Leelanau Montessori Public School Academy (LMPSA)  
Wednesday, September 15, 2021  
7401 E. Duck Lake Road, Lake Leelanau, MI 49653

1. Call to Order: President Bordeaux called the meeting to order at 6:00 p.m.
2. Roll Call: President Bordeaux, Vice President and Secretary Abbott, Trustee Kuhn, Trustee McConnell, Trustee Korroch, Treasurer Lutke via phone

Others: Beth Bassett- Recording Secretary, Arden Wilson- Head of School, Abby Mikowolski (BMCC), Tory Craig

3. Additions/Approval of September 15, 2021 Agenda:  
MOVED BY KORROCH SECONDED BY KUHN TO APPROVE THE SEPTEMBER 15, 2021 AGENDA AS PRESENTED.  
AYES: ALL  NAYS: NONE  ABSENT: 1  MOTION CARRIED

4. Public Comment: Tory Craig introduced herself as an aspiring Montessorian, a classroom assistant at the Children's House, and a founding member of Leelanau United. Tory commented she is here to observe as a potential Board member.

5. Revisions/Approval of the August 18, 2021 Regular Board Meeting Minutes:  
MOVED BY MCCONNELL SECONDED BY KUHN TO APPROVE THE AUGUST 18, 2021 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. Additionally, Wilson commented that she is looking to secure a confidential location for meetings. Board discussion on potential locations and it was decided to pursue the conference room in the health department. Board discussion on student transportation and lunch program as obstacles to enrollment. Wilson will follow up with exit interviews and report back to the Board.

Old Business:

7. Committee Reports:
   a. Academic Excellence: Korroch reviewed the written submitted report. Kuhn commented that she has 12 years experience with Marzano if the committee has any questions.

b. Facility: Wilson commented that some parent volunteers have been working hard on the land and the VFW parking lot will be used for staff parking. The Sugar Maple team of Monica and Terri have done a wonderful job creating a beautiful environment. Kudos to the facility and finance team. On the wish list are observation windows in the school.

c. Finance: Lutke reviewed the written submitted report. Wes Souden and Wilson met and Wes advised to wait until after count day to make any decisions.

d. Fundraising: Bordeaux reviewed the written submitted report. The following motion was made to confirm the LMFF Board of Directors as follows:

LMPSA Minutes  
9-15-21
Dani Geraci - President
Sarah Bordeaux - Vice President
Natasha Martinson - Secretary
Rebekah Hall - Treasurer

MOVED BY ABBOTT SECONDED BY MCCONNELL TO APPROVE THE LEELANAU MONTESSORI FOREVER FOUNDATION BOARD OF DIRECTORS AS PRESENTED.
AYES: ALL  NAYES: NONE  ABSENT: 1  MOTION CARRIED

e. Governance: Abbott reviewed the written submitted report.

f. Grant: Bordeaux reviewed the written submitted report.

8. Marketing: McConnell commented that no meeting was held but they are working on press releases and realize there are spaces to fill and marketing is a high priority.

MOVED BY KORROCH SECONDED BY MCCONNELL TO APPROVE THE SEPTEMBER COMMITTEE NOTES AND FINANCIALS AS PRESENTED.
AYES: ALL  NAYES: NONE  ABSENT: 1  MOTION CARRIED

New Business:

8. Approval of Teachers/Administration Evaluation & Employee Certification Warranty Resolution #27-2021:

MOVED BY KUHN SECONDED BY MCCONNELL TO ADOPT RESOLUTION #27-2021 AS PRESENTED.
ROLL CALL: BORDEAUX-YES, ABBOTT-YES, MCCONNELL-YES, KORROCH-YES, KUHN-YES
AYES: ALL  NAYES: NONE  ABSENT: 1  MOTION CARRIED

9. Public Comment: Abby from BMCC commented that the ESSR funds should be released soon and they are working on an on-line PD offering, details to come soon. Tory Craig thanked everyone for having her attend and was curious about what kind of person the Board is looking for. The Board commented legal, finance, strategic planning, focus on equity and access, and a passion for Montessori.

10. Board Comment: Kuhn questioned how many students we have from the GTB and what can we do to reach out to them. Bordeaux thanked everyone for a successful start to the school year.

11. Adjournment:
MOVED BY KUHN SECONDED BY MCCONNELL TO ADJOURN AT 7:11 P.M.
AYES: ALL  NAYES: NONE  ABSENT: 1  MOTION CARRIED

______________________________  ______________________________
Secretary                    Date

LMPSA Minutes
9-15-21
HOS report template

"What brings you together is your compassion -- your dream of how to make a difference for good".- Margaret Wheatley

GENERAL
We have had a busy start to the school year. New staff, children and families are in the midst of their transitions and slowly establishing patterns. We catch glimpses of a well-oiled machine at intervals throughout the day. All hands are on deck and the faculty and staff are working very hard. We enjoyed our Ice Cream Social, parent and classroom visits and are planning for our upcoming Staff Retreat. The focus this year will be on teams and time together.

On October 5th, the Board, Staff and other key stakeholders will attend an Intercultural Development Inventory orientation at 3:30 in person here at the school. We will gather in the Aspen classroom and then have a 5:00 rendezvous to follow. Araceli AuClair will lead us through this exercise and then schedule a short meeting over the next month with each person to review your profile. On November 1st, we will gather once again to discuss the school’s action steps to help increase our organizational intercultural profile.

ENROLLMENT/STAFFING
There are 113 children enrolled. 74 state funded students and 39 Tuition paying families. We have spaces in our classrooms and will keep publishing enrollment opportunities in the hopes to attract new families. I am hosting a school tour on September 28th.

It has been an unusually uncertain start with our enrollment. We have experienced transient and temporary enrollment in the period from March through August. In providing an exit survey, families to families who have left the program early, transportation, lunch, academic growth and driving distance are the primary reasons for departing the school early. Overall logistics for busy families seem to be less resilient. 32 children left the program early between 2019-2021, 18 were somehow related to COVID changes or challenges. Connections and community feel especially important to maintain the current enrollment numbers and retain families. I will consider with Board committees and stakeholders strategic and strong methods that might deepen connections and community.

Annie Rodeck has been hired as a classroom assistant. Ann Lightbom and Megan Jordan are sharing the role as after school care program directors.

BUDGET/FINANCE
Having 10 fewer students than budgeted, we are experiencing pressure and will likely have some difficult decisions ahead. The Finance Committee will report to you about our discussions and directions that the Board can take to help us maintain our fiscal health. Our Upcoming Audit will be finalized in October and by the October Board meeting and presented in November. I have completed the factors bearing on the Academy and received the following feedback.

Summer Program follow up finances continue as we qualify for 23b monies and we have estimated 10K profit.

ACADEMICS/WHOLE CHILD
As a scientific method of education, Montessori utilizes observation as a tool to make instructional and informed decisions. Guides spend time each day observing for obstacles to optimal development and to ensure equitable access to learning and lessons. The first six weeks of school are spent making large and small shifts to the environment, routines, ground rules and systems to establish a culture of work and learning. I have had brief opportunities to do classroom walkthroughs and targeted observations around routines and structures that support order and orientation, the building blocks to optimal outcomes. Our faculty and staff are outstanding, open and committed to our mission.
NWEA testing begins next week, followed by reading fluency baseline review using AIMSWEB+. We will be supported by the ISD for data review and lesson planning.

FACILITY
Our CBB partners enjoyed a lunch that we provided to them as a token of our appreciation today. The renovations are 99% complete with a few work orders to address. Thank you Tom McConnell, Colby and Jonah Wilson and Jim Orban for helping to paint and pace the project. We should expect the final invoice from Greene Construction shortly and with the fire and electrical code costs, we should expect to pay the full amount of the bid.

I would appreciate some input from the Board relating to the CBB conference room. It is no longer a shared space as the BLDHD uses it as a combined break/meeting room. I would like to schedule shared use after hours as building owners and reserve it at critical intervals through the year. What are your thoughts? I will work with Dodie to come to an agreement.

Shane Carson and Dave Lefevre will help with grounds and light carpentry this fall.

Do you have any questions for me?
Academic Excellence
August 2021
Minutes

Attendees: Arden and Kate

I. Teaching and Learning
   A. There were several PD meetings with faculty and staff as school reopened.
   B. Professional Development Plan for 2021
   C. Calendar

II. Culturally Responsive Education
   A. IDI: Arden working on arranging with Ariselle. Tuesday, 5 October. We will bring
      snacks. It will be on Zoom and in person.
   B. Kate started a book wishlist and hopes to meet with Tina from Bay Books in early
      to mid-September.
   C. How to continue to recruit a board member that can support CRE. (Especially
      thinking about the charter renewal in 2026.)
      1. Kate emailed Leelanau United for suggestions.
   D. Equity Statement Task Force. Reach back out to Lucy and Tess.
   E. The faculty and staff are creating equitable access through adult systems.
      Honest talk and self-assessment happen through weekly coaching to support
      this.

III. Evaluation
   A. HOS: 2021-2022 HOS Plan will do September 1, 2021 and we will have month
      check in's.
   B. Faculty and staff sketch: Streamlining staff evaluation to a Montessori tool. Meet
      with all staff one on one in the first six weeks. They do a reflective inventory,
      They turn growth goals into a task with a due date, done by mid-October. Arden
      gives feedback. Mid-year check-in and then a more formal observation in the
      spring. They will do a reflection on their growth. The way Montessori does best
      practices hasn’t been in place. We are using the Montessori tools to help with
      that.

IV. MICIP
   A. We completed the necessary work for the state. ISD is putting the systems
      together and will support the faculty and staff in learning the systems.

V. Misc.
   A. Review the description of the committee in the 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)

VI. Next Meeting: Tuesday, September 28, 2021 at 2:00 PM at LMPSA
Leelanau Montessori Forever Foundation  Meeting Notes  9/08/21

Attendance:  Dani Geraci, Sarah Bordeaux, Natasha Martinson, Rebecca Hall

Agenda:  Vinyards at Sunset

    Continued Fundraising Ideas

    Financials

    Additions

Vinyards:

    Need to order banner for race (Britton Banner)

    Letters to businesses for sponsorship

    How to change name on FB page???

    Send Natasha list of Businesses so can make labels for future mailings.

    Need to obtain signs and arrows for race route & road side.

    (signs along route with facts about school & venue)

    Need to start reaching out for publicity: Record Eagle, Enterprise, Radio, TV (Sarah Peshall?)

Motion to pay Deposit to secure timing company made by Natasha M.

Motion second by Sarah B.

All members In Favor.

Fundraising:

    Developmental meeting Sept 14th @2:00

    Hats & Swag for kids that raise +$100.

    Wreath Sales in November (Run by classrooms not us) we will help locate a vendor.

    Possible Snowshoe hike in Jan (night time by candle light, local restaurants donate soup/chili, hot chocolate, cookie)

    Dinner to go baskets in Feb
Financials:

Need to correct state filings

Need to meet @ Bank to transfer names on bank account
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: September 14, 2021
Location: LMPSA
Time: 8:45 AM
Participants Present: Arden Wilson, Sarah Bordeaux, Beth Bassett, Sarah Lutke

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<th>Discussion Facilitator</th>
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<td>Enrollment Discussion</td>
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<td>Budget Review</td>
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Action Steps:

Did not have updated financials but discussed enrollment changes and reviewed the budget (as a result of these changes).
Title: Governance  
Date: Sep 8, 2021  
Location: LMPSA  
Time: 10 am  
Participants: Arden Wilson, Sarah Bordeaux, Anita Abbott

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<td>*BMCC Compliance Calendar</td>
<td>Arden</td>
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<td>bully policy/cyber bullying policy review</td>
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<td>Staff privacy concerning vaccination status</td>
<td>Sarah</td>
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<td>Back to school covid safety issues</td>
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<td>Annual academic goals</td>
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<td>Teacher/Admin Evaluation Resolution</td>
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<td>New Board member needed</td>
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<td>Finalize Board Agenda</td>
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1. As part of the compliance calendar review, we took a look at our bullying policy. Confirmed that it includes sections relating to cyberbullying. Good reminder of the need for annual training/discussions with staff and students about bullying, and safe use of internet/electronic devices.

2. It was noted that some parents had asked about the vaccination status of staff. While it would be a violation of privacy to provide specific info on a particular staff member, we can discuss what percentage of staff are vaccinated (many, or few, or half, etc.).

3. Annual requirement to provide academic goals to Bay Mills. Arden will brief board on goals at the next meeting.

4. Annual requirement to pass resolution regarding teacher/admin evaluation process.
Future Action Needed:

All committees should review their committee descriptions in the draft board manual, and update as necessary. Contact Anita Abbott if you need an electronic version to edit.

Governance will spearhead the annual review of the Emergency Operations Plan in January.
Leelanau Montessori

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Join Zoom Meeting https://zoom.us/j/99239966269?pwd=WWRob08yRWlsVjFZ1hoRU11aWh3QT09
Meeting ID: 992 3996 6269
Passcode: 3B2053
Grant committee folder (Google Drive) - Meeting notes, grant applications, archives
Grants spreadsheet

September 9, 2021 at 11:00 ET
Attendees: Sarah Bordeaux, Angela Brennan
Location: via Zoom
Purpose: Monthly Grant Committee meeting

Agenda

- Discuss Grant committee membership and changes
- Overview of Grant committee Google Drive files
- Grant status updates:
  - Pending/Submitted grants:
    - Family Center for Children and Youth with Special Health Care Needs, Bullying Prevention Initiative Grant Cycle 2021-2022
      - $10,000, approved July 20 2021
    - Meemic Foundation, For Your Health & Happiness Grant - Meemic (October)
  - Grants awarded:
    - LMFF $540 from The Community Foundation, Sarah sent thank you
    - 2% grant in June 2021, $5000 supporting building renovations, teacher training and materials
  - Grants currently in development:
    -
  - Upcoming and Future grant ideas for submittal:
    - Added Mockingbird to Grants spreadsheet, January 15th deadline
  - Action Items:
    - Sarah ask Arden if she will be lead for the status report for GTB 2% awarded June 2021
    - Sarah follow up on formal thank you to Community Foundation
    - Angela check on where $10,000 bullying prevention grant cycle
    - Sarah check with Arden Mockingbird music grant what we would want
    - Angela look into The Joan Rajkovich McGarry Family Education Endowment (October due)
- Sarah follow up with Whole Kids Foundation Garden Grants (November)
- Sarah ask Arden about 2% in November (maybe ask about resubmitting for remaining $25,000)
- Angela check on DTE Energy grant
- Angela/Sarah research new grant opportunities
- Zoom invite sharing issues

- Future Agenda Items: