

Leelanau Montessori Public School Academy (LMPSA)  
Thursday, June 22, 2023  
8527 Government Center Dr. Suttons Bay, MI 49682

1. **Call to Order:** President Bordeaux called the meeting to order at 5:34 p.m.
2. **Roll Call:** President Bordeaux, Vice President-Secretary Abbott, Director LeFevre, Treasurer Lutke, Director Korroch

Absent: Director Kuhn and Director McConnell

Others: Arden Wilson-Head of School, Beth Bassett- Recording Secretary, Abby Mikolowski- Bay Mills via phone, Dani Geraci- LMFF President

3. **Additions/Approval of June 22, 2023 Agenda:**

**MOVED BY LUTKE SECONDED BY ABBOTT TO APPROVE THE JUNE 22, 2023 MEETING AGENDA AS PRESENTED.**

**AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

4. **Public Comment:** Dani Geraci the President of LMFF presented the Board with a check for \$15,000 to the school. The Board thanked LMFF for all their hard work and contribution.

5. **Budget Hearing:**

A. **Open Budget Hearing:**

**MOVED BY ABBOTT SECONDED BY KORROCH TO OPEN THE LMPSA ANNUAL BUDGET HEARING AT 5:37 PM AS PRESENTED.**

**AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

- B. **Budget Hearing:** President Bordeaux commented that she would like to see the use of the \$1500 in the budget for the Board to be used for Board training this year.

C. **Public Hearing:** No comment.

D. **Close Budget Hearing:**

**MOVED BY ABBOTT SECONDED BY LUTKE TO CLOSE THE LMPSA ANNUAL BUDGET HEARING AT 5:39 PM AS PRESENTED.**

**AYES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

6. **Revisions/Approval of the May 17, 2023 Regular Board Meeting Minutes:**

**MOVED BY LEFEVRE SECONDED BY LUTKE TO APPROVE THE MAY 17, 2023 REGULAR 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. Discussion regarding teacher-parent communication. Head of School Wilson commented that teachers have a communication guide with expectations outlined. Wilson thanked Director Korroch for her service to the Board and all members agreed that Kate was a great asset to the Board.

**\*Director Korroch left at 6:10 PM.**

8. **Head of School Evaluation:** Director LeFevre reviewed the HOS Evaluation Effectiveness Letter and reviewed the three areas of focus: A data driven focus on school improvement, community of care and collaboration, and core values. After discussion the following motion was made:

***MOVED BY LUTKE SECONDED BY LEFEVRE TO APPROVE THE RATING OF EFFECTIVE FOR THE HEAD OF SCHOOL ARDEN WILSON FOR THE 2022-2023 SCHOOL YEAR AS PRESENTED.***

***AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED***

**9. Committee Reports:**

- a. **Academic Excellence:** Head of School Evaluation as presented.
- b. **Finance:** Treasurer Lutke reviewed the written submitted report. Director LeFevre requested adding access needs to the budget. Treasurer Lutke commented she would contact the business office to include.
- c. **Governance:** Vice President-Secretary Abbott reviewed the written submitted report. Vice President-Secretary Abbott commented that she will be contacting Board members in anticipation of the organizational meeting regarding Board officers. Abbott commented she would be stepping down from one of her positions.
- d. **Grant:** President Bordeaux commented the committee has agreed to meet as needed. Head of School Wilson commented the school received the \$150,000 child care grant.
- e. **Marketing:** No meeting was held.

***MOVED BY ABBOTT SECONDED BY LUTKE TO APPROVE THE JUNE NOTES AND FINANCIALS AS PRESENTED.***

***AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED***

10. **Expansion Work Group:** Head of School Wilson reviewed the written submitted report.

11. **BLDHD Lease Agreement:** Vice President-Secretary Abbott commented that the lease agreement has minor changes and recommends approving the lease agreement as amended and the following motion was made:

***MOVED BY LUTKE SECONDED BY ABBOTT TO APPROVE THE FINALIZED LEASE AGREEMENT WITH THE BENZIE LEELANAU HEALTH DEPARTMENT AS PRESENTED.***  
***AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED***

**New Business:**

**12. Approval of Final Budget 2022-2023 Resolution #6-2023:**

***MOVED BY ABBOTT SECONDED BY LUTKE TO ADOPT RESOLUTION #6-2023 THE FINAL 2022-2023 BUDGET AMENDMENT AS PRESENTED.***

***ROLL CALL: BORDEAUX-YES, LUTKE-YES, ABBOTT-YES, LEFEVRE-YES***

***AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED***

**13. Approval of Original Budget 2023-2024 Resolution #7-2023:**

***MOVED BY LUTKE SECONDED BY LEFEVRE TO ADOPT RESOLUTION #7-2023 THE ORIGINAL 2023-2024 BUDGET AS PRESENTED.***

***ROLL CALL: BORDEAUX-YES, LUTKE-YES, ABBOTT-YES, LEFEVRE-YES***

***AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED***

**14. 2023-2024 Academic Calendar Resolution #8-2023:** Director LeFevre suggested removing Presidents Day wording from the calendar and stating No School as well as a few highlighted dates to be added.

***MOVED BY LUTKE SECONDED BY LEFEVRE TO ADOPT RESOLUTION #8-2023 APPROVAL OF THE 2023-2024 ACADEMIC CALENDAR AS AMENDED.***

***ROLL CALL: BORDEAUX-YES, LUTKE-YES, ABBOTT-YES, LEFEVRE-YES***

***AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED***

**15. Public Comment:** Head of School Wilson recognized Kate Korroch for her work on the Board.

**16. Board Comment:** Director LeFevre commented she has a good grasp of what is needed on the book project and thanked everyone who helped.

**17. Adjournment:**

***MOVED BY ABBOTT SECONDED BY LEFEVRE TO ADJOURN THE MEETING AT 6:49 PM AS PRESENTED.***

***AYES: ALL NAYS: NONE ABSENT: 3 MOTION CARRIED***

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Secretary

Date



## **HOS Report June 2023**

"Tell stories to help others understand your beliefs and opinions. Offer your stories, not in the hope that they will change anyone else, but because they are your stories to tell and they deserve to live outside you. And when you are a listener, allow the stories of others to change you."

— **Elena Aguilar, Onward: Cultivating Emotional Resilience in Educators**

### **GENERAL**

We closed out the operations and instruction for the 2023-2024 school year successfully. We shared fond farewells to families and outgoing staff and have set our course on the new horizons to come. It was a very busy ending! We were able to reach some goals set forth strategically, systematically and culturally. Some emerging goals include meeting instructional and financial milestones more robustly.

Volunteer hours annual report shows that 47 of our 84 families consistently volunteered at the school. The hours ranged from 1 hour per month to 10+ hours per month. We tallied over 650 volunteer hours this year from parents, families, alumni and community members.

Staff Satisfaction/Exit Interview feedback shows a positive and genuine school culture as well as difficulty with demands of daily duties and scope of the job. Suggestions for improvement include the need for systems to implement the curriculum and support using pacing guides, realistic expectations for roles and responsibilities and keeping teacher time in mind. [Staff Satisfaction Survey Action Plan](#) is shared here and will be used as a planning tool for the year to come.

[Parent Satisfaction Survey Annual Report is shared here](#)

If the Board would like to develop a Strategic Plan Annual Report and Equity Audit Action Plan Annual Report to show progress and priorities, this would be very helpful.

### **ENROLLMENT/STAFFING**

Enrollment remains strong for early childhood and we anticipate adding some more elementary children as the summer progresses. Our FTE is at 76. J I will host the New Parent Orientation next week to welcome new parents and orient them to our school culture and mission.

We have an emerging staffing plan that will include 3-5 new staff members. We continue to post positions for classroom assistants. anelle has started her Montessori training and will travel to Phoenix to attend Southwest Institute of Montessori Studies in person through August 25th.

## **BUDGET/FINANCE**

Tonights budget hearing will provide the Board an opportunity to review the EOY and next years budgets. Some highlights from this year, we furnished a Toddler classroom, sponsored three adults to attend a Montessori Diploma course, shifted snow plowing to a zero-ice tolerance level to keep our stakeholders safe, maximized our ESSER funds along with remaining state and federal grant dollars, renewed the lease with our CBB partners, finished the drainage renovation and broadened our community partner impact. We are ending this year with the largest funding balance than we have ever had at 15%. We hope to hold this into next year as well.

Next years budget will require a disciplined plan, tight belt and strategic view of the future in order to sustain our school vision and values. There are seen and unseen challenges such as rising costs, sustained staffing and growing the school without impacting our operating budget. It feels exciting and also as if there are "innumerable balls in the air."

## **ACADEMICS/WHOLE CHILD**

Our NWEA goal and proficiency scores are shared in this presentation. The action plan revolves around adult development (my own included!) to implement greater guidance, systems of practice, growth reflections and monitoring and finally more test prep and direct instruction. A simple array of our process for test prep is shared here. We are in our first phase of teacher preparation and bringing the ship along at the strongest possible level. We use our lens of equitable access, Montessori with fidelity and charter reauthorization as our greatest rationale for improved scores.

