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

2. **Roll Call:** President Bordeaux, Vice President-Secretary Abbott, Director Lutke, Director Korroch, Director Kuhn  
Absent: Director McConnell  
Others: Arden Wilson-Head of School, Beth Bassett, Maja LaForest, Abby Mikołowski-Bay Mills

3. **Additions/Approval of October 19, 2022 Agenda:**  
**MOVED BY LUTKE SECONDED BY ABBOTT TO APPROVE THE OCTOBER 19, 2022 MEETING AGENDA AS PRESENTED.**  
**AYES: ALL  NAYS: NONE  ABSENT: 1  MOTION CARRIED**

4. **Public Comment:** Maja LaForest introduced herself and is the Barton Reading Instructor at the school. Maja is as a dyslexia specialist and has served on the Human Nature School board.

5. **Revisions/Approval of the September 21, 2022 Regular Board Meeting Minutes:**  
**MOVED BY KORROCH SECONDED BY LUTKE TO APPROVE THE SEPTEMBER 21, 2022 REGULAR MEETING MINUTES AS PRESENTED.**  
**AYES: ALL  NAYS: NONE  ABSENT: 1  MOTION CARRIED**

6. **Head of School Report:** HOS Wilson reviewed her written submitted report.

7. **Committee Reports:**
   
a. **Academic Excellence:** Director Korroch reviewed the written submitted report.  

2. **MOVED BY KUHN SECONDED BY LUTKE TO APPROVE THE HEAD OF SCHOOL GROWTH PLAN AS PRESENTED.**  
**AYES: ALL  NAYS: NONE  ABSENT: 1  MOTION CARRIED**
   
a. **Finance:** Director Lutke reviewed the written submitted report.  
b. **Governance:** Vice President-Secretary Abbott reviewed the written submitted report.  
c. **Grants:** President Bordeaux reviewed the written submitted report.  
d. **Marketing:** President Bordeaux reviewed the written submitted report.
MOVED BY KORROCH SECONDED BY LUTKE TO APPROVE THE OCTOBER NOTES AND FINANCIALS AS PRESENTED.
AYES: ALL    NAYS: NONE    ABSENT: 1    MOTION CARRIED

New Business:

8. 2021-2022 Audit: Nick West from Maner Costerisan reviewed the 2021-22 audit.

MOVED BY KORROCH SECONDED BY KUHN TO APPROVE THE 2021-2022 AUDIT AS PRESENTED.
AYES: ALL    NAYS: NONE    ABSENT: 1    MOTION CARRIED

9. BMCC Annual Report: Abby from Bay Mills commented that she and Kathy came up with a report card grading system for the Annual reports. LMPSA received a financial report grade of 1 and an academic grade of 2 on a scale of 0-4 (low to high).

10. Board of Directors Manual: Vice President-Secretary Abbott commented that minor changes were made to the manual on pages 18, 23, 24 regarding the marketing and grant meetings being moved to quarterly meetings.

MOVED BY KORROCH SECONDED BY LUTKE TO APPROVE AMENDING THE BOARD OF DIRECTORS MANUAL AS PRESENTED,
AYES: ALL    NAYS: NONE    ABSENT: 1    MOTION CARRIED

11. Governance vs. Management Webinar: Director Korroch commented that the presentation was not relatable to our school.

12. Public Comment: Maja LaForest asked about the equity audit and Director Kuhn gave her the background of the process and hopeful outcomes. Maja said kudos to the school for the hard work. H of S Wilson commented that the leadership retreat at Bay Mills was a wonderful experience and her favorite part was the historical lesson.

13. Board Member Comment: Director Bordeaux thanked the 5K team for another successful event.

14. Adjournment:
MOVED BY KUHN SECONDED BY LUTKE TO ADJOURN THE MEETING AT 7:26 P.M..
AYES: ALL    NAYS: NONE    ABSENT: 1    MOTION CARRIED

Secretary

Date

LMPSA Minutes
10-19-22
2 of 2
HOS Report
October 2022

"Times have changed, and science has made great progress, and so has our work; but our principles have only been confirmed, and along with them our conviction that mankind can hope for a solution to its problems, among which the most urgent are those of peace and unity, only by turning its attention and energies to the discovery of the child and to the development of the great potentialities of the human personality in the course of its formation."

Dr. Montessori, The Discovery of the Child

GENERAL

We are in ROCKTOBER! It is busy and dynamic everyday. We are working to maintain consistent communication with families and formulating our first batch of newsletters that will be shared in November as part of our improved classroom to home communication. Faculty and staff are preparing for Thursdays Parent Enrichment Event on the Whole Brain Child. Board members can please attend the 5:30-6:30 event. Classroom observation will open the week of October 24th for parents and public. The 5K left us warm hearted though we did wish for more predictable weather. The event was a success and was attended by those outside our direct community.

ENROLLMENT/STAFFING

Count day reflected 74 children. We are on target with revenues from tuition and have qualified for an additional 30K from the childcare stabilization grant. We have spent over 20K this year on Montessori course work and will earmark more dollars for Lead Guide certificate courses. We welcomed Nora Goodell to our office where she promptly played a pivotal role in daily classroom operations and is learning the ropes. Staff is supported through breaks, outside supervision and planning as well as nap set up and extra supports along the way. Our systems and staffing plan are showing some resilience through the well-oiled machine is not yet in place. We are being patient with ourselves.

BUDGET/FINANCE

We received $68,500 from the Childcare Stabilization Grant. We will utilize excess monies to offset cost to families and pay staff. Wes and I will work on the required reports due soon. Our custodial costs are about double what is in the budget. We have applied for additional instruction grants and material grants totalling about 20K. We will hear about our allocation this next month. I will meet with Wes in November and help prepare myself for the January amendments, as needed.

ACADEMICS/WHOLE CHILD
The 2021-22 Annual Report from Bay Mills Community College is shared via hard copy. A digital version is forthcoming for our records. We have not reached the 50% growth metric as outlined in our contract. This is the focal point of our faculty as we plan standard-based lessons, explicitly prioritize the critical content and monitor progress systematically. We have embarked on our data review and action steps to address instructional needs. As part of my reflection map related to my growth plan, I have examined, explored and expanded upon domain 1 as I broaden and deepen my instructional leadership levers. Our fundamental work is:

1) Standard based planning
2) Deepen curricular content knowledge as it relates to standards
3) Growth for all

I am asking three fundamental questions: where is the child/student? Where are they going? How will you help them get there? This relates to standard based lesson planning and instruction, while also including progress monitoring and frequent check ins. This has been in place but now it is my fundamental question and what I will be observing for in classroom instruction. I know that Montessori is rigorous, deep and standard based when practiced with fidelity; I will focus strategically, along with the rest of the staff and coaching colleagues, to align our curriculum, instruction and assessment to realize our goal of 50% growth for our students.

**FACILITY**

We had a super September meeting where we were able to recognize our need for the Grand Plan and work to garner resources/tools to make this visible. We reviewed the role that the team will play in the implementation plan. We agreed to bring one more person to our planning, either as a committee member or as a resource.

Marzano Painting provided an estimate for painting the entire exterior of the building. It was over the 22K limit we will take it out of the bidding process. We may have to do it over 2 years and include some short cuts to cut costs.

We are looking at the snow removal options and considering going with another company who will manage ice and salt extensively. The cost per plow is about $60 more than what we were paying last year.

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

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

Summary: Arden, Derenda, and Deb shared a report on the Equity Audit. Things are going well, and they are in the stage of doing the actual audit. The next meeting is on November 8. The committee reviewed the HOS Growth Plan and suggested the board approve it. Arden reflected on Domain I. Domain II will be in November.

I. DEIB/Access and Inclusion/ABAR
   A. Equity Audit Update: They have had three sessions. In the last session, the group did the actual audit. Next, they will look at the results. This session will be led by Lucy and AE. Things are going well!
   B. Equity Data Collection Sheet We will continue to check in on this monthly. Some adult information may be helpful to incorporate.

II. HOS Annual Evaluation
   A. Provide feedback back on HOS Growth Plan
      1. Discussion
         a) Reflection Map: This will be a place where we record Arden’s monthly reflections, one domain per month, and the AE committee’s reflections.
            (1) Arden asks that AE committee review the domains ahead of each month and prepare questions. November will be Domain II.
         b) Arden made some very helpful comments about the coherence (or perceived lack thereof) of the HOS Growth Plan and the SP Implementation plan. She said HOS Growth Plan is in the Marazano language and the SP is in Montessori. The hope is to put SP Implementation strategies into the HOS Growth Plan.
         c) Arden was excited about all of the domains in different ways. She is especially eager to dig into the Instructional Learning Domains I, II, and III.
      2. Domain I HOS Reflection: Note: Arden’s narrative growth plan includes this information as well. In this domain, data confirms students make progress toward achievement goals. Arden is learning to ask essential questions and navigate the guide and child interactions. She asks: Where is the child now? Where is the guide bringing them? And how are they doing this? This work is done largely in PD. Arden does frequent check-ins through NWEA, work samples, behavioral observation, and
more. She ensures the teachers communicate with the students. She says the school needs consistent protocols for curriculum check-ins; this needs development. Does our data serve what we want to measure?

a) A new thing I learned is that a teacher is considered “new” until they reach seven years. We have two teachers who are now new. This is important to keep in mind as the guides merge Montessori and state requirements. It is a learning curve, and they are all in different stages of growth.

3. The board should approve this at the October meeting.

III. AE and Strategic Plan [Not discussed directly]
   A. Discuss aspects that pertain to AE and brainstorm things to add and expand.

IV. Future Agenda Items
   A. November
   1. Prepare questions for Domain II.
      a) Helpful materials: Growth Plan for HOS; HOS Ongoing Board Data Collection; Strategic Plan; Implementation folder
   2. Prepare Reflection Map and fill in for Domain I.
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: October 18, 2022
Location: LMPSA
Time: 8:45 AM
Participants Present: Sarah Bordeaux, Beth Bassett, Sarah Lutke

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<th>Discussion Facilitator</th>
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<td>I</td>
<td>Enrollment/Budget Check-In</td>
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<td>Transportation (BATA) Discussion</td>
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- 75 FTE on count day (1 student ahead of budget), some students have added time in the primary classrooms so there’s been a little increases there as well
- Arden question: Clarity on the summer program stabilization grant?
- Arden question: Bussing update – have we been able to accommodate more families that would like bussing and are our current bus riders feeling better about how things are going?
- Arden question: What is your feeling about financial aid needs? Have we added to the original aid budget and if so where did it come from?
- Accounting Manual, Discuss with Maner (on call) about the item regarding payroll approval
- Discussed Beth’s process about the narrative additions for the accounting manual
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<tr>
<td>Lease renewal with Health Department; status</td>
<td>Anita</td>
<td>Anita will plan task force meeting for early November</td>
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<tr>
<td>BMCC Annual Report</td>
<td>Sarah</td>
<td>Have not received it yet.</td>
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<td>Audit (agenda item)</td>
<td>Sarah</td>
<td>Auditor will call in to meeting</td>
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<td>Board Manual Update re meeting frequency (agenda item)</td>
<td>Anita</td>
<td>Update sent to board members for review prior to meeting</td>
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<td>Strategic Plan Implementation</td>
<td>both</td>
<td>Reviewed Implementation plan</td>
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<td>Video for board Training</td>
<td>Sarah</td>
<td>Sarah will get video link; distribute to board for discussion</td>
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<td>Need for additional board member; potential candidates, ideas for IDing more</td>
<td>Anita</td>
<td>3 parties interested (Michael Parsons, Dena Aucin, Megan Eberhard). Have provided details to Megan, Michael</td>
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<td>Board Bylaws update; review proposed changes.</td>
<td>Anita</td>
<td>Table until next month</td>
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<td>Evaluating board and school performance</td>
<td>Anita</td>
<td>Review sample board self evaluation for next month</td>
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<td>Key for board meeting? Meeting in Commissioners Meeting Room upstairs</td>
<td>Anita</td>
<td>Anita will get the key</td>
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Leelanau Montessori

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Join Zoom Meeting https://zoom.us/j/99239966269?pwd=WWRob08vRWWlscVJIY1hoRU1laWh3QT09
Meeting ID: 992 3996 6269
Passcode: 3B2053

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

October 13, 2022
Attendees: Sarah, Angela
Location: Off-site, in-person
Purpose: Monthly Grant Committee meeting

Agenda
- Grant status updates:
  - FOR CONSIDERATION/UPCOMING/IN DEVELOPMENT:
    - Priorities for grants: School lunch programming
      - AI: Children’s house food program, Boonli send info to Arden (Boonli - Meal Order Management Services for Schools, Caterers & More)
      - Arden - Can you help us understand what line item for title 4 includes (line 5610) in the LMPSA financial smartsheet
    - 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.
- Other food grants in consideration
  - Discussion on farm to table, food program grants
    - Action - Sarah/Angela research USDA and other food programs, come up with questions, possibilities
  - 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?)

- 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 Add to grants committee spreadsheet
  - Fall 2% GTB (outdoor education/safety) - 2% Grant report due in November 2022
    - 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

- SUBMITTED: Pending/Submitted grants:
  - Paint and supplies for school, still waiting on 5-gallon interior paint from DeWeese Hardware

- AWARDED: Grants awarded since previous meeting
  - Done - Paint supplies for outdoor ramp/deck: Ace Hardware donated 2 gallons. Follow up with Deweese as more paint is likely needed. Sell at discount

- Action Items:
  - 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 (may be follow-up)
  - Add to grant opportunity (federal grant tribal/military) to grants committee spreadsheet (add website) - Sarah
  - Paint supplies for school - 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
• Develop list of upcoming grant opportunities and pass along to Arden - Sarah/Angela
  o The Joan Rajkovich McGarry Family Education Endowment
  o Whole Kids Foundation: Bee Grant
  o Ursula Thrush Peace Seed Grant; American Montessori Society
  o 2% grant
  o Others?
• Develop list of upcoming and current grant opportunities for teachers - Angela
  o Lowes Toolbox for Education
  o Pets in Classroom
• Genuine Leelanau Charitable Endowment - Sarah look into this
  o Future Agenda Items:
  o Notes:
Leelanau Montessori

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Cooperation, Goodwill, Gratitude, Mindfulness, Respect

Marketing
Location: LMPSA
Date: October 11, 2022
Time: 1000
Present: Tom McConnell, Sarah Bordeaux

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To Do-Review brochures
Video:

Signage:
Campus sign, and wayfinding sign-Tom will explore

Website: Reviewed website, email Nora, Beth, Arden and Marketing Committee regarding website edits.

Social Media: Sarah will work with Nora Goodell
Additions: Arden provided implementation document for review
Next meeting: TBD

Agenda Items: