraiser is a Valentine Basket On-line fundraiser.

e. Grant: Morse reviewed the committees submitted written report. Bordeaux asked if the safety and security grant monies from the GTB may be used for the filtration system. Wilson commented she would look at the grant and make some inquiries.

f. Governance: Abbott commented the committees written report has been submitted. Abbott commented the committee discussed a vaccine policy for staff but will table the conversation for now.

g. Marketing: No meeting was held but the committee is looking to meet soon to discuss an opportunity to produce a walk-through video of the school. The committee will meet to reflect on who we are as a school and our goal to create an ideal Montessori school.

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

8. Portable Classroom Project: Lutke commented that the options are to lease or lease to own the portables. The finance committee agreed that leasing would free up monies that could be better spent elsewhere and is less risky. The Board agreed and it was pointed out that in the future there could be an option to buy if needed and it is beneficial to have a fixed monthly payment throughout the lease and beyond.

MOVED BY LUTKE SECONDED BY ABBOTT TO APPROVE LEASING THE PORTABLE CLASSROOMS FOR $5000 EACH FOR FIVE YEARS FOR A TOTAL OF $10,000 A YEAR AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

9. January E-COVID Learning Plan Evaluation Resolution #1-2021:
Wilson confirmed that no changes were made to the original plan and there has been 95% participation.

MOVED BY MCCONNELL SECONDED BY LUTKE TO ADOPT RESOLUTION #1-2021 JANUARY E-COVID LEARNING PLAN EVALUATION AS PRESENTED.
ROLL CALL: LUTKE-YES, MCCONNELL-YES, MORSE-YES, ABBOTT-YES, BORDEAUX-YES
AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

New Business:
10. Budget Amendment Resolution #2-2021:

MOVED BY MCCONNELL SECONDED BY LUTKE TO ADOPT RESOLUTION #2-2021 BUDGET AMENDMENT #1 AS PRESENTED.
ROLL CALL: LUTKE-YES, MCCONNELL-YES, MORSE-YES, ABBOTT-YES, BORDEAUX-YES
AYES: ALL  NAYS: NONE  ABSENT: 1  MOTION CARRIED

11. BMCC Academy Planning Document:

Wilson clarified with Abby Mikolowski from Bay Mills a few questions regarding the document and then the following motion was made:

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

12. ECLP Training Report:

MOVED BY LUTKE SECONDED BY MCCONNELL TO APPROVE THE ECLP TRAINING REPORT AS PRESENTED.
AYES: ALL  NAYS: NONE  ABSENT: 1  MOTION CARRIED

13. Public Comment: Abby Mikolowski from Bay Mills commented she has been performing the end of the year review and all looks good. Abby commented we should be proud of our school. Abby also commented there are rumors that additional funding for schools MAY BE COMING.

14. Board Comment: Bordeaux thanked the staff, BMCC, and the Board. McConnell questioned when Kate Korroch would be sworn in. Abby commented the next Board of Regents meets March 12th.

15. Adjournment:

MOVED BY MCCONNELL SECONDED BY ABBOTT TO ADJOURN AT 7:37 P.M.
AYES: ALL  NAYS: NONE  ABSENT: 1  MOTION CARRIED

____________________________________________________  _____________________________
Secretary                                        Date
Head of School Report
January 2021

"Wholeness does not mean perfection: it means embracing brokenness as an integral part of life." - Parker Palmer

GENERAL

It is with deep appreciation that we recognize our Board of Education at Leelanau Montessori Public School Academy. The longstanding members of this community of people have showed up during multiple times of crisis or crossroads. They each have dedicated a vast amount of their own hours and shared their talents in order to ensure that LMPSA continues to honor its mission and reach it vision. Thank you all so very much for being part of our solutions and story all these years. Your role and support is so valued.

The school remains open and operating two programs. Faculty and staff are showing flexibility and finding their rhythms, only to have something shift or startle the status quo. We then remember that we are a team or that we have ways to solve the situation so that we feel safe, heard and restore harmony. These stressful cycles do teach us something.

ENROLLMENT/STAFFING

Enrollment begins February. The annual cycle will largely remain the same with some limits and new processes to allow for community despite COVID. We have had to alter our event calendar and will miss classroom observations, the Montessori Journey, Open Houses and regular tours. We continue to receive @ five inquiries a week in one way or another. We are expecting robust re-enrollment and will have commitments mid-spring to help plan for next year. Program development and expanding to two Primary classrooms are priorities. The Finance and Facility work group is beginning to explore pathways for the future. The minutes are here and in Smartsheet. Job postings for Toddler and Primary staff are announced to allow for an integrated onboarding process.

BUDGET/FINANCE

We have weathered COVID and are awaiting the Pupil Accounting Audit following February count day to certify our student count, now numbering 82. Superintendent Rice supports keeping schools funded in situations even when two way communication is not consistent. The budget amendment shows
ACADEMICS

Faculty and Staff PD have participated in P2P webinars, Toddler training refreshers, CPI/PBIT recertification, Orton-Gillingham training, IEP integrity seminars and a locally offered Language PD day. In February, the staff will participate in an Anti-Bias Anti-Racist Training offered by local resources. Michelle Shane is coming that afternoon to do work around Social Styles. We will attend these on zoom as we do all staff gatherings or meetings.

Each Tuesday, we join together as a whole staff. The 3rd Tuesday is our PLC, our collaborative conversation around Montessori teaching and learning. We are focused on Assessment in Montessori. Through our discussion, we have determined the need for us to articulate and clarify how we foster a classroom culture of self-assessment. Our learning will be shared with the entire community through the annual edits to our Family Handbook, Operations Manuals, through parent enrichment events and school improvement processes.

NWEA shows slower than ideal growth. This point of data has been on our minds as educators and Montessorians. We have a high expectation for learning and are committed to consistent improvement that result in a stronger school culture and student growth. Each and every conversation we have revolves around our practices, systems, structure, student needs, adult behavior and growth goals in order to clarify the curriculum and its implementation. There is a sense of urgency we posses to impact student learning AND do this everyday, not just on the NWEA test.

To address on-going deficits in proficiency, we use protocols when looking at NWEA data. These look at classroom wide, grade specific, individual children breakdowns. We plan standards based lessons in Foundational Math and Language skills. We give the lessons, use many points of data including work samples, student conferences, self-assessment, goal setting charts, etc. to set a pace, intensity and frequency of support. Adults KEEP MEASURING PROGRESS. We continue to reflect on what is still needed. This is called the Instructional Learning Cycle. It is a strategy to improve our teaching and command of the curriculum. Overall we aim to always look at individual students, increase frequency and pace of time on task and to develop stronger Montessori Tier One instruction. Tier One instruction pertains to the whole class intended curriculum.

The ISD will support our Continuous Improvement using the newly launched tool, MICIP. There are June 30 and September 1 deadlines for our submission.

FACILITY

A ShareCare inquiry was sent to ask about their intentions for renewing their lease this July. In our budgeting for the building needs, there are competing needs for clean air and installing sinks for hygiene. The facility committee will report on the discussion regarding needs and choices. We are now operating on a volunteer basis for almost everything that needs doing at
the school related to installing curtains to fixing a leaky sink. Today we fixed the furnace for $600.

Do you have any questions for me?
Date: January 14, 2021

Agenda:

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<thead>
<tr>
<th>Topic</th>
<th>Needs</th>
<th>Follow-Up</th>
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<tbody>
<tr>
<td>Building needs</td>
<td>Budget review and annual projection moving forward</td>
<td>Little Garden Club grant</td>
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<tr>
<td>Building maintenance</td>
<td>Portable lease or own follow up conversation</td>
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<td>SHARE CARE</td>
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<td>ERate for internet and phone</td>
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<td>Safety/security/COVID</td>
<td>Air filtration $3400</td>
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<td>Sinks in portables $3400</td>
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<td></td>
<td>Fence $5000</td>
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<tr>
<td>Refer to excel sheet</td>
<td>Needs here</td>
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<tr>
<td>Repairs, construction</td>
<td>drainfield, parking lot</td>
<td>Write a Thank you to J.Sparling, Trevor Bunek</td>
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<td></td>
<td>Building list now on a volunteer basis</td>
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<tr>
<td>Task force/future facility</td>
<td>Open conversation</td>
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Annual budget for next year-
wood chips $500, building fund $12,500, drainfield, sinks if not already done.
**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: Grants Committee Meeting  
Date: January 14, 2021  
Location: via Google Meets  
Time: 9:00am  
Participants Present: Paris Morse, Angela Brennan, Sarah Bordeaux

