Leelanau Montessori Public School Academy (LMPSA)
Wednesday, May 18, 2022
8527 Government Center Dr. Suttons Bay, MI 49682

1. Call to Order: President Bordeaux called the meeting to order at 6:00 p.m.
2. Roll Call: President Bordeaux, Vice President-Secretary Abbott, Director Kuhn, Director Craig, Director McConnell, Director Korroch
   Absent: Treasurer Lutke (arrived at 6:20 pm)
   Others: Arden Wilson- Head of School, Beth Bassett- Recording Secretary, Abby Mikolowski- Bay Mills

3. Additions/Approval of May 18, 2022 Agenda:
   MOVED BY ABBOTT SECONDED BY MCCONNEILL TO APPROVE THE MAY 18, 2022 MEETING AGENDA AS PRESENTED.
   AYES: ALL  NAYS: NONE  ABSENT: 1  MOTION CARRIED

4. Public Comment: None

5. Revisions/Approval of the April 20, 2022 Regular Board Meeting Minutes:
   MOVED BY ABBOTT SECONDED BY MCCONNEILL TO APPROVE THE APRIL 20, 2022 REGULAR MEETING MINUTES AS PRESENTED.
   AYES: ALL  NAYS: NONE  ABSENT: 1  MOTION CARRIED

6. Head of School Report: Head of School Wilson reviewed her written submitted report. Director Craig questioned if the staff to be trained were new staff and HOS Wilson commented there are new staff looking to be Montessori trained and she hopes to groom new and current staff staff into positions. Wilson is working on streamlining the assistant training as well. Director McConnell questioned if there were any budget concerns and HOS Wilson commented that she has worked with Wes on forecasting the budget and it is looking good for the next school year.

*Sarah Lutke arrived at 6:20 pm.

7. Committee Reports:
   a. Academic Excellence: Director Korroch reviewed the written submitted report.
   b. Finance: Treasurer Lutke reviewed the written submitted report. HOS Wilson commented that the upcoming budget will be based on 75 FTE and staff discounts for childcare is being discussed. It was stated that the $100K
deficit will be made up partially with ESSR funds but a decision about dipping into the fund balance may need to be decided by the Board.
c. Fundraising: President Bordeaux commented that all efforts are going into the Evening of Art. Everyone was encouraged to attend.
d. Governance: Vice President-Secretary Abbott reviewed the written submitted report. Vice President-Secretary Abbott commented that there will be a vacancy to fill on the Board in July when Director Craig resigns in June. The Lease task force will consist of Arden Wilson, Tom McConnell, Sarah Lutke, and Beth Bassett. A parent may join as well who has real estate experience. Discussion on the adjacent property that we have permission from the owners to use.
e. Grants: President Bordeaux reviewed the written submitted report.
f. Marketing: Director McConnell and President Bordeaux met briefly. Painting of the building was discussed and press releases.

MOVED BY KORROCH SECONDED BY KUHN TO APPROVE THE MAY COMMITTEE NOTES AND FINANCIALS AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED

8. Strategic Planning: Director Craig commented that she will be resigning in June as she will be attending Montessori Elementary training in Italy during the next school year. Director Craig reviewed her written submitted notes and commented the strategic planning team wrapped up their work and June 5th some participants will gather to work on the final draft.

New Business:
9. Head if School Evaluation Arden Wilson: President Bordeaux read the HOS evaluation letter. Arden Wilson was given an effective rate for her evaluation.

MOVED BY KORROCH SECONDED BY MCCONNELL TO ACCEPT THE HEAD OF SCHOOL EVALUATION LETTER AND THE RATING OF EFFECTIVE FOR THE 2021-22 SCHOOL YEAR AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED

10. Reappointment of Sarah Lutke:

MOVED BY KUHN SECONDED BY CRAIG TO APPROVE THE NOMINATION OF SARAH LUTKE FOR REAPPOINTMENT FOR THREE MORE YEARS AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT:0 MOTION CARRIED

*Abbott left at 6:50 pm

11. Approval of the GTB 2% Application Resolution #2-2022:

MOVED BY LUTKE SECONDED BY MCCONNELL TO ADOPT RESOLUTION #2-2022 GTB 2% GRANT APPLICATION AS PRESENTED.
ROLL CALL: BORDEAUX-YES, MCCONNELL-YES, CRAIG-YES, KORROCH-YES, LUTKE-YES, KUHN-YES
AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

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12. Public Comment: Abby Mikolowski commented that the dinner at Bay Mills is on and they are looking forward to seeing some of the Board in attendance. HOS Wilson commented she is grateful for having the scholarship funds for the last two years proactively for the following school year. Director Craig asked what the staff discount is for childcare and HOS Wilson commented that it is currently 75% but will most likely go down to 50% in the coming years as it is being reevaluated. Treasurer Lutke commented that staff benefits are of high concern for the finance team.

13. Board Comment: Treasurer Lutke commented that the finance team is reviewing the pay scale and working it into next school years budget. President Bordeaux thanked Nora and Matt Goodell and all the volunteers who helped with the staff appreciation luncheon.

