

Leelanau Montessori Public School Academy (LMPSA)  
Wednesday, January 15, 2025  
8527 E Government Center Drive, Suttons Bay, MI 49682

1. **Call to Order:** President Bordeaux called the meeting to order at 6:01pm
2. Oath of Office, Board of Directors, Hallie Kutschke
3. **Roll Call:** President Bordeaux, Vice President Abbott, Director McConnell, Secretary Kuhn, Director Kutschke

Others: Arden Wilson-Head of School, Nora Goodell- Recording Secretary, Abby Mikolowski – Bay Mills

4. **Additions/Approval of January 15, 2025 Agenda**  
VP Abbott added under new business: Item #10 – Approval of LMFF Board Members Lindsay Thomas and Jessica Wagner

***MOVED DIRECTOR MCCONNELL BY SECONDED BY SECRETARY KUHN TO APPROVE THE January 15, 2025 MEETING AGENDA AS PRESENTED.***  
***YES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED***

5. **Revisions/Approval of December 20, 2024 Minutes**

***MOVED BY VP ABBOTT AND SECONDED BY SECRETARY KUHN TO APPROVE THE December 20, 2024 REGULAR MEETING MINUTES AS PRESENTED.***  
***YES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED***

6. **Public Comment – HOS Wilson thanked the Board for all their work and presented a card from the staff.**
7. **Head of School Report – Written report provided. HOS Wilson asked, “How would you like to see our greater community support this expansion?” Discussion from the Board about the need for greater awareness and understanding of the Montessori of our school in Leelanau County and expanding to a larger area (Benzie, etc). How do we find out what the community wants from us, like whether we need a middle school program? Director Kuhn asked for an update on how the work with Des was going. HOS Wilson answered that Des was working directly with LMFF and our fundraising was on track for the year.**  
**Old Business**
8. **Committees**
  - a. **Finance –ISD and Veritas information will be presented next month for Business Services. Discussion regarding GSRP.**
  - b. **Governance – Written report provided.**

**MOTION BY SECRETARY KUHN AND SECOND BY DIRECTOR MCCONNELL TO APPROVE January COMMITTEE NOTES AND December FINANCIALS  
YES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED**

**New Business**

**9. Budget Amendment 2024-2025 Resolution #1-2025**

**MOVED BY VP ABBOTT SECONDED BY SECRETARY KUHN TO APPROVE BUDGET AMENDMENT RESOLUTION #1-2025, AS PRESENTED.**

**ROLL CALL: BORDEAUX-YES, ABBOTT-YES, MCCONNELL – YES, KUHN – YES, KUTSCHKE, YES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED**

**10. Approval of LMFF Board Members Lindsay Thomas and Jessica Wagner**

**MOVED BY SECRETARY KUHN SECONDED DIRECTOR MCCONNELL TO APPROVE LMFF BOARD MEMBERS LINDSAY THOMAS AND JESSICA WAGNER  
YES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED**

**11. Public Comment – Abby thanked the Board for their work and wanted to express how much they are appreciated**

**12. Board Comment – Board thanked Arden for the snacks and welcomed Hallie to the Board.**

**13. Adjournment**

**MOVED BY SECRETARY KUHN SECONDED BY DIRECTOR MCCONNELL TO ADJOURN THE MEETING AT 6:58pm AS PRESENTED.**

**YES: ALL NAYS: NONE ABSENT: 0 MOTION CARRIED**



[Debra Kuhn \(Feb 21, 2025 18:08 CST\)](#)

---

Secretary

Date

## Leelanau Montessori

Title: Governance

Date: January 8, 2025

Location: LMPSA

Time: 2 pm

Participants: Sarah Bordeaux, Anita Abbott, Arden Wilson

Agenda Item	Notes
Hallie Kutschke Board Membership status update.	<i>Awaiting word from Bay Mills. Will swear in at the next meeting if approval is received from Bay Mills in time to do so.</i>
National Charter School Institute (NCSI) Policy status	<i>Policies were approved at our last board meeting. The public link is now available, and can be found on the school website under "About," "Board," "Members and Policies," "View the Board of Directors Policies."</i>
Emergency Operations Plan; time for annual review	<i>Arden, Anita, Sarah will review and update as needed. Some of our evacuation procedures (location) have changed, and will need to be updated in manual.</i>
Update on Bureau of Fire Services approval	<i>The state site still says "Under Review." Arden will ask Tom McConnell to email POC to check status.</i>
Agenda for next week's board meeting	<i>New item: Budget Amendment</i>
Future Board Members	<i>Arden shared the name of a person who is interested in learning more about serving on board. Will reach out.</i>

**Leelanau Montessori Public School Academy  
Lake Leelanau, MI 49653**

**A Resolution of the Leelanau Montessori Public School Academy Board of Directors**

RESOLVED, that this resolution shall be the first Budget Amendment of Leelanau Montessori Public School Academy GENERAL FUND for the fiscal year 2025.

BE IT FURTHER RESOLVED that the revenues estimated to be available for appropriations in the general fund are as follows:

Revenue	
Local	543,316
State	842,705
Federal	59,494
Incoming Transfers and Other Transactions	21,244
Total Revenue	\$ 1,466,759
Fund Balance as of July 1, 2024	\$ 271,670
Total Available to Appropriate - General Fund	\$ 1,738,429

BE IT FURTHER RESOLVED, that \$1,580,961 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Instruction:	
Basic Programs	\$ 726,528
Added Needs	111,057
Support Services:	
Pupil Services	4,792
Improvement of Instruction	102,304
General Administration	56,528
School Administration	206,558
Business Services	24,400
Operations and Maintenance	162,709
Transportation	5,500
Central Services	35,458
Support Services Other	20,000
Community Services	9,170
Outgoing Transfers and Other Transactions	115,957
Total Appropriated	\$ 1,580,961
Ending Fund Balance (06/30/2025 estimate)	<u>\$ 157,468</u>

Secretary's Certification:

I certify that the foregoing resolution was duly adopted by the Leelanau Montessori Public School Academy Board of Directors at a properly noticed open meeting held on the \_\_\_\_ day of \_\_\_\_\_, at which a quorum was present.

By: \_\_\_\_\_  
Secretary of the Board

**Leelanau Montessori PSA  
General Fund Budget  
For the Fiscal Years Ending June 30**

<b>Revenue</b>	2024-2025 Original	2024-2025 Amend 1	Variance
Local	529,459	543,316	13,857
State	816,696	842,705	26,009
Federal	50,186	59,494	9,308
Incoming Transfers and Other Transactions	10,975	21,244	10,269
<b>Total Revenues</b>	<b>1,407,316</b>	<b>1,466,759</b>	<b>59,443</b>

<b>Expenditures</b>			
<b>Instruction</b>			
Basic Programs	713,333	726,528	13,195
Added Needs	87,819	111,057	23,238
<b>Total Instruction</b>	<b>801,152</b>	<b>837,585</b>	<b>36,433</b>
<b>Support</b>			
Pupil Services	3,575	4,792	1,217
Instructional Staff	115,595	102,304	(13,291)
General Administration	46,551	56,528	9,977
School Administration	185,925	206,558	20,633
Business Services	24,400	24,400	0
Operations and Maintenance	150,875	162,709	11,834
Pupil Transportation	7,000	5,500	(1,500)
Central Services	33,500	35,458	1,958
Support Services Other	20,000	20,000	0
<b>Total Support Services</b>	<b>587,421</b>	<b>618,249</b>	<b>30,828</b>
Community Services	12,779	9,170	(3,609)
Outgoing Transfers and Other Transactions	98,100	115,957	17,857
<b>Total Expenditures</b>	<b>1,499,452</b>	<b>1,580,961</b>	<b>81,509</b>
Excess Revenue/(Expenditures)	(92,136)	(114,202)	(22,066)
Fund Balance - July 1	271,670	271,670	0
Fund Balance - June 30	179,534	157,468	(22,066)
Less Non-Spendable and Assigned	0	0	0
<b>Unassigned Fund Balance</b>	<b>179,534</b>	<b>157,468</b>	<b>(22,066)</b>

REVENUE ACCOUNT

11 General Fund

CLASS1 DESCRIPTION	ORIGINAL BUDGET	1ST AMEND BUDGET	WORKING BUDGET	ACTUAL MO TO DATE	ACTUAL YR TO DATE	REMAINING BALANCE
100 Revenue from Local Source	529,459.00-	543,316.00-	543,316.00-	39,291.65-	254,143.83-	289,172.17-
200 Non-Education Entity	.00	13,500.00-	13,500.00-	.00	.00	13,500.00-
300 Revenue - State Sources	816,696.00-	842,705.00-	842,705.00-	71,247.42-	257,914.53-	584,790.47-
400 Revenue - Federal Sources	50,186.00-	59,494.00-	59,494.00-	.00	.00	59,494.00-
500 Incoming Transfers/Other	10,975.00-	7,744.00-	7,744.00-	2,076.12-	2,383.67-	5,360.33-
600 Fund Modifications	.00	.00	.00	.00	.00	.00

