Leelanau Montessori Public School Academy
Regular and Organizational Meeting
Wednesday, July 21, 2021 6:00 p.m.
7401 Duck Lake Rd., Lake Leelanau, MI 49653

1. Oath of Office: The oath of office was administered to Sarah Bordeaux and Debra Kuhn.

2. Call to Order: President Bordeaux called the meeting to order at 6:12 p.m. but discovered that a Board member phone call in would not be able to vote. Resumed meeting at 6:32 when Board member Lutke arrived.

3. Roll Call: President Bordeaux, Trustee Korroch, Trustee Kuhn, Treasurer Lutke
   Absent: Trustee McConnell, Secretary Abbott
   Others: Arden Wilson - Head of School, Beth Bassett-recording secretary, Abby Mikowiowski-BMCC

4. Additions/Approval of July 21, 2021 Agenda:
   It was requested to remove the resolution in item 12.

   MOVED BY KORROCH SECONDED BY KUHN TO APPROVE THE JULY 21, 2021 AGENDA AS AMENDED.
   AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

5. Public Comment: None.

6. Revisions/Approval of the Regular Board Meeting Minutes June 16, 2021:

   MOVED BY KORROCH SECONDED BY KUHN TO APPROVE THE JUNE 16, 2021 REGULAR MEETING MINUTES AS PRESENTED.
   AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

7. Revisions/Approval of the Special Board Meeting Minutes June28, 2021:

   MOVED BY KORROCH SECONDED BY KUHN TO APPROVE THE JUNE 28, 2021 SPECIAL MEETING MINUTES AS PRESENTED.
   AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

8. Revisions/Approval of the Special Board Meeting Minutes June30, 2021:

   MOVED BY KORROCH SECONDED BY KUHN TO APPROVE THE JUNE 30, 2021 SPECIAL MEETING MINUTES AS PRESENTED.
   AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

9. Head of School Report: Head of School Arden Wilson reviewed her written submitted report. Trustee Kuhn questioned who would be replacing Morse on the grant committee. Wilson commented that a community member will replace Morse. Kuhn also asked to what extent the community is involved in work bees and volunteering. Wilson commented that the community is very involved in the life of the school. Wilson commented there will be a sign up genius created for parent participation in the demolition of the renovation project. Korroch questioned if any of the summer program staff will be applying for any positions and Wilson commented she is encouraging one of them to apply for the after school care director.

10. Annual Organizational Meeting:
   MOVED BY LUTKE SECONDED BY KORROCH TO ADOPT CONSENT AGENDA RESOLUTIONS #11-2021 THROUGH #25-2021 AS PRESENTED.
   BORDEAUX-YES, KORROCH-YES, LUTKE-YES, KUHN-YES
   AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

Old Business:

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LMPSA Minutes
7-21-21
11. Committee Reports:
   a. Academic Excellence: Korroch reviewed the written submitted report.
   b. Facility: Wilson commented that the renovation project is moving forward with ShareCare moving out
      August 2nd and the Health Department relocate on August 4th. Wilson passed out the architectural drawings and
      commented that the HVAC system does not need to be upgraded and that there will be no cost. AMO is onboard
      for some work to be completed by the beginning of school.
   c. Finance: Lutke commented the committee reviewed the budget line by line and confirmed the
      numbers looked good for the upcoming year.
   d. Fundraising: Bordeaux reviewed the committees written submitted report. Kuhn commented that she
      would be willing to look into land to use for the 5K.
   e. Governance: Bordeaux reviewed the committees written submitted report. Abbott has agreed to be
      the vice president for the upcoming year. The committee is looking for an additional board member and will be
      discussing mask mandates for the upcoming school year.
   f. Grant: Wilson reviewed the committees written submitted report.
   g. Marketing: Bordeaux reviewed the written submitted report.

**MOVED BY LUTKE SECONDED BY KORROCH TO APPROVE THE JUNE COMMITTEE MINUTES AND FINANCIALS
REPORT AS PRESENTED.**
AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

New Business:

   12. Construction Bid Discussion: Wilson reviewed and broke down the one submitted
construction bid. The Board discussed possible cost savings in regards to the final cleanup, site prep,
cement walkway, and the removal of the HVAC costs. Wilson reviewed the timeline schedule that Jim
Greene submitted. The Board discussed the possible savings and came up with an amount of $73,000 as
the maximum spending limit.

**MOVED BY LUTKE SECONDED BY KORROCH TO APPROVE MOVING FORWARD WITH GREENE
CONSTRUCTION AS THE CONTRACTOR AND APPROVE HEAD OF SCHOOL WILSON TO ACCEPT A BID UP
TO $73,000 FOR THE CLASSROOM EXPANSION PROJECT.**
AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

13. Public Comment: Wilson commented that the building partners have been very cooperative
and she challenged the Board to get helpers for the demo. Beth Bassett congratulated Head of School
Wilson in receiving the Red Hot Teacher of the year for Leelanau/Benzie county. Abby Mikowlowki was
thanked for making the trip and everyone was glad to meet her in person.

14. Board Comment: None

15. Adjournment:

**MOVED BY KUHN SECONDED BY LUTKE TO APPROVE ADJOURNMENT OF THE MEETING BY CONSENSUS
AT 7:35 P.M.**
AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

Secretary

Date

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LMPSA Minutes
7-21-21
"One finger cannot lift a pebble." – Hopi

GENERAL
This month has been quiet around the campus. Summer families and inquiries continue to keep us busy while planning and preparing for the new school year is taking shape. A tour is scheduled for tomorrow morning. The new parents will attend an Orientation next month in order to support their understanding of Montessori education and the culture here at the school. The library launch is on schedule for the new year and book orders are made. Bay Books has provided a 10% discount and superb consultations around curriculum resources.

ENROLLMENT/STAFFING
There are 120 children enrolled in the school. 8 toddlers, 46 Primary and 65 elementary age. We have 14 full time staff members and three part time support staff. Our goal is to maintain these levels and continue to add elementary students and maintain a waiting list for the Toddler and Primary programs.

BUDGET/FINANCE
The budget is complex and in a holding pattern though with all scenarios the fund balance remains at a 8-10% rate. Once October 15th is here, we will have more clarity about the amendments and actual priorities. An annual giving letter will be sent to donors in August and November this year. The goal of the foundation and the school is to raise 60K this year. Access to quality childcare and operational costs such as staff training and compensation will be impacted through an increase in the fund balance. The grand plan for the building will also be realized when we have fiscal discipline to grow our fund balance.

We received a $240 grant from the GTRF. A $540 grant to do Anti-Bias, Anti-Racist work. A $5000 grant from the Grand Traverse Band of Ottawa and Chippewa Indians for the expansion or early childhood programming. A $4900 from MIOSHA for sinks and counters. We have applied for several more grants to support Social-Emotional development, expanded programs and professional development.

ACADEMICS
The Elementary staff is working this summer to plan the first trimester of lessons and develop a curriculum map for the year. Curriculum documents that pace the cosmic curriculum support our fidelity and improve instructional integrity and teacher clarity. High quality instruction is one of our hallmark improvement initiatives.

In August, Academic Excellence will share the PD plan and work further on the MICIP process.
The conversation at the state level relates to the need for grade level lessons and strong relationships. This is what Leelanau Montessori does well already so we are eager to start the 2021-22 school year grounded in our mission.

FACILITY
The state of Michigan has approved the local building code department to permit our project. The Childcare Licensing Agency has also approved the site plan so we are expecting all permits to be ready to go by August 1st which helps with our tight timeline. One bid came in for the project, from Greene Construction. They are confident that the project can be done in short order and ready for the opening of the classroom on September 7th. We have 60K to help cover the cost of this renovation. Total costs will equal close to 80K. If the board determines that there will be workbees to bring the cost down, I would like to request that someone help to supervise these in concert with me. I can attend some of the events but will need another supporter to help. August 5, 6 & 7 and August 27 & 28 are the available dates.

We are asking AMO to build a fence around the heating and cooling. Woodchips need spreading. There is tree and path work to be done. A shade sail is ready to hang and sinks and counters will go into the portables. August will be a busy month!

I hope that the Board can come onto the campus safely this year and for a visit to see their commitment to the children and the school in action!

Do you have any questions for me?
Academic Excellence
Minutes
June 2021

Attendees: Arden Wilson, Kate Korroch, Lucy Waechter Webb, Tess Waechter Smith

I. Teaching and Learning
   A. No new update

II. Culturally Responsive Education

This was our main focus this month. We created a working list of ideas and began to think about cost, local resources, etc. Our ideas are listed here.

   A. Brainstorm ways to use board opening as opportunity to expand diverse representation on the Board of trustees
   B. Establish goals for ABAR work
      1. Marsha J. Smith Community Leadership Award $540
      2. IDI Training (Fall 2021) ($18 per person; 16 staff, 7 (?); board members, Lucy and Tess; 25 = $450)
         a) What would it take to unpack what we glean from the initial assessment? Does that take special training? Could Arden’s colleague do this?
      3. Library wishlist (compile in time for the holidays)
      4. Annual training for staff and board
      5. Community outreach

III. Evaluation
   A. HOS Evaluation Process Review
      1. August 2021: HOS does self assessment and growth plan
      2. September 2021: HOS submits to board committee. Board committee reviews and approves.
      3. October 2021: Academic excellence chair talks to ISD for training

Action: Kate contact ISD about training on HOS evaluation

   5. March 2022: Collate collected evidence.

IV. Misc.

V. Next Meeting: 27 July 2021 at 2:00 PM
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 Committee Meeting
Date: July 13, 2021
Location: LMPSA
Time: 8:45 AM
Participants Present: Arden Wilson, Sarah Bordeaux, Beth Bassett, Sarah Lutke

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<th>Time</th>
<th>Agenda Item</th>
<th>Discussion Facilitator</th>
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<td>In Depth Review of Financials</td>
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<td>Discussed Expansion Cost</td>
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Action Steps:

In depth (line by line) review of financials. Increased per pupil funding to $8700. Discussed expansion and related costs – making a list of items that are both non-urgent and won’t cost more in the long run if they are completed in a different phase of building projects (in order for spending to stay within our project budget).
LMFF Meeting Notes
07/14/2021

Present at meeting:
Dani Geraci, Sarah Bordeux, Rebecca Hall, Natasha Martinson

Need to vote on and update LMFF member titles/positions
Shall not be less than 3 nor more than 7 members

Annual meeting in July

Need a better vision for us on the website, need to update website.

Signed conflict of interest form, Sarah B. has it

Sarah made motion to make the following changes:
Dani G as President
Rebecca H as Treasurer
Natasha M as Secretary

All in agreement

Dani made motion to make the following change:
Sarah B. as VP

All in agreement

Need to determine where changes need to be filed (State of MI?)
Taxes are due in October

Need to meet with Emily in September.

When do we need to renew 401 status?
School Board Finances:

Gail/R. Pike Scholarship & Grants

  Preschool tuition – student activities (Beth)

Local Revenue Line --> dollar/day $5000 (Arden_)

Donations – misc – “Arden ask” ($16,000) $0

Donations _ Friends LMFF ($25,000 goal) $0

Orchards at sunset 5K:

Need to find a new location

  School / surrounding property  vinyards  Conservancy trails  Heritage trail
  Shady Lane Cellars  Farm Club  Black Star Farms  other suggestions?????

Tentative date for 5k October 16th

No class competition.

Parent outreach for new members, send flyer in summer packet

Tshirt/sweatshirt/hat order forms in school packets
Title: Governance  
Date: July 12, 2021  
Location: LMPSA in person  
Time: 2:00 pm  
Participants: Arden Wilson, Sarah Bordeaux, Anita Abbott

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<tr>
<td>*BMCC Compliance Calendar</td>
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<td>Share Care Termination update</td>
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<td>Expansion Plans Update</td>
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<td>Resolutions for July Meeting; proposed amendment to resolution for Election of Officers</td>
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<td>Board of Directors Manual</td>
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<td>New Board member needed</td>
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<td>Any policies to review this summer?</td>
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<td>Finalize Board Agenda, meeting and meeting plan</td>
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1. Anita signed the termination agreement. It has also been signed by Julie Tarr. It is effective July 31st. Sharecare will be moving out on August 2. Health Department will move 2-4 August.

2. Expansion Plans Update: one bid received by deadline. Finance will work out details of how to fund. Board will vote on whether to accept this bid at the July 21 meeting.


4. Masks for next school year? Arden will consult with other schools in area to see how they are handling. We will need to continue to monitor guidance and figure out how to handle for next school year.
5. When considering possible board members, someone with a finance background would be helpful.
Grant Notes July 2021

Present: Angela Brennan and Sarah Bordeaux

Discussed the award of $5000 from GTB 2% Grant
Angela will chair the Grant Committee for the 2021-22 school year
Dates, times and locations to be determined for 2021-22 school year
Recruitment of new members on Grant committee needed
Will begin to look over the next couple months of grants on spreadsheet
Need for music grant is grand, Mockingbird Foundation to be explored

Next Grant Committee: Aug 11, 2021 1100
Marketing notes July 2021
Present: Tom McConnell and Sarah Bordeaux

Budget: $6000
Needs for the 2021-22 School Year
-website maintenance $150/month?
-ads/PR
-signage, videos
-promotional items: bumper stickers, wayfinding, lawn signs, brochures?, and bags (earmark 1000)

Calendar of Events/PR
-Expansion
-GTB 2% acknowledgement
-Bay Books
-Library Launch Families
-social media, pdf events/dates

Next Marketing Committee Meeting:
Requesting our website designer, Katie and Arden present to go over website
-phone friendly
-updating: pics, staff bios, board members, committee chairs and emails

Next meeting:
August 10, 2021 2pm LMPSA