## **FACILITY**

We are ready for the summer program. We also completed the drainfield and will move ahead We did receive eligibility for the IFF grant and will be working for the full 150K to improve indoor and outdoor environments. I meet with Green Construction tomorrow to discuss the detailed format of the grant that is required by all contractors being paid directly from the IFF fund.

We have a estimate in hand for the FlowMeter. It will be @ \$2400 to install.

We have parents and families involved in building a Gaga pit. I have reached out to the Playground company to inquire about installing 6 swings. We would use a combination of grant monies and fundraising monies to pay for this feature. The Parent Core for Playground is collaborating with LMFF to enrich the 5K and may also hold other events this year.

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

## Leelanau Montessori

Title: Governance

Date: June 15, 2023

Location: LMPSA

Time: 11 am

Participants: Sarah Bordeaux, Anita Abbott, Arden Wilson

Agenda Item	Discussion Facilitator	Notes
Lease renewal with Health Department; status	Anita	Board to vote on final version that has been signed by Health Department. On track for new lease in place by 1 July.
Board membership. Still need one new member.	Anita	Still looking for 7th member
Staff Exit Interviews	Sarah	Axios will distribute exit interview survey to all exiting staff members, and offer opportunity for in person discussion. General themes from the surveys will be presented by Arden to board when available.
HOS Evaluation; status	Sarah	Will finalize at board meeting
Agenda for board meeting	Sarah	
Officers for next year		Need board members to fill leadership roles next year. Will discuss at board meeting.

## ● 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.*

Join Zoom Meeting <https://zoom.us/j/99239966269?pwd=WWRob08vRWlscVJFZ1hoRU11aWh3QT09>

Meeting ID: 992 3996 6269

Passcode: 3B2053

[Grant committee folder \(Google Drive\)](#) - Meeting notes, grant applications, archives

[Grants spreadsheet](#)

[Grant committee notes](#)

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**June 19, 2023**

**Attendees:** Sarah, Angela

Location: TC, NMC campus

Purpose: Monthly Grant Committee meeting

### Agenda

- **Other:**
  - Grant committee discussed the need to meet over the summer. Decision to meet as needed; depending on support needs from Arden, or if there are upcoming grants or other items where discussion is needed.
  - Discussed possible collaboration with some of the other school committees. The grant team wants to ensure we are supporting the school in the best way possible.
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- **GTB 2% spring cycle**
  - AI (Arden): Let grants team know how we can help, deadline May 31st DONE, submitted
- **Impact TC** grant (due May 26th), **Is this of interest for interest and/or a priority?** Deadline passed
  - Angela updated info on our grant spreadsheet, Updated
- **Food program:**
  - Talk with local restaurants to gauge participation/interest; follow up meeting with those interest with business plan and form for finance committee to look at.
    - From Arden (4/20): AI (Arden) - Meeting on site with Groundwork Center early May and will create a food program proposal Mid May with budget, etc. In progress?
  - What are next steps? What support can Grant committee provide?
- **Facility improvement fund for childcare:**
  - From Arden (4/20): We are waiting for Phase II IFF-childcare expansion prequalification- this will be a collaborative effort to complete grant requirements if we qualify. **Have we heard anything on the pre-qualification?**

**May 2023**

The Facility Expansion Work Group met this month to proceed in developing a building master plan that will help inform the proposed expansion in a strategic, holistic manner. We discussed the dynamic of our needs in the past, present, and future. We named attributes of a Montessori environment and considered flow and finite obstacles for the campus overall.

[Architect Proposal](#)  
[Expansion Proposal](#)

**May-June 2023**

**Participants:**

**Tom McConnell, Sarah Bordeaux, Elizabeth Channer, Lisa Thauvette, Bethany Sparling, Michael Leveack, Arden Wilson**

The group reviewed the mock up of a master plan. Flow of foot traffic, use of open use spaces, classroom attributes/areas and construction logistics were of interest. We discussed the roadblocks and the realities of cost, construction, permits and planning this project.

We will need a special use permit and must move through the process, a civil engineer as soon as possible, a survey scheduled and will meet in at the end of June. We expect a detailed drawing then to land on the Master Plan by mid-July.

There are many balls in the air as we toggle between current needs and future possibilities.

Next steps: secure survey, consider project management, special use permitting, architect deliver master building plan, group adopt master plan to present to Board.