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<th>Code</th>
<th>Time</th>
<th>Agenda Item</th>
<th>Discussion Facilitator</th>
<th>Code</th>
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| I    |      | Next grants to apply for  
      - Organizing spreadsheet of grant opportunities: [https://docs.google.com/spreadsheets/d/1SJZfkQtgmFlQwTJZUB1u9Xs7m7uA3CTZsLfhqkHY/edit#gid=0](https://docs.google.com/spreadsheets/d/1SJZfkQtgmFlQwTJZUB1u9Xs7m7uA3CTZsLfhqkHY/edit#gid=0)  
      - Explore Walton Foundation  
      - HVAC system  
      - Arden to apply for garden grant  
|      |      | Grant reporting  
      - Waiting to hear on 2% grant  
      - Pryke Foundation came in and has been thanked  
|      |      | Paris | D |

**Action Steps:**  
- Sarah to explore HVAC systems grants with Arden and facilities committee  
- Group will continue to maintain and organize the spreadsheet of grant opportunities  
- Sarah will connect with Meagan Batdorf to explore Walton Foundation potential

**Goals for next meeting:**
LMFF Meeting January 13, 2021
Attendance: Aishwarya Nukala, Danu Geraci, Emily Miezio, Julie Yoffy, Natasha Martinson, Rebekah Hall, Sarah Bordeaux

Financials: Current account balance $16,206. Deposit from online Orchards at Sunset Race sales were $638.00. Raymond Pryke Foundation Donated $5000 for scholarship money. We need to discuss with Arden our fundraising goal. We have included our wreath sales and Raymond Pryke money in the past. Discussed how this is a tough year and we would like this to be counted in our continued fundraising balance efforts.

Basket Fundraiser: Aishwarya discussed concerns of these higher priced baskets that might be a minimum bid of $200 and with 8 baskets would be get the bids we need on them. We talked about smaller boxes of chocolate for sale. Maybe reaching out to Grocer’s Daughter or another chocolate producer in the area. We want to talk up each classroom so families feel inclined to bid on their child’s classroom basket. We will reach out to news to ask about doing a story about fundraising in the time of Covid-19 and the challenges faced. We want to get brochures up in the area. Post on social media. Just get the word out that we are having a bidding fundraiser, open to the public. We will meet via zoom next Tuesday at 8:45am to discuss what has come about for volunteers and contributions.

Foundation Bylaws and Conflict of Interest Statement and Taxes: Sarah spoke and we need to take Kallie Craker and Elizabeth Channer off our paperwork. We need new paperwork signed and new members added. Sarah will email to all of us and we can sign and scan or send paper copy to school for Sarah to compile. Emily M. will talk about taxes for the year with Anita Abbott. We paid the $25 non profit fee this fall.

Thank you Notes: Dani has been writing. She has the stationary and stamp. If she needs help she will reach out. Discussed how PayPal donations only give an email. Trying to see if we can request address on paypal. We are sending out email thank you’s for those with a receipt for end of the year tax purposes. Sending a Thank you to Raymond Pryke Foundation, and they request a receipt for tax purposes.
Title: Governance  
Date: Jan 11, 2020  
Location: LMPSA (via Zoom)  
Time: 2.00 pm  
Participants:

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<tr>
<td>I</td>
<td>*BMCC Compliance Calendar (budget amendment, school contact list, Academy Planning Document)</td>
<td>Sarah</td>
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<td>D</td>
<td>E-Covid Learning Plan evaluation (monthly requirement)</td>
<td>Arden</td>
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<td>Vaccine policy for staff</td>
<td>Sarah/Arden</td>
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<td>New guidelines pertaining to HD/covid</td>
<td>Sarah</td>
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<td>Update on new board member</td>
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<td></td>
<td>Finalize Board Agenda</td>
<td>Sarah</td>
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<td>Note: virtual meetings ok until Mar 31, 2021</td>
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**Action Items/Notes:**

Academy Planning Document will be filled out by Arden, submitted by the end of month.

E-Covid learning plan: no changes recommended. Note that learning at home families were given the option to return to learn in the classroom starting 1 Feb. There will be a final opportunity in March.

Vaccines for staff: vaccinations for Covid-19 are available for staff, and substitutes will be available if they need to get one during the work day, or if they have any ill effects from the vaccine. Board at some point may wish to decide whether to address staff vaccinations in policy (mandating or recommending them). Governance doesn't believe any action needed at this point.