

Leelanau Montessori Public School Academy (LMPSA)  
Wednesday, March 19, 2025  
8527 E Government Center Drive, Suttons Bay, MI 49682

1. **Call to Order:** President Bordeaux called the meeting to order at 6:00pm
2. **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, Dani Geraci – Parent and LMFF President, Rebecca Clinton – Parent and LMFF Board Member

3. **Approval of March 19, 2025 Agenda**  
**VICE PRESIDENT ABBOTT ADDS LAUTNER IRRIGATION PLAN TO NEW BUSINESS, AS #13**

***MOVED BY SECRETARY KUHN SECONDED BY DIRECTOR KUTSCHKE TO APPROVE THE March 19, 2025 MEETING AGENDA AS AMENDED.***  
***YES: ALL NAYS: NONE ABSENT: NONE MOTION CARRIED***

4. **Public Comment – HOS WILSON NOTED THAT LMPSA STARTED ITS FIRST BIKE PROGRAM AND 12 ELEMENTARY STUDENTS HAVE JOINED. WE RECEIVED A GRANT FOR THIS AND HAVE PARTNERED WITH COMMUNITY GROUPS AND BUSINESSES.**

5. **Revisions/Approval of February 19, 2025 Minutes**  
**PRESIDENT BORDEAUX NOTED THE FOLLOWING ADDITIONS - THE NWEA RESULTS WERE SHARED DURING THE HOS REPORT AND BOARD SUPPORTS THE SCHOOL KEEPING OUR READING INTERVENTIONIST ON STAFF.**

***MOVED BY VP ABBOTT AND SECONDED BY DIRECTOR MCCONNELL TO APPROVE THE February 19, 2025 REGULAR MEETING MINUTES AS PRESENTED.***  
***YES: ALL NAYS: NONE ABSENT: NONE MOTION CARRIED***

6. **Head of School Report – Written report provided.**  
**COMMENTS AND QUESTIONS: VP ABBOTT WOULD LOVE TO SEE THE GARDEN PLAN AND EXECUTION HIGHLIGHTED IN SOCIAL MEDIA. SECRETARY KUHN SAID SHE TOOK HOS WILSON'S LETTER VERY SERIOUSLY AND LOOKED FORWARD TO DISCUSSING THE 10% FUND BALANCE**

**Old Business**

7. **Committees**
  - a. **Finance – Met on MARCH 18<sup>th</sup> and Written notes provided.**
  - b. **Governance – Met on MARCH 12<sup>TH</sup> and Written notes provided**
    - i. **DIRECTOR MCCONNELL PROVIDED AN UPDATE ON BUREAU OF FIRE SERVICES APPROVAL. THERE ARE SOME MINOR**

CHANGES TO BE MADE THAT GREEN CONSTRUCTION WILL COMPLETE. DIRECTOR MCCONNELL WILL HANDLE THE NEXT STEPS AFTER THE UPDATES. HOS WILSON MENTIONED THE STEWARDSHIP EVENT ON JUNE 26<sup>TH</sup> AND ALERTED THE BOARD TO BE READY FOR CALLS IN MAY.

8. Expansion Task Force – DIRECTOR MCCONNELL WILL BE LEADING THIS TASK FORCE AND THE TEAM IS BUILDING.

**MOTION BY SECRETARY KUHN AND SECOND BY VP ABBOTT TO APPROVE March COMMITTEE NOTES AND February FINANCIALS**

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

**New Business**

9. Michigan Grant Budget Proposal – HOS