14. Adjournment:

MOVED BY MCCONELL SECONDED BY KORROCH TO ADJOURN AT 7:08 P.M.  
AYES: ALL  NAYS: NONE  ABSENT: 1  MOTION CARRIED

______________________________  ______________________________
Secretary                        Date
"One of the marvelous things about community is that it enables us to welcome and help people in a way we couldn’t as individuals." – Jean Vanier

GENERAL

Our Leelanau Montessori community is coming together and expanding! We continue to host events, visits, observations, tours, art projects, expert guests and community members. We are planning for spring traditions such as the bike outing, moving up visits, gardens, building improvements, exhibitions of Elementary work, Dance of the Cosmos and the 6th Year Celebration. We have launched two new traditions, the Art Walk and a Carnival. Though we are sure to be tired by that time, we will round out the year with zest and delight knowing that we have prepared a strong and supportive place for children to flourish. Seasons and school years each bring their unique gifts. This year, we will say farewell to Cathy Wurm and honor her on Wednesday, June 1st at 2:30. I hope that the Board can attend her tribute and give a token of appreciation for her 36 years.

ENROLLMENT/STAFFING

There are 125 children enrolled at this time. Childcare and enrollment commitments are due June 14th. Our staffing plan has 16 full time staff and 2-3 part time staff. Carrie Mosqueda is one month into her Montessori Assistant to Infancy teacher education program at an AMI center in Mesa, Arizona. Tanya Hill is enrolled in the Elementary Teacher Education program in an AMI center in Denver. We want to help train two or more new teachers and enroll our assistants in an AMI assistant course this next year.

BUDGET/FINANCE

Our current budget will come in much like we anticipated with around a 10% fund balance. Next years budget will need some work after you pass a balanced budget next month. We must retain and expand our enrollment to continue to balance our priorities and staffing costs. We want to do some work to create transition areas in the portables and remove walls in current classrooms to allow for the larger class sizes. Space in the school is greatly limited and we continue to lack basic gathering areas and auxiliary spaces. Fundraising may be required sooner that later to realize the needs of the school.

ACADEMICS/WHOLE CHILD
We have completed the MSTEP and NWEA tests. We are tracking data more frequently and learning to shift our instruction to bolster fluency in math and reading skills. The teachers are experimenting and trying new routines and rationale for their expanding awareness. We are striving to structure the school days to respond to the child's needs while also using the child's interests, appetite for discovery, exploration and self-assessment as leverage in their learning. The children are connected, happy and learning. We are looking at the development of the whole child when we develop classroom systems that promote planning, executing plans, time management, collaboration and the study of the entire universe. Children take care of one another, of the outdoor environment, set goals and then work to meet them and go out to discover and gather information. We all are showing respect for self, others and the planet. Spring songs and celebrations make this feel easy and alive right now.

FACILITY

The Facility folks meet tomorrow. We will walk the campus to create a Grand Plan and consider how we might add to our play areas. Construction projects, light duty jobs and building maintenance and upkeep are crucial these next months. I did meet with the Green Construction guys to inquire about three season porch added to the portables and wall removal in the Lower Elementary.

Do you have any questions for me?
Academic Excellence
May 2022
Minutes

Attendees: Arden, Derenda, Deb, Kate
Notetaker: Kate

Summary: We spent the majority of our time brainstorming on the ABAR/CRE document which is linked below. Arden asked the committee if it would consider leading the equity audit Fall 2022. Over the next few weeks, the committee members will review relevant materials and prepare to discuss this at the June meeting.

1. Culturally Responsive Education
   a. ABAR/CRE Brainstorming Document from 2021
   b. Parent Equity Task Force
2. HOS Annual Evaluation
   a. Sarah and Kate prepared a letter to present to Arden at the board meeting on Wednesday.
Finance Notes May 10, 2022 0845
Zoom meeting
Present: Sarah Bordeaux  Sarah Lutke  Beth Bassett  Arden Wilson

Staffing Plan:
Toddler 15 children/3 Guides
$70,000 revenue

Primary: 6 Guides, Establishing team

Elementary: 6 Guides, budget does not allow for additional guide

Preliminary 2022-23 75FTE

After School Program>$17,000
Summer Program>$10-15,000

Staff Wage Increase>3%, 43,000 from the 100,000 Child Stabilization Grant

Staff Discount for Children Discussion:
Currently staff receive 75% off their children’s tuition, when tallied for next year that equates approximately $48,000 in our budget
Beth stated she supports 75,000 for first child and 5% for second child and on
Finance Committee will continue discussions

Wes working on both budgets for next month (2021-22 amended, 2022-23 school year)

Future agenda item: Sarah would like to continue discussing lease with building partners

Next meeting June 14, 2022 0845
Title: Governance  
Date: May 11, 2022  
Location: LMPSA  
Time: 2 pm  
Participants:

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<th>Code: I= Information</th>
<th>D= Discussion</th>
<th>R= Reflection</th>
<th>A= Action</th>
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<td><strong>Agenda Item</strong></td>
<td>**Discussion</td>
<td><strong>Facilitator</strong></td>
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<td>Board membership; update, items needed by Bay Mills for reappointment</td>
<td>Anita</td>
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<td>GTB 2% approval</td>
<td>Sarah</td>
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<td>Budget Amendment, 2021-22</td>
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<td>Preliminary Budget 2022-23</td>
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<td>Health Dept Lease Task Force membership</td>
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<td>Landuse and legalities</td>
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1. Sarah Lutke’s reappointment needs to be approved by the board at the next meeting. Tori will be resigning at the end of June. We need a new board member to fill this spot.

2. Arden will write up a GTB 2% grant application. (deadline May 31st, needs to be approved at board meeting).

3. Budget amendment for 2021-2022 and preliminary budget for 2022-23 will get to board in early June. No action needed this month.

4. Lease Task Force: Arden suggests following initial steps: Establish what the school needs; what are implications for that; what is our recommendation for way ahead. After board by-in, then approach Health Department for negotiations. Proposing that membership be Arden, Tom, Anita, Beth, Sarah Lutke. Need to nail down first meeting.
5. Petroskey family (owners of land next door) would be happy to make property available for education purposes, but don’t want liability for injury that may occur. Attorney can draft ($600-1000). Minimal impact on our liability coverage (approx. $50 more a year).

New business: HOS evaluation; GTB Grant Application approval; Lutke reappointment.
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=WWRob08vRWlscVIFZ1hoRU11aWh3Q0T09
Meeting ID: 992 3996 6269
Passcode: 3B2053

Grant committee folder (Google Drive) - Meeting notes, grant applications, archives
Grants spreadsheet
Grant committee notes

May 12, 2022 at 11:00 ET
Attendees: Sarah, Angela
Location: Virtual - Zoom
Purpose: Monthly Grant Committee meeting

Agenda
- Grant status updates:
  - FOR CONSIDERATION/UPCOMING/IN DEVELOPMENT:
    - GTB spring (deadline May 31) (for following school year), operational, see if Arden wants to go for curriculum or pass this year
      - Go for it, on board agenda for next week (keep vague, staff support, curriculum)
    - Raymond Pryke, Sarah checking with Beth, likely submit what we did last year
      - Updated the language, share with Arden and Beth, Sarah, Dani for input, submit for $20,000 - Angela
    - North Ed Farm to School organization (they've helped install gardens in Leland/Northport schools)
      - Sarah check with Tory on a good contact for this - Sarah
    - Mockingbird re-submit (same request for instruments/teacher training) $10,000
      - Starting June 15th
  - SUBMITTED: Pending/Submitted grants:
    - Competitive School Safety Grant Program (CSSGP) from Michigan State Police - (March 24 deadline) - Arden submitted!
    - OutClass Outdoor Classroom contest, submitted (contest winner will be notified on May 23rd, 2022)
  - AWARDED: Grants awarded since previous meeting
  -
  - Action Items:
    - Raymond Pryke, resubmitting, send to Arden/Beth for review - Angela
- Look into Schmuckal grant due May 15 and amount of effort to apply - Angela - not at this time DONE
- Look into North Ed Farm to School organization (they've helped install gardens in Leland/Northport schools) - Sarah talk to Tory
- Pass on info for Pets in the Classroom to Arden to share with teachers - DONE
- GTB spring (deadline May 31) (for following school year),
  - Go for it! on board agenda for next week (staff support, curriculum) - Arden/grant committee (if time to get to it, grant committee happy to support)
- Spring 2% GTB grant (outdoor education/safety)
  - Do we want to apply for this next round for funding in fall? Follow up with Arden, yes DONE
  - Fall 2% GTB (outdoor education/safety) - Reminder - 2% Grant report due in the fall 2022
- Research new grant opportunities ONGOING

○ Future Agenda Items:
○ Notes:
Progress Update: Strategic Plan
Leelanau Montessori
05.17.2022

This Spring the Strategic Planning Steering Committee, our Board of Directors, and other stakeholders met in work groups to discuss strategy in each of our five strategic areas: Whole Child Achievement, Prepared Adults, Prepared Environment, Culture + Belonging, and Sustainability + Community Impact.

Our Core Team - Arden Wilson, Lisa Thauvette, Bethany Sparling, and Tori Craig - will reflect on the contributions of the group and offer a first draft Strategic Plan. All stakeholders will be invited to share feedback. The Board will offer feedback during the June 15th meeting.

The Board will be asked to consider the plan in the context of the guiding principles that have shaped our process.

- **Is it strategic?**
  Are we employing big-picture thinking and avoiding "the weeds"? Does it empower staff to exercise their agency in operations and programming? Is it clear and adaptable enough to be a guidepost in a complex and changing landscape?

- **Is it true to us?**
  Does it respond to the dynamics of our current moment? Are we thoughtfully leveraging our strengths to build from our best?

- **Is it equity-minded?**
  Will it inspire greater consciousness and accountability to opportunity gaps and possibilities across all community identities, including race, gender, sexuality, and ability?