11 General Fund \* TOTAL 1,407,316.00- 1,466,759.00- 1,466,759.00- 112,615.19- 514,442.03- 952,316.97-

11 General Fund EXPENSE ACCOUNT

FUNC1/FUNC2 DESC	ORIGINAL BUDGET	1ST AMEND BUDGET	WORKING BUDGET	ACTUAL YR TO DATE	REMAINING BALANCE
110 Basic Program	713,333.00	726,528.00	726,528.00	302,775.47	423,752.53
120 Added Needs	87,819.00	111,057.00	111,057.00	31,078.98	79,978.02
100 Instruction	801,152.00	837,585.00	837,585.00	333,854.45	503,730.55
210 Support Services-Pupil	3,575.00	4,792.00	4,792.00	275.00	4,517.00
220 Supp Instructional Staff	115,595.00	102,304.00	102,304.00	38,170.58	64,133.42
230 General Administration	46,551.00	56,528.00	56,528.00	33,022.26	23,505.74
240 School Administration	185,925.00	206,558.00	206,558.00	109,477.22	97,080.78
250 Support Services Business	24,400.00	24,400.00	24,400.00	6,473.82	17,926.18
260 Operations & Maintenance	150,875.00	162,709.00	162,709.00	96,634.04	66,074.96
270 Pupil Transportation	7,000.00	5,500.00	5,500.00	900.00	4,600.00
280 Support Service-Central	33,500.00	35,458.00	35,458.00	12,940.78	22,517.22
290 Support Service-Other	20,000.00	20,000.00	20,000.00	.00	20,000.00
200 Supporting Services	587,421.00	618,249.00	618,249.00	297,893.70	320,355.30
330 Community Activities	.00	.00	.00	.00	.00
350 Custody & Care Children	12,779.00	9,170.00	9,170.00	3,989.30	5,180.70
360 Welfare Activities	.00	.00	.00	.00	.00
300 Community Services	12,779.00	9,170.00	9,170.00	3,989.30	5,180.70
410 Other Public Schools-Mich	100.00	100.00	100.00	.00	100.00
450 Facilities Acquisition	.00	17,857.00	17,857.00	20,223.00	2,366.00-
490 Prior Period Adjustments	1,000.00	1,000.00	1,000.00	.00	1,000.00
400 Facility Acq, Prior Peri	1,100.00	18,957.00	18,957.00	20,223.00	1,266.00-
510 Debt Service-Long Term	97,000.00	97,000.00	97,000.00	48,438.96	48,561.04
500 Other Financing Uses	97,000.00	97,000.00	97,000.00	48,438.96	48,561.04
610 Transfers Out-Student Act	.00	.00	.00	.00	.00
600 Fund Modifications	.00	.00	.00	.00	.00
11 General Fund	1,499,452.00	1,580,961.00	1,580,961.00	704,399.41	876,561.59

# LMPSA\_Board\_January\_15\_2025\_Approved\_Minutes

Final Audit Report

2025-02-22

Created:	2025-02-21
By:	Leelanau Montessori Admin (info@leelanaumontessori.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAK45pJTUPFRI97_5hSpcw7GUJxactrlWp

## "LMPSA\_Board\_January\_15\_2025\_Approved\_Minutes" History

-  Document created by Leelanau Montessori Admin (info@leelanaumontessori.org)  
2025-02-21 - 3:24:08 PM GMT
-  Document emailed to kuhnd@leelanaumontessori.org for signature  
2025-02-21 - 3:24:15 PM GMT
-  Email viewed by kuhnd@leelanaumontessori.org  
2025-02-22 - 0:07:00 AM GMT
-  Signer kuhnd@leelanaumontessori.org entered name at signing as Debra Kuhn  
2025-02-22 - 0:07:59 AM GMT
-  Document e-signed by Debra Kuhn (kuhnd@leelanaumontessori.org)  
Signature Date: 2025-02-22 - 0:08:01 AM GMT - Time Source: server
-  Agreement completed.  
2025-02-22 - 0:08:01 AM GMT