Leelanau Montessori Public School Academy (LMPSA)
Wednesday, November 17, 2021
7401 E. Duck Lake Road, Lake Leelanau, MI 49653

1. Call to Order: President Bordeaux called the meeting to order at 6:03 p.m.
2. Roll Call: President Bordeaux, Trustee Kuhn, Treasurer Lutke, Trustee McConnell, Absent: Trustee Korroch, Vice President and Secretary Abbott

Others: Beth Bassett- Recording Secretary, Arden Wilson- Head of School, Abby Mikowlski via phone (BMCC), Dani Geraci- LMFF President, Victoria Craig

3. Additions/Approval of November 17, 2021 Agenda:
MOVED BY LUTKE SECONDED BY MCCONNELL TO APPROVE THE NOVEMBER 17, 2021 AGENDA AS PRESENTED.
AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

4. Public Comment: None
5. Oath of Office Victoria Craig: The oath of office was given to Victoria Craig by Beth Bassett.

6. Revisions/Approval of the October 20, 2021 Regular Board Meeting Minutes:
MOVED BY KUHN SECONDED BY LUTKE TO APPROVE THE OCTOBER 20, 2021 REGULAR MEETING MINUTES AS PRESENTED.
AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED


Old Business:
8. Maner Costerisan 2020-2021 Audit:
Dave from Maner Costerisan reviewed the audit in full. Dave commented that the school looked in a good position and appreciated the Board and business office’s hard work.

9. Committee Reports:
b. Facility: As discussed during head of school report. The facility report will now be part of the head of school report and removed from committee reports. Wilson reiterated that this is part of the job description as the head of school.
c. Finance: Lutke reviewed the written submitted report.
d. Fundraising: Dani Geraci reviewed the written submitted report.
e. Governance: Bordeaux reviewed the written submitted report. Tori Craig nomination will be discussed later in the meeting.
f. Grant: Bordeaux reviewed the written submitted report.
g. Marketing: Bordeaux reviewed the written submitted report.

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

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10. Approval Board of Directors Manual: Thank you to VP and Secretary Abbott for her hard work on the Board Manual. The Board agreed to add Korroch’s additions of an equity and inclusion section and will approve the manual with this addition.

MOVED BY KUHN SECONDED BY LUTKE TO APPROVE THE UPDATED BOARD OF DIRECTORS MANUAL WITH THE ADDITION OF THE INCLUSION AND EQUITY SECTION AS PRESENTED.
AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

New Business:

11. Approval of Grand Traverse Band 2% Grant Resolution #28-2021:
MOVED BY MCCONNELL SECONDED BY CRAIG TO ADOPT RESOLUTION #28-2021 GRAND TRAVERSE BAND 2% GRANT REQUEST AS PRESENTED.
ROLL CALL: BORDEAUX-YES, LUTKE-YES, CRAIG-YES, KUHN-YES, MCCONNELL-YES
AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

12. Public Comment: Abby Mikolowski welcomed Tori Craig to the Board and commented that Bay Mills is working on a new grading system for schools. Beth Bassett thanked Nodwesi Red Bear and Elaine Mikowski for covering the office on Wednesdays and Annie Rodeck for being awesome.

13. Board Comment: Everyone welcomed Tori Craig to the Board.

14. Adjournment:
MOVED BY MCCONNELL SECONDED BY LUTKE TO ADJOURN AT 7:00 P.M.
AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED
HOS Report November 2021

"Development is a series of rebirths." Dr. Maria Montessori

GENERAL
Parent-Teacher conferences are underway and in person. Classrooms are becoming more grounded and students are in attendance and engaged. Gratitude gatherings are planned for the Primary and Elementary communities. Coffee and Conversation is upcoming and be hosted by our expert panel from the school and ISD and will focus on Social and Emotional Development. I am gathering data and documents in preparation for our Strategic Process/Planning. The parent survey data is being aggregated and analyzed by the staff. They will report their findings and action planning to MICIP and Board. I hope to work with the Board and committees in December and early January to prepare for the mid-January strategic planning retreat.

ENROLLMENT/STAFFING
We have 110 students and at least 5 openings in the Primary classrooms. Maja LaForest has joined our support staff to offer Barton Reading, an Orton-Gillingham rooted program, for struggling readers. There are currently 9 children who participate in the program. I want to acknowledge our new staff. They are truly amazing. Monica is so highly trained and taking to heart her role to truly see the child. Megan and Rebekah just completed their first year of training and are preparing for exams. They are showing diligence in the day-to-day responsibilities, scope and rationales for the work towards fully implemented Montessori curriculum. Tanya Hill should be celebrated for her commitment to upholding a culture of work in the Upper Elementary community.

BUDGET/FINANCE
Tonight, Maner Costerisan will review the 2020-21 Audit. We received a childcare stabilization grant expected to be 54K. I will meet with Wes in December to help prepare with you the January amendment. I am expecting to hear from him about our staffing costs in particular and how this is forecasted for the remainder of the year. His feedback usually helps drive decisions that the Board will help me make moving forward in a climate of budget shortfalls.

ACADEMICS/WHOLE CHILD
Our PD day was attended by most of the staff and provided foundations for understanding behavior and the Nautilus Approach, a responsive and proactive approach to the needs of children and adults. We worked with our Intercultural Development coach exploring our organizational profile. We have an opportunity to include strategic planning around increasing our cultural competence.
Gardening, cooking and outdoor education has momentum with Chelsea Hummon and parent, Michelle Farrarese-Piskor leading small groups of children on Fridays. The elementary team is using various strategies to maximize cosmic education and capture the talent of our local community to support children's exploration and interests. This includes a trip to the Leelanau Enterprise, reading experts and authors, scientists and indigenous mentors.

Montessori assesses children in various ways throughout each day and overtime. Classroom observations is a crucial practice focused on the whole class and individual children are part of the method. It helps us really know and look to the child. We use these observation to set goals for individual, groups and whole class needs. Currently, Guides are also using these tools to track engagement. The art of the method comes into play when the Guide then makes decisions about how or when to intervene based on their observations in order to deepen learning and engagement. We continue to meet monthly to discuss our practices and set goals for our own growth.

Guides and support staff are also taking stock of the systems in place for our Language curriculum. They will set goals together to prioritize their work to improve the implementation of the curriculum for optimal outcomes and development and then work collaboratively to reach and reflect on those goals.

FACILITY
The VFW hall parking lot is helping keep our dismissal and drop-offs safe and spacious. Professional cleaning costs have increased and we have capped weekly hours to 16 hours per week. We asked that the company come three times per week and use the hours in the way that they feel will best serve the school.
There is no facility committee in the Board Manual. I reviewed my job description in order to clarify how to address facility needs. Facility management resides solely as my responsibility. I will move forward with parent and community participation in concert with the Board to meet the school and staff facility goals. Through the parent survey, previous facility and finance work and the natural needs of the school, we will be exploring Phase II of the playscape, grounds and facility. A flyer will be going home in the coming weeks to all families with a steering committee of sorts to help lead that work.

Do you have any questions for me?
Finance November 16, 2021
Present: Arden Wilson, Beth Bassett, Sarah Lutke and Sarah Bordeaux

Discussion:
Child Stabilization grant: Awarded 54,000, Arden proposing we allocate between school years 2020-22 and 2022-23 = 27,000 per school year

Building cleaning: We need approximately 4,000 to cover the remaining costs for this school year, Arden believes it may be possible to use the Child Stabilization grant to cover this expense. Total for cleaning services is 16,000 for the remainder of the school year.

Marketing discussion, preparing for the next open enrollment cycle. Marketing budget has 95% of their budget remaining and discussed how to use it best. Possible website, signage and ads.

Next meeting: December 15, 2021 0845
LMFF Meeting Notes 11/10/2021 8:30am Fiddleheads
Present: Sarah Bordeaux, Rebekah Hall, Dani Geraci

Vineyards at Sunrise Raised $3021. It was a successful event. We will reach out to French Valley Vineyards to see if they are willing to host the race next year 10/15/22 in the afternoon for a sunset race.

Continued fundraising ideas: Game night. Community Euchre Tournament. Snow Shoe Hike.

Basket Sales will happen in February. Baskets include: An Italian Basket, Spring Break Basket, Wellness and Relaxation Basket, Restaurant Hop Basket, Farmer Delight Basket.

We will write a letter to families thank them for their support in our Fundraising efforts. Dani will work on that and share for edits.

Wreaths Sale profits are $2,323.88 but will do a final tally with some of the donations. We will have a more accurate number next month.

Working with Arden for Giving Tuesday. Planning a Flyer.

T-shirt sales made $518 run profits. Will have another sale in the spring.

Evening of Art. Check in with teachers on date. May 21st or June 18th. Clue or Murder Mystery event. Themes and Art. Discuss possibilities and confirm at next meeting.
Title: Governance  
Date: Nov 10, 2021  
Location: LMPSA  
Time: 2 pm  
Participants: Arden Wilson, Sarah Bordeaux, Anita Abbott

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<tr>
<th>Agenda Item</th>
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<td>Status of Tori Craig's approval as board member</td>
<td>Anita</td>
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<td>Strategic planning process</td>
<td>Arden and all</td>
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<td>draft Board Manual update</td>
<td>Anita</td>
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<td>Organizational structure/HOS job description re: facility management</td>
<td>Arden</td>
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<td>*BMCC Compliance Calendar</td>
<td>Arden</td>
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<td>Finalize Board Agenda: audit review,</td>
<td>Sarah</td>
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1. **Awaiting word from Bay Mills on Tori’s appointment as a board member.** Hoping to have approval by board meeting next week.

2. **Strategic Planning:** plan is to ask Tori to spearhead our strategic planning efforts, which will begin in January, with a 5-6 month schedule for completion. Arden is compiling key documents that should be useful for working on this.

3. **Board of Directors Manual:** forwarded for final review by all board members. Will vote on it at the next board meeting. By approving this new manual, we will be adopting two changes to our committee structure: 1) elimination of facilities committee (operational issues fall to HOS), changing fundraising committee to development committee, with
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=WWRob08vRWIsclVJFZ1hoRU11aWh3QT09
Meeting ID: 992 3996 6269
Passcode: 3B2053

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

November 11, 2021 at 11:00 ET
Attendees: Sarah, Angela, Arden
Location: via Zoom
Purpose: Monthly Grant Committee meeting

Agenda

- Grant status updates:
  - FOR CONSIDERATION/IN DEVELOPMENT:
    - 2% Report for June 2021 award DONE
  - SUBMITTED: Pending/Submitted grants:
    - Family Center for Children and Youth with Special Health Care Needs, Bullying Prevention Initiative Grant Cycle 2021-2022, submitted July 20 2021. Status, Not awarded. Did not necessarily fit their mentoring model. Likely won't reapply
    - Raymond Pryke submitted in October (LMFF) for $5000 to support student scholarships DONE
  - AWARDED: Grants awarded since previous meeting
    - Childcare Stabilization federal grant, Arden applied - $54,000, have until 2023 to ($1000 to each full-time staff-member, and scholarships for families), One-time only grant
  - UPCOMING: Upcoming and Future grant ideas for submittal:
    - DUE NOV 30th - GTB Fall cycle towards DEI? And curriculum design (as per Arden's email, 9/9)
      - Outdoor structures, curriculum (then could pay someone implementing the curriculum with grant funds), outdoor education
      - Chelsea may be a good contact to help pull this together
        - Staff survey/parent survey - Use results to help guide ask
      - Arden draft 2% and grant committee can help focus, review, and pull together, cultural pieces would be good addition,
      - Drafted by board meeting next Wednesday (Board will vote) review time
- GT DEI fund open (diversity, equity, inclusion) - Arden meeting this week - Arden/parents and academic excellence committee
  - Justice collaborative league (December meeting)
- Whole foods - Arden
- Mockingbird Foundation grant, Arden working with new local non-profit
  - **Action Items:**
    - 10/15/21 Sarah - follow up with Arden on 2% for Fall ideas (curriculum design)
    - 10/15/21 Angela - Raymond Pryke 2021 $5000, COVID early education program scholarships (1 page write-up); Sarah/Arden review grant and cc: Foundation (dani, natasha, rebecca hall) **DONE**
    - 10/15/21 Angela email 2% report, Sarah find contact and pics for report **DONE**
    - Sarah ask Arden if she will be lead for the status report for GTB 2% awarded June 2021 **DONE**
    - Sarah follow up on formal thank you to Community Foundation **DONE**
    - Angela follow up on where $10,000 bullying prevention grant cycle **DONE**
    - Sarah check with Arden Mockingbird music grant what we would want **DONE**, Arden noted music programming and instrument purchase is in flux, bring up during Dev meeting prioritize late fall?
    - Angela look into The Joan Rajkovich McGarry Family Education Endowment (October due) **KEEP**
    - 10/15/21 Sarah ask Arden about Childcare Stabilization Grant **DONE**
    - Sarah follow up with Whole Kids Foundation Garden Grants (March) **KEEP**
    - Sarah ask Arden about 2% in November (maybe ask about resubmitting for remaining $25,000) **DONE**
    - Angela check on what is meant by huge grant application DTE Energy grant **KEEP**
    - Angela/Sarah research new grant opportunities **ONGOING**
    - Zoom invite sharing issues **DONE**
  - **Future Agenda Items:**
    - Keep **DONE** action items for a few meetings
    - Continue to apply for Meemic mini-grants
    - Grand Traverse Regional Foundation changed grant cycle, updated spreadsheet
    - Add column responsible entity to spreadsheet
    - Notes - Strategic planning meeting January 19th at 3:00, prior to board meeting at 6
Marketing Committee notes: November 12, 2021

Present: Tom McConnell and Sarah Bordeaux

Discussions:
Budget- $5685, possibly using for signage and enrollment marketing

Social media- Sarah Bordeaux will take on Facebook and Instagram. Elizabeth Channer emailed Facebook login information, we are still in need of our insta login information.

Reviewed website: Sarah will add edits to our ongoing document

Tom to have discussion with Arden regarding our current website