Leelanau Montessori Public School Academy (LMPSA)
Wednesday, July 20, 2022
8527 Government Center Dr. Suttons Bay, MI 49682

1. Oath of Office Sarah Lutke: Tabled
2. Call to Order: President Bordeaux called the meeting to order at 6:05 p.m.
3. Roll Call: President Bordeaux, Vice President-Secretary Abbott, Director Kuhn, Director Korroch
   Absent: Director McConnell and Treasurer Lutke
   Others: Beth Bassett- Recording Secretary, Dani Geraci- LMFF, Abby Mikolowski-Bay Mills

4. Additions/Approval of July 20, 2022 Agenda:
   Director Abbott requested to remove Facilities item b. under Committees and Board Membership 101 to be tabled until next month.

MOVED BY KUHN SECONDED BY KORROCH TO APPROVE THE JULY 20, 2022 MEETING AGENDA AS AMENDED.
AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

5. Public Comment: Dani Geraci, president of the Leelanau Montessori Forever Foundation reviewed the meeting notes and commented that the next event is the 5K Vineyards at Sunset in October. Dani also presented the Board with a check for $20,000 for the school. The Board thanked the LMFF for their hard work and dedication to the school.

6. Revisions/Approval of the June 15, 2022 Regular and Budget Hearing Board Meeting Minutes:

MOVED BY KORROCH SECONDED BY KUHN TO APPROVE THE JUNE 15, 2022 REGULAR MEETING MINUTES AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

7. Head of School Report: President Bordeaux commented that the Head of School report has been submitted and asked if there were any questions to forward them to HOS Wilson or ask them now and she will communicate them to HOS Wilson. No questions were asked.

8. Annual Organizational Meeting:

MOVED BY KORROCH SECONDED BY ABBOTT TO APPROVE MOVING INTO THE ANNUAL ORGANIZATIONAL MEETING AT 6:10 P.M.
AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED
President Bordeaux addressed the Board and asked if anyone was willing to take on any of the board officer positions. No members were interested and the officers would remain as is. Approval of the Consent Resolutions was tabled until the end of the meeting.

9. Committee Reports:
   a. Academic Excellence: Director Korroch reviewed the written submitted report.
   b. Finance: No meeting was held.
   c. Governance: Vice President-Secretary Abbott reviewed the written submitted report. Vice President-Secretary Abbott commented that there is still a Board member vacancy. Director Korroch said she would follow up with Tori Craig on some prospective members. Director Kuhn said she would contact the director at Bennigan regarding a lead she might have.
   d. Grants: President Bordeaux reviewed the written submitted report.
   e. Marketing: President Bordeaux reviewed the written submitted report.

MOVED BY KORROCH SECONDED BY KUHN TO APPROVE THE JULY NOTES AND FINANCIALS AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

10. Strategic Planning: The Board discussed if the strategic plan was final and voiced their concerns. It was decided to hold off approving the plan and send all questions and concerns to H of S Wilson.

New Business:
11. Board Membership 101: Tabled until next month.

*Consent Resolution Approval:
MOVED BY KUHN SECONDED BY KORROCH TO ADOPT RESOLUTIONS #5-2022 THROUGH #19-2022 AS PRESENTED WITH THE EDIT OF #5-2022 REMOVING SARAH LUTKE AS TREASURER UNTIL NEXT MONTH WHEN SHE TAKES HER OATH OF OFFICE.
ROLL CALL: BORDEAUX-YES, ABBOTT-YES, KUHN-YES, KORROCH-YES
AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

12. Public Comment: Abby Mikolowski commented that Bay Mills will be paying for the NCSI services.

13. Board Member Comment: Director Kuhn thanked the Board officers for serving again. President Bordeaux thanked all the members of the LMFF.

14. Adjournment:
MOVED BY KUHN SECONDED BY KORROCH TO ADJOURN THE MEETING AT 6:37 P.M. AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

__________________________
Secretary

__________________________
Date

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HOS Report July 2022

"We improve ourselves, so that we can serve others." - Maria Smirnova, Whole School Leadership colleague

GENERAL
Summer has its own rhythm and routine. We have launched summer program with 55 children and 6 staff members. We are working on many facility functions and improvements. The campus needs renewal and restoration, much like the children and faculty do so we are giving the building a rest. The strategic plan, once adopted this evening by the Board, will be followed with an implementation plan. I am working with others digitally to draft the implementation plan and will share mid-August in preparation for the Board meeting. This draft will be changed and nurtured by Board and staff members and adopted on August 25th at the SPP meeting from 2:00-5:00pm at the school. I hope that the plan will come alive right away! Does this process sound okay to you all? What are your questions?

ENROLLMENT/STAFFING: BUDGET/FINANCE
We have 125 students enrolled. We have openings in the Elementary program. We have hired four new staff members to round our amazing staff to 18. We are on the cusp of our projected count so will need to maintain the 74 projected so that we can keep our budget balanced. I have made contact with some families over the summer to check in and keep connected. Our Ambassador Program also has launched and the existing school community will serve as a commitment catalyst. We are building from the basics and foregoing the renovation to the porches, portables and wall removal plans. We will keep a keen eye on the bottom line and hope to find cushions and some certainty in the year. As the strategic implementation plan is developed, it will also help guide us in our decision making and directions.

ACADEMICS/WHOLE CHILD
Leelanau Montessori is a place for human development and flourishing. I am designing our adult development work so that as we improve ourselves, we can serve the child skillfully and sincerely. Our professional development plan is submitted to the state and will revolve around many themes. Faculty will gather each Tuesday for a purpose of climate and culture, equity and belonging, curriculum mapping, community and communication.
FACILITY
Classrooms and configurations are still being considered. I would like to draft a plan for the long term so that I can envision some moving parts that are part of an evolving school. Classroom locations and sizes are part of this piece. I will meet with Kevin Endres in August to discuss questions that the Lease Renewal sub-committee posed in preparation for our August 16th meeting from 1-2PM. Tom McConnell has once again scaled to high heights for the school! There he was up on the tallest ladder! He has painted three of the five covered entries to the school. We are seeking bids for painting the exterior entire of the school this fall. I am working with Molon to get the parking lot resurfaced and relined. Our workbee team did come together for fences and shade sails, as well as some trail maintenance. We are in need of a handy person to come hang shelves and hooks, assemble furniture and haul some rubbish. Our annual summer workbee is scheduled for August 5th and 18th from 9-5.

Do you have any questions for me?
Academic Excellence
July 2022
Agenda/ Minutes for Email Check-in

Summary of AE for July: We did an email check-in this month. The AE chair updated the regular agenda items and committee members stayed in communication with Arden about the Equity Audit that will begin in the fall. See further details below.

Updated Regular agenda items:

I. DEIB/Access and Inclusion/ABAR
   A. Equity Audit
      1. Arden’s proposed dates are below.
      2. AE, Arden, and other stakeholders will meet in August.
   B. Parent Task Force
II. HOS Annual Evaluation
III. Reference Documents
    A. HOS Evaluation Plan
    B. HOS Ongoing Board Data Collection
IV. Future Agenda Items
    A. August/September: Update domains on the data collection form
    B. September: Prepare a timeline for HOS evaluation

Preliminary dates for our whole group gatherings take place from 3:30-5:00 except 9/22:

September 13- connect, reflect and define (Tess lands us in embodiment exercise)
September 22- **** 1:30-3:00 AE facilitates- interact with tool: Discovery Phase *(Our early childhood DEIB folks may please help to facilitate with us. We are holding a space for this and can hear from you about your current considerations).
October 11-AE facilitates- interact with tool: Discovery phase
November 8-Lucy leads- interact with tool: Dream phase
December 13- AE facilitates-Action Plan developed: Planning Phase
- Grant July 14, 2022
- Present: Sarah Bordeaux Angela Brennan
- Paint supplies for school - Angela check on grants, Ace’s TC, Lowe’s, etc.
- Chemical bank community hours, people and bodies to paint *(summer 2022 needed)* - Sarah/Angela - follow-up; Forward to Arden idea of including community hours in school enrollment packet/back to school paperwork
- Sarah get more info on federal aid grant opportunity (available for schools with military/tribal members as part of the community)
- Look into North Ed Farm to School organization (they’ve helped install gardens in Leland/Northport schools) - Keep researching, check with Tory on a good contact for this - Sarah
- Crowdfunding, Growing Communities Together | Patronicity (missed this) - All (dig into this opportunity)
- Mockingbird re-submit (same request for instruments/teacher training) $10,000 - Check with Arden on where grant materials reside and if any changes might want to be made prior to re-submittal - Angela
- OutClass Outdoor Classroom contest, submitted (contest winner will be notified on May 23rd, 2022), Sarah ask at board meeting if heard anything?
- Raymond Pryke - Angela follow up with Dani get final copy for grants folder and confirm submission
- Research new grant opportunities ONGOING
Title: Governance  
Date: July 13, 2022  
Location:  
Time: 2 pm  
Participants: Sarah Bordeaux, Anita Abbott

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<td>Binders for Board members</td>
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<td>Review Video for presentation to board; Board membership 101</td>
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Plan to print a Board binder for each member, containing:

- Board Manual
- Board Bylaws
- Compliance Calendar
- Family Handbook
- Charter
- Board policies (table of contents)

Plan to watch a portion of Board Membership 101 video at the meeting.

July is organizational meeting. Sarah will email board members regarding officer positions.

PTO (paid time off): discussed with John Sanford. He noted that policies on use of PTO are issued by them, as the employer (with input from HOS). To the extent any changes are needed HOS should consult with Axios. No further board action required.

Late tuition policy: would like to know if contract signed by parents spells out late tuition penalties/consequences. This would be best place to make sure parents are aware of consequences. Also appears in family handbook. Language should be consistent in both places. Consider requiring exceptions to the policy be raised board level for awareness/approval.
July 13, 2022 4pm Marketing Notes

Tom McConnell Sarah Bordeaux

Discussion of the 2022–23 Budget:
The Marketing Committee is committed to hiring a videographer to update our videos for website, social media and use for youtube. Tom will contact our two potential videographers Gabe Huiskens and Jim Sunberg and will then propose who he feels is best fit for this project.

Additional discussion: Advertising? Capital Campaign? What will be needed for the 2022–23 school year, committee would like to further discuss with the Board and Arden.

Next meeting August 9, 2022 2pm
Leelanau Montessori Forever Foundation Meeting 7/13/2022
Present: Rebekah Hall, Natasha Martinson, Danu Geraci
Sarah Bordeaux Voted via Phone

Notes:
Financials: Rebekah reported we have $25,712.03. We want to keep seed money. Discussion preceded. We will give the school $20,000.

Voted to give Leelanau Montessori Public School Academy annual check. We will present at the Board Meeting Wednesday 7/20/2022. Motion: Rebekah I motion we give LMPSA $20,000. Natasha 2nd. All in favor Yay. Sarah Bordeaux voted yes via phone. Check will be presented at the next LMPSA board meeting.

Natasha: Discussed us applying for a grant. She is going to give more information about this. We will look into further and check with the Grant Committee.

We will go over the 5K sponsorship letter and then schedule via text to meet to address envelopes to send letters out.

Letter to send with families in back to school packet needs to be finished and printed. Dani will contact Beth Bassett and ask her when we need that done by.

Next meeting Dani’s House Wednesday August 10th 9:30am.