Leelanau Montessori Public School Academy (LMPSA)
Wednesday, October 20, 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, Vice President and Secretary Abbott, Trustee Kuhn, Treasurer Lutke
   Absent: Trustee McConnell, Trustee Korroch

Others: Beth Basset- Recording Secretary, Arden Wilson- Head of School, Abby Mikowlowski (BMCC), John Sanford (Axios)

3. Additions/Approval of October 20, 2021 Agenda:
   MOVED BY LUTKE SECONDED BY ABBOTT TO APPROVE THE OCTOBER 20, 2021 AGENDA AS PRESENTED.
   AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

4. Public Comment: None
5. Revisions/Approval of the September 15, 2021 Regular Board Meeting Minutes:
   MOVED BY KUHN SECONDED BY LUTKE TO APPROVE THE SEPTEMBER 15, 2021 REGULAR MEETING MINUTES AS PRESENTED.
   AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

6. Head of School Report: Head of School Wilson reviewed her written submitted report. Lutke confirmed that the $500 per pupil increase in state funding is not included in the 60K shortfall. Discussion on the conference room as part of the health department lease and the suggestion to wait until the lease renewal in 2023 to address any reconfiguration of square footage. Bordeaux questioned the increase in the cleaning costs and Wilson commented the increase in square footage and an increase in hourly wages for their staff caused the increase. Wilson commented that she is waiting for the new invoice from Greene Construction. Kuhn wondered how competitive the cleaning company is and what ideas there are for reducing costs. Discussion on using square footage for pricing cleaning rather than per hour. Wilson to address with staff this month ideas and actions to take to reduce cleaning costs.

Old Business:
7. Committee Reports:
   b. Facility: As discussed during head of school report.
   c. Finance: Lutke reviewed the written submitted report.
   d. Fundraising: Bordeaux reviewed the written submitted report.
   e. Governance: Abbott 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 LUTKE SECONDED BY ABBOTT TO APPROVE THE OCTOBER COMMITTEE NOTES AND FINANCIALS AS PRESENTED.
   AYES: ALL  NAYS: NONE  ABSENT: 2  MOTION CARRIED

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New Business:

8. **BMCC Annual Report**: Bordeaux wanted to make the Board aware of the report and asked if anyone had any questions. Abby Mikowolski commented the report is small and simple.

9. **2020-21 Audit**: Bordeaux commented that Manor Costerisan will attend the November meeting to review the audit.

   MOVED BY ABBOTT SECONDED BY KUHN TO APPROVE THE 2020-2021 ANNUAL AUDIT AS PRESENTED.
   AYES: ALL    NAYS: NONE    ABSENT: 2    MOTION CARRIED

10. **Recommendation of Trustee Tori Craig**: Abbott commented that the interview went well and Tori has a background in fundraising, non-profits, Montessori, and equity and inclusion. Tori’s references were very complimentary and the governance team recommends her for a Board of Directors position.

   MOVED BY KUHN SECONDED BY LUTKE TO APPROVE THE NOMINATION OF TORI CRAIG FOR A POSTION ON THE LMPSA BOARD OF DIRECTORS AS PRESENTED.
   AYES: ALL    NAYS: NONE    ABSENT: 2    MOTION CARRIED

11. **Public Comment**: Abby Mikowolski commented that the audit looks good and the leadership training went well. Wilson commented that the 5K was a fun event with happy children and community members stepping up. Wilson also commented that everyone is looking at the strategic planning and preparing for the next steps.

12. **Board Comment**: Lutke questioned why on the BMCC Annual Report we only received a 1 star in a section and Abby said she would look into it.

13. **Adjournment**:

   MOVED BY LUTKE SECONDED BY KUHN TO ADJOURN AT 7:00 P.M.
   AYES: ALL    NAYS: NONE    ABSENT: 2    MOTION CARRIED

Secretary ........................................ Date ........................................

