Call to Order: President Bordeaux called the meeting to order at 6:04 p.m.

Roll Call: President Bordeaux, Vice President-Secretary Abbott, Director Lutke, Director Korrogh, Director Kuhn
Absent: Director McConnell
Others: Arden Wilson-Head of School (phone) Beth Bassett- Recording Secretary

Additions/Approval of November 16, 2022 Agenda:
MOVED BY KORROCH SECONDED BY KUHN TO APPROVE THE NOVEMBER 16, 2022 MEETING AGENDA AS PRESENTED.
AYES: ALL  NAYES: NONE  ABSENT: 1  MOTION CARRIED

Public Comment: None

Revisions/Approval of the October 19, 2022 Regular Board Meeting Minutes:
MOVED BY ABBOTT SECONDED BY KORROCH TO APPROVE THE OCTOBER 19, 2022 REGULAR MEETING MINUTES AS PRESENTED.
AYES: ALL  NAYES: NONE  ABSENT: 1  MOTION CARRIED

Head of School Report: HOS Wilson reviewed her written submitted report. It was decided that Vice President-Secretary Abbott and President Bordeaux will attend the staff survey review meeting on December 5th at 1:00 pm.

Committee Reports:

a. Academic Excellence: Director Korrogh reviewed the written submitted report. The Board discussed how each director would attend functions as discussed at a previous meeting. It was decided that each director would observe classrooms on a monthly rotating basis once a year.

b. Finance: Treasurer Lutke reviewed the written submitted report. President Bordeaux gave a LMFF update.

c. Governance: Vice President-Secretary Abbott reviewed the written submitted report.

d. Grants: President Bordeaux reviewed the written submitted report.

e. Marketing: No meeting held.

MOVED BY LUTKE SECONDED BY KUHN TO APPROVE THE NOVEMBER NOTES AND FINANCIALS AS PRESENTED.
AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

New Business:

8. Amend LMPSA Bylaws Resolution #21-2022:

MOVED BY KUHN SECONDED BY ABBOTT TO ADOPT RESOLUTION #21-2022 AMEND BYLAWS AS PRESENTED.
ROLL CALL: BORDEAUX-YES, ABBOTT-YES, KORROCH-YES, LUTKE-YES, KUHN-YES
AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

9. Webinar Discussion: All who watched the webinar agreed this contained valuable information. President Bordeaux asked the Board what other webinars may be of interest. Director Kuhn commented that she is interested in learning the relationship between Bay Mills and LMPSA. President Bordeaux commented she would send the list of webinars to members and that info is in the shared drive as well.

10. Public Comment: None

11. Board Member Comment: President Bordeaux suggested a potluck for the December meeting and all agreed that would be fun.

12. Adjournment:

MOVED BY KUHN SECONDED BY LUTKE TO ADJOURN THE MEETING AT 7:20 P.M.
AYES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED
"We do not learn from experience, we learn from reflecting on experience." - John Dewey

GENERAL
It is conference week. The revolving door of parents, siblings and students brings warmth to the darker days. We are on track for 100% participation for conferences, per our typical turnout. Harvest conversations, feasts and snacks are all part of our giving thanks. Wreaths are coming in, place your order here please:) We will host a coffee and conversation with parent appreciation libations on December 1st. The Parent Survey is open for one more day and already has been completed by 52 people. Faculty and staff will review the data and make a plan in response.

ENROLLMENT/STAFFING
We are at a 74 FTE and tuition is on par as planned. We are seeking assistants and lead guides to keep the pipeline in the positive as we plan for our near needs. In January, all Primary and Toddler classrooms will be full capacity. Re-Enrollment this year will be done using digital forms on Transparent Classroom. The process will be rolled out in the coming weeks and ready to launch mid-January.
Our annual fall staff survey is complete. Stakeholders will gather at 1PM on December 5th at the school to review the data and propose an action plan. Two Board members are invited to join us please.

BUDGET/FINANCE
Our budget amendment is scheduled for February and will be drafted in January for Board review. The finance committee will share information in this month's minutes. We are in good shape, in large part to federal and state grant monies that have supported our staffing levels and given us a cushion. The caution now is to forecast operational budget and plan accordingly. I am sharing some finance notes from Wes here.