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"Yesterday I was clever, so I wanted to change the world. Today I am wise, so I am changing myself."— Rumi

GENERAL
We have enjoyed a safe start season and met our goals to keep children safe, learning and the school operating. Classroom observations are beginning this month for parents, Board members, community members and prospective parents. Our upcoming Parent Enrichment event is scheduled for Thursday evening and will be focused on the Explosion into reading and writing. Volunteers are now in place several days per week supporting the pathway to reading, peace education and self-care, clerical work and math games. The staff will explore the Nautilus Approach to discipline and behavior during the November 1st PD day. Trained faculty and staff will lead this workshop and the goal is to develop a more proactive and responsive support for the whole school in its integrity and implementation of Montessori method of education. Nautilus is based in our constructivist and humane approach to education. It holds the child at the center and explores systems of justness to ensure that all children participate in and thrive in their education.

ENROLLMENT/STAFFING
Our FTE is 71. This is 13 below our budgeted amount. We are able to capture funds from our blended count from February 2021, capital outlay, 20K more than expected in years’ end fund balance, summer program profits, increase in state aid by $500 and small pieces along the way. We want to capture at least 70K to minimize any draws on our current fund balance of 138K and so that we stay at about a 10% fund balance for the 2021-22 school year.

Our Staff-Board Retreat was a success. We all attended an orientation to the IDI and are awaiting our November 1st organizational debrief with our consultant. Staffing is strong. Faculty are utilizing all their resources to maximize instruction and learning. These include multiple adults in classrooms, coaches and weekly team meetings. We are implementing Tier II instructional time with key children who need extra support using our current adults and are considering an Orton-Gillingham/Barton method tutor.

BUDGET/FINANCE
It is the hope to maintain a 10% fund balance despite the dip in FTE. The board can consider how much of our fund balance we should use, if any, and make strategic adjustments and forecasts using current and future findings based on this year’s numbers and operational budget. The final audit is available to you and will be reviewed with Maner-Costerisan during our November meeting at 6:15 that night.
ACADEMICS/WHOLE CHILD
Benchmark testing is complete and we have started to progress monitor math and language learning as planned. We use this data as a baseline each year and to understand whole class and individual skills. The ISD introduced a Fall data review protocol and will continue this cycle during our other two benchmark periods. Between each benchmark, Lead Guides implement an instructional learning cycle to track whole class and grade level priorities. Learning journals, teacher-student conferences, observation and work samples are other ways that we use assessment.
Observation using school-wide tools is on-going and sequential. We are using learner focused tools and adjustment checklists to measure engagement, classroom systems of learning and executive functioning skills in children. We circle back each month to review this data relative to fully implemented Montessori education.

FACILITY
We continue to experience a plethora of tasks for building operations and maintenance. The systems that are in place for water/plumbing, electric, parking-traffic and grounds are at various intervals of need for repair. Cleaning and care of the daily physical plant are also challenging. We might try to develop more systems that are sustainable so that the school is appealing and functional for daily duties. I welcome strategic planning around this aspect of school operations. Tom McConnell is working with Greene Construction to agree to a final cost for the renovation. CBB Building partners are no longer using this room as a Conference room. We will not be given access to the space during business hours without specific planning and permission.

Do you have any questions for me?
September 2021
Minutes

Attendees: Arden, Deb, Kate

Summary:

I. Teaching and Learning
   A. There are broad topics each month that help house weekly work. Faculty and
      staff did two PD and a retreat in the past month. They discussed language and
      how it comes alive and were able to come full circle on a few items.
   B. PLC: We are one school implementing Montessori with fidelity. We have tools for
      this. For the next seven weeks we are building systems to calibrate how we
      measure engagement and a culture of work in the classroom. We also have
      individual learner tools and an adjustment checklist. So far the faculty and staff
      have adopted those tools and in November we will bring observations of the
      tools. Committed to the art and science of observation.
   C. Retreat: Values: Embarking in heavy editing because some things were missing
      including Peace education, equity and equitable access, wonder, curiosity,
      community, and family.
   D. Elementary: Coming of the universe story. Put on display for the parent gathering
      last week.
   E. Parent Education: October 21 there will be a parent enrichment night with
      childcare offered.

II. Culturally Responsive Education
   A. IDI Update (Tuesday 10/5): Email board staff/board retreat at 3:30. In-person in
      Birch classroom in the school. 5:00 refreshments and snacks. Orientation to it
      IDI with Araceli O’Clair.

Action: Kate email board reminder and invite Tori Craig.

B. book wishlist: Juan Pineda and Martha Topol are also doing this work!
   1. Multiyear evolution
   2. Identifying gaps in the curriculum and clearing out the old things; we have
      limited space!
   3. Blue Vase - $1 books in Interlochen
C. Leelanau United and Tori Craig. Tori is applying to the board!
D. Equity Statement Task Force: Parent group; could use coffee and conversation
   (equity, understanding ourselves--give a jolt)

Action: Arden invited Lucy and Tess to host a coffee and conversation this year to get parents
involved in this conversation.
III. Evaluation
A. HOS Check-in
   1. Kate should have access to iOberstavation to view Arsen’s growth plan. Deb can help Kate logging in.
   2. Arden has selected six elements, has established a starting point and goal, and we will go over one each month until March.
      a) Develop plan in Google sheets (growth plan for head of school) with a new tab for this year. Every month she will cover a domain. March
   3. Domain 1: Closing achievement goal and equitable access. The school leader ensures equal opportunity to access the curriculum. This domain aligns with school values. Prioritizes practices that removes barriers. Collect data and give feedback. Committing to honest talk along expanding access.
   4. Note: To view Arden’s growth plan login to iObservation and click on PLANS→GROWTH PLANS→SHARED WITH ME
B. Faculty and staff update
   1. The faculty and staff had their first one on ones and everyone will have their growth plan by the end of October using Montessori tools.

IV. MICIP
A. Arden and Steve met. Next meeting in November. MICIP leadership team will meet once per season.

V. Misc.
A. [No update] Continue Review description of committee in board manual. This is ongoing and has become a helpful tool in defining the goals of AE. [Current version with many unpolished edits.]
B. Prepare to look at Strategic Planning timeline (ongoing)
C. Discuss retention and parent education about the disconnect between school evaluations and Montessori education.

VI. Next Meeting: Tuesday, October 26 at 2:00 PM at LMPSA
A. Prioritize looking at the Strategic Planning Timeline
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 12, 2021
Location: LMPSA
Time: 8:45 AM
Participants Present: Arden Wilson, Sarah Bordeaux (Zoom), Beth Bassett, Sarah Lutke (Zoom)

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<td>Enrollment Discussion / Count Day</td>
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<td>Time</td>
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Action Steps:

Discussed FTE (post count day – decreased from original budget), per pupil funding (increased $500 per pupil) and how the budget is affected. Question for Wes is how budget looks with these changes. No action at this time. Reviewed audit – no major questions – healthy fund balance. Question for Wes regarding the PPP loan – looking for a trail of those funds for informational purposes only. Lastly, reviewed financials. Discussed significant increase to cleaning budget after increasing square footage (amongst other budget adjustments). Arden meeting with Wes on Wednesday the 13th. Looking to get some of these changes made and to gain an understanding of where we stand and what to expect going forward.
Attendance: Dani Geraci, Sarah Bordeux, Natasha Martinson, Rebakah Hall

Agenda: Vinyards at Sunset

**Vinyards:**

Timing will be at race location to set up at 0700. (RF Events out of GR)

LMFF will plan on being on location Saturday morning at 0700 as well.

Race # need to be placed horizontally on front of runners

People who register first get shirts first

Categories:
- 12 & under
- 13-18
- 19-30
- 31-49
- 50 & up

Rebakah will make the medals for overall top 3

Dani is putting to gether baskets for prizes, pick up shirts and hats from Korsons.

Natasha Make a sign thanking sponsors (kids make thank you card for French Valley)

Need to have a couple “squares” present for day of registration. May need to download app

Sarah will pick up air horn, and adapter for square.

Need someone to announce/speaker (Arden??)

Still need volunteers to help with race. Sarah will mention this to Arden.

Meet Friday at 5pm to set up

Natasha Bring: Garbage bags, sound system, signs/arrow, tables, water cooler, apple cider, Kubota, Green garden stakes, zip ties, post pounder for putting up 5k banner, canopy for water station
Dani bring: tables, t-shirts, hats, apple cider, apples, doughnuts, cash box, registration/timing info, print out of route, pens, cups......

Rebekah bring: Apple cider, doughnuts, tables, medals

Place signs/arrows along route

Fundraising:

Financials:

Need to pay timing company balance owed

Still Need to meet @ Bank to transfer names on bank account
Title: Governance  
Date: Oct 13, 2021  
Location: LMPSA  
Time: 2 pm  
Participants: Tori Craig (for first item), Arden Wilson, Sarah Bordeaux, Anita Abbott

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<th>Agenda Item</th>
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<tr>
<td>Interview board candidate</td>
<td>Sarah</td>
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<td>Review board structure in draft Board Manual</td>
<td>Anita</td>
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<td>Insurance (request to meet from Gallagher Insurance)</td>
<td>Arden</td>
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<td>*BMCC Compliance Calendar</td>
<td>Arden</td>
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<td>transparency requirement: title IX info</td>
<td>Anita/Arden</td>
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<td>Finalize Board Agenda: audit, BMCC report card</td>
<td>Sarah</td>
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The Governance Committee interviewed board member applicant, Tori Craig. We will discuss our recommendation at the monthly board meeting.

Work continues on Board Manual; final corrections/additions requested from each board member, with special attention paid to committee descriptions.

Bay Mills noted that our website needs certain Title IX information to be in compliance with recent federal law requirements. Committee discussed, and prepared info to be posted on website, drawing from our non-discrimination policy, section 2009.
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Join Zoom Meeting https://zoom.us/j/99239966269?pwd=WWRobO8vRWIs-cVJFZ1hoRU11aWh3QT09
Meeting ID: 992 3996 6269
Passcode: 382053

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

October 15, 2021 at 1:30 ET
Attendees:
Location: via Zoom
Purpose: Monthly Grant Committee meeting

Agenda
- Grant status updates:
  - FOR CONSIDERATION/IN DEVELOPMENT:
    - 2% Report for June 2021 award
    - $240 Community foundation grant still needs a thank you? (as per Arden 9/9)
      DONE
    - Email from Sarah 10/7 ParentPowered, Ready4K equity Grant, Arden said No at this time, add to spreadsheet
  - 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
    - Meemic Foundation, For Your Health & Happiness Grant - Meemic (October)
      Not selected
  - AWARDED: Grants awarded since previous meeting
    - LMFF $540 from The Community Foundation, Sarah sent thank you
  - UPCOMING: Upcoming and Future grant ideas for submittal:
    - Raymond Pryke 2021 (are we the lead on this or Dani?), EMAIL FROM BETH ASKING FOR 25K, due on the 31st, submitted by foundation (grants team write this)
      - Feel comfortable applying for $5000 as indicated in the invitation to submit a grant application
    - DUE NOV 30th - GTB Fall cycle towards DEI? And curriculum design (as per Arden’s email, 9/9)
- 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)

10/15/21 Angela email 2% report, Sarah find contact and pics for report

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 check 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

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:
  o Keep DONE action items for a few meetings
  o Continue to apply for Meemic mini-grants
October 19, 2021

Present:
Tom McConnell  Sarah Bordeaux  Arden Wilson

Arden informed committee PR Enterprise will run ad for enrollment for the next three weeks

Discussed Vineyards at Sunrise 5K

Discussed website needs

Nov 9, 2021 is next meeting