ACADEMICS/WHOLE CHILD
Instructional leadership includes providing teachers with meaningful feedback and opportunities to shift instruction with support and resources. I strive to create conditions for adult learning and growth using the cycle of observation, reflection and resources. Coaches support school and classroom goals that are working to more effectively address student achievement. Feedback and collaborative conversations have resulted in action on behalf of student achievement. These include:
Lesson and Unit planning documents at the elementary level are school wide and help teachers plan individually and effectively.
CCSS language and alignments are highlighted in progress reports and lesson plans.
Systems of accountability are advancing.
Annual growth plans are focused on high quality instruction. Growth plans are the focus on our monthly one on ones.
I am working with ISD and Montessori mentors on giving feedback and broadening my toolbox and knowledge base related to this domain. I did enjoy recently using the 360 wheel labeled with the 12 Human Needs and Tendencies in an classroom to show how the adult is demonstrating these in their classroom. It felt powerful and in alignment to our theories of adult development.

FACILITY
We met with a grant specialist who will provide a one-page prospectus for our Grand Plan for Leelanau Land to share with stakeholders and funders. Our strategic goal to create a compelling environment amidst a well-resourced, integrated and sustainable campus.

We are experiencing challenges in locating appropriate spaces for everyday operations and special programs. Spaces are unavailable for small groups, confidential conversations, staff breaks and whole school. We require at least 1500 additional square feet of space to meet our current and short term needs.

Expansions and Opportunities
When we examine the evolution of a Montessori school and our Strategic Implementation Plan, there are two pillars at play as we expand. First, we must continue to retain and improve our current programming, staff and students. Simultaneously, we expand the school. Logically, based on waitlist, needs and evolving school practices, we begin from the bottom. I will draw up projected use of space and internal classroom configurations. This will help determine our concrete needs 1-3 years into the future. We will leverage funds from grants, fundraising and our fund balance to renovate and stock our settings.

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

Attendees: Arden, Deb, Derenda, Sarah B, Kate
Scribe: Kate

Board reminders:
- Please contribute to the HOS Ongoing Board Data Collection form. This is very helpful for Arden. Committee chairs, please make it a goal to add at least one thing each month.
- The Strategic Plan asks that board members participate in two activities at the school annually. AE would like to suggest that each board member does a classroom observation once manually. We could each sign up for a month.

Minutes:

I. DEIB/Access and Inclusion/ABAR
   A. Equity Audit Update: Amazing session this week. Lucy led it and Tess did a grounding exercise. Deb and Derenda feel like there is more of a consolidated movement forward than we had in previous sessions. Things feel like they are coming together. Montessori pillars are strong pillars for building equity. We talked about how the teachers wanted to be supported through this. There was discussion around that as well.
   
   B. Comments:
      1. Some of this could happen at the board and committee level and then, hopefully that could trickle down into the classrooms. This is abstract at this point. The staff want to be in their classrooms and they want to find ways to keep saying yes to this work without adding one more thing,
      2. Staff want to practice having hard conversations. That would be beneficial for everyone.
      3. Also, around policy, we want to create an educational equity policy. Something that comes out of this as an action plan.
   
   C. Equity Data Collection Sheet: No comments at this time.

II. HOS Annual Evaluation: Domain II: The school leader ensures that each student has an equal opportunity to learn the critical content of the curriculum.
   A. Domain II Reflection and Committee Feedback Conversation:
      1. Clarifying terms and phrases:
         a) "Spectrum of identities and cultures": bipoc, gendered, able bodied, neurodivergent, physical disabilities, disabled persons, socioeconomic diversity, for all stakeholders, children, staff, guides. This phrase aims to have a global perspective and expand the children's perspectives of a global world.
         b) "Equal opportunity" and "equitable access" in Montessori–CCSS (common core state standards). Everyone has a starting point in their learning. It is the leader's job to see where people's entry points are and then lead them through.
         c) "Critical content" - The staff are in dialog about the children's work. Critical content is aligned to common core and Montessori. Equal opportunity and critical content—they might be learning in different ways.
The staff respond and are proactive about the learning that is happening in classrooms.

1. Making sure we aren’t perpetuating the equity gaps. It’s an anti-bias and anti-racist awareness.
2. Curriculum—the children study the whole universe.
3. How does the blended classroom fit into this? Everything is planned for the grade level. The gap determines the intensity and frequency.
4. AMI and Montessori (Association Montessori International) have been aligned with common core since 2012

2. Data Collection
   a) Data forms: Data collection: observation, the children’s work, checklists, record keeping, engagement (tallies)
   b) We do a lot of data review. Elementary data review. Every month they bring children’s work who are not yet proficient (“key children”) and show evidence that the child is progressing on a monthly basis. Short cycle assessment.
   c) Could Deb come to listen in on one of these meetings? This month we’re meeting on December 1 and December 20th and then again in January 3:30-4:30.
3. Book suggestion about equitable access in schools: Equitable access—resilient schools. She talks about the nautilus program. An approach that is proactive and responsive to behavior. Strong systems. Honest talk. Three pillars that help us practice equitable access. (Kate requested a link to the book.)
4. Arden’s Reflection
   a) One of Arden’s goals is to be in application mode. We need documentation, but that is why they are doing a protocol. Refining language to express the process—this is higher order. Arden wants to articulate this for the school. So this becomes a historical and mature system.
   b) Everything feels on track!
   c) Arden encourages us to come and observe. Derenda can share the information with us on that. Derenda will send an email out. We will put that on the agenda for next month’s meeting.

III. AE and Strategic Plan [This was on the agenda for October but not addressed.]
   A. Discuss aspects that pertain to AE and brainstorm things to add and expand.

IV. Future Agenda Items
   A. December: Prepare for a mid-year check-in in January
   B. Derenda talk to us about classroom observation
   C. AE and SP: Table? How often should we check this?

Helpful materials: Growth Plan for HOS; HOS Ongoing Board Data Collection; Strategic Plan; Implementation folder; Reflection Map
LMFF Meeting November 9, 2022 8:30am Fiddleheads Lake Leelanau, MI
Present: Rebekah Hall, Sarah Bordeaux, Bob Korroch, Dani Geraci

Vineyard at Sunset Race Recap: Our costs include $1000 for timing and $1200 in shirts and hats. So after our costs the total raised was $780.17. We have hats left so we can sell next year. Sarah suggested we offer them up for sale, and maybe add it to the newsletter and maybe families may want to purchase. We discussed sponsorship being key to raising more money. Bob suggested finding one sponsor to underwrite timing, or t-shirts. Suggested an example of a community jeweler that may sell watches might benefit in underwriting timing, with a catchy slogan of support. Dani is going to research how much we made the last three years to compare. This is the least amount of money we have raised at the 5k so we discussed how to make it more successful. Dani felt that sponsorship is key.
We discussed making the sponsorship incentive for kids something other than hats. Maybe a gift card for pizza, or some place in town. Something fun, that maybe we could get a donation for. Dani will reach out to Julie at FVV to see if they will host us again for next year.

Evening of Art: We want to have the EOA earlier this year. There are so many events to compete with in the May. We had discussed having it in February when nothing else is going on but all agreed that might be a push for timing and with the holidays. We decided to have it at the VI Grille. Sarah spoke with Josh and we are looking at February 25th or April 15th for a date. Sarah requested we send an email to staff at the school for their consideration and approval since there may be conflicts with teacher retreats etc. Dani said she would write an email to School Staff.

Fundraising: There is concern about taping the same businesses in a small community for our events. We try to be careful and not ask them all for each event but sometimes it happens. Bob suggested we maybe do a Sponsorship Drive once a year for the whole year. We would then put the business as a Sponsor for all the events but not continue to do the individual ask. We discussed meeting with school staff over the summer to set our calendar for the year as we have in the past and then we could be clear to the businesses what they would be sponsoring. We also discussed putting exactly what the Foundation funds do for the school on the the letter going home with families when school starts. Sarah brought up having a mixer when people could come in for a meet, maybe at the VI and we could bring appetizers and some refreshments and parents could inquire about the foundation and what is needed. Rebekah brought up the sign up genius and how we don’t get a lot of sign up. If we had the calendar made for the year we could have a sign up set up ahead of time for every event so families who might want to help the foundation with something specific could look ahead and volunteer for what they wanted.

Other Fundraising ideas: A fair/bazaar at the school where we invited the community and children helped with games and we had fun games, cake walk, and maybe craft stations. Trivia Night. Dani spoke of the trivia night she went to supporting Lyft and discussed some of the great ways they raised money and had people help with their Amazon Wish list. Maybe doing a few Popcorn Fridays again. We would like to do a February Dinners to Go and maybe offer some baskets for sale also. Thursday February 16th was the proposed date. We will reach out to Arden to see if this is possible.

T-shirt/Sweatshirt Fundraiser for the holidays: We enjoyed Bonfire and raised $530 with our last campaign. We decided to offer a link again and a flyer home so if people wanted to buy Montessori spirit wear gear for the holidays it is available.
Title: Governance  
Date: November 9, 2022  
Location: LMPSA  
Time: 2 pm  
Participants: Sarah Bordeaux, Anita Abbott

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<tr>
<th>Code</th>
<th>Agenda Item</th>
<th>Discussion Facilitator</th>
<th>Notes</th>
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<tbody>
<tr>
<td></td>
<td>Lease renewal with Health Department; status</td>
<td>Anita</td>
<td>Awaiting input from Arden on growth potential. Will meet next Tuesday, 0930 after finance.</td>
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<td>Video for board Training</td>
<td>Sarah</td>
<td>&quot;The Establishment and Effective Use of Committees&quot;</td>
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<td>Need for additional board member; potential candidates, ideas for IDing more</td>
<td>Anita</td>
<td>Will evaluate options, renewed focus in new year</td>
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<td>Board Bylaws update; review proposed changes.</td>
<td>Anita</td>
<td>Anita will forward to Abby for clearance by CSO prior to vote</td>
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<td>Evaluating board and school performance</td>
<td>Anita</td>
<td>Anita and Sarah will work on template for board self-evaluation for January board retreat</td>
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<tr>
<td></td>
<td>Agenda for board meeting</td>
<td>Sarah</td>
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<td></td>
<td>Key for board meeting?</td>
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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/992399665269?pwd=WWRob08vRVIscVJZ1hoRU11aWh3Q709
Meeting ID: 992 3996 6269
Passcode: 3B2053
Grant committee folder (Google Drive) - Meeting notes, grant applications, archives
Grants spreadsheet
Grant committee notes

November 10, 2022
Attendees: Sarah Bordeaux, Angela Brennan
Location: Virtual
Purpose: Monthly Grant Committee meeting

Agenda
- Grant status updates:
  - FOR CONSIDERATION/UPCOMING/IN DEVELOPMENT:
    - Priorities for grants:
      - Caring for MI Future: Child Care Facilities Improvement Fund (FIF) - For new and expanding licensed child care providers in MI
        - Caring for MI Future: Facilities Improvement Fund (carmi-fif.org)
        - Application: IFF Submission Manager
          - Pre-application to verify you meet eligibility requirements.
        - Applications will be reviewed on a rolling basis and can be submitted until March 30, 2024
        - Once the Pre-Qualification Application has been submitted, you will receive a confirmation email to the address provided in the application. Your application will be reviewed and a response sent in writing within four (4) weeks
        - Set deadline for submitting full application
        - Forward submission guidelines to Arden to get started: Arden establish login, pre-application info
          - Work with Arden and other committees (as needed) to establish Business Plan (Strategic Planning overarching guide, but need more detail)
      - AI: Send initial info email to Arden
- Little Garden Club Grant, due December 10th
  - Email from Arden
  - Arden: Sarah mentioned window boxes on portables. Do you need anything from grants on this?
- School lunch programming
  - AI: Children’s house food program, Boonli send info to Arden (Boonli – Meal Order Management Services for Schools, Caterers & More) AI: Sarah follow up with Arden
  - Arden - Can you help us understand what line item for title 4 includes (line 5610) in the LMPSA financial smartsheet?
  - Arden have you looked into the Boonli order management? Might be helpful with reduced/free lunch issues AI: Sarah follow up with Arden
- Other food grants in consideration
  - North Ed Farm to School organization (they’ve helped install gardens in Leland/Northport schools) - Any word from Tory on this? Not yet, Sarah follow up (build out our food program opportunities/planning?) Should we remove this? Keep
- Priorities for grants: Develop campus as a community resource; grants to clean up/restore/trails/etc.
- Priorities for grants: School van/transportation:
  - Other grant opportunities
    - Federal grant opportunity, Federal aid grant, $28 million, military and tribal families
      - Sarah follow up on federal aid grant opportunity (available for schools with military/tribal members as part of the community)
      - Sarah waiting to receive more info on this
    - Fall 2% GTB (outdoor education/safety) - 2% Grant report due in November 2022
      - Submit fall 2022? No
      - The local unit of government will be responsible for submitting the follow-up report to Tribal Council on how 2% funding was spent. The report should be submitted to the Tribal Chairman one year after receiving 2% funding
        - GTB 2% grant fall - Arden spearhead, grant committee support; Arden 2% fall report - Report not complete but project not complete
    - GoGo squeeze, Sarah investigated grant opportunities, nothing currently on the website. Check back later.
  - Mockingbird submission due January 15th

- SUBMITTED: Pending/Submitted grants:
  - SLBE NPS Field trip application for busing reimbursement - Submitted 11/3/22
- Paint and supplies for school, still waiting on 5-gallon interior paint from DeWeese Hardware, AI: Angela call DeWeese again, see what the hold up is

  ○ **AWARDED:** Grants awarded since previous meeting

  ○ **Action Items:**
    - Pass along food/lunch program research to Arden - DONE
    - Fall 2% grant report and new Fall 2% grant request - Arden spearhead 2% report and new Fall 2% grant with grant committee support as needed (Due November 2022)
    - Research USDA and other food programs, come up with questions, possibilities of food programs for LMPSA - DONE (there may be follow-up)
    - Add to grant opportunity (federal grant tribal/military) to grants committee spreadsheet (add website) - Sarah Done?
    - Look into North Ed Farm to School organization (they've helped install gardens in Leland/Northport schools) - Keep researching, check with Tory and Tara on a good contact for this - Sarah - Ongoing, keep?
    - Develop list of upcoming grant opportunities and pass along to Arden - Sarah/Angela DONE
      - The Joan Rajkovich McGarry Family Education Endowment
      - Whole Kids Foundation: Bee Grant
      - Ursula Thrush Peace Seed Grant; American Montessori Society
      - 2% grant
      - Others?
    - Develop list of upcoming and current grant opportunities for teachers - AI: Angela send list to teachers
      - Lowes Toolbox for Education
      - Pets in Classroom
      - 4th graders federal lands get in free
    - Genuine Leelanau Charitable Endowment - Sarah look into this

- **Future Agenda Items:**

- **Notes/Resources:**

  ○ School lunch programming resources:
    - Why CACFP Is Important | Food and Nutrition Service (usda.gov)
    - Become a Restaurant Partner - My Hot Lunchbox
    - USDA Launches $100 Million Healthy School Meals Initiative, Announces Grant Program for Rural Schools | Food and Nutrition Service
    - Offering free lunches to all students: Financial impacts for schools, families, stores (journalistsresource.org)
    - National School Lunch Program and School Breakfast Program: Questions and Answers for Charter Schools | Food and Nutrition Service (usda.gov)
Customize Catering Menus for Schools and Workplaces on Boonli (This is what Children's House uses) Looking at their menu: Local Farms & businesses: Moomer's, Gallagher's, Brown's Orchards, Cherry Capital Foods and That's a Pizza.
Leelanau Montessori

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Cooperation, Goodwill, Gratitude, Mindfulness, Respect

Title: Finance Committee Meeting
Date: November 15, 2022
Location: LMPSA
Time: 8:45 AM
Participants Present: Sarah Bordeaux, Beth Bassett, Sarah Lutke, Arden Wilson

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<td>Financials/Budget Check-In</td>
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<td>Accounting Manual/Template Review</td>
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<td>Expansion (Financial Feasibility)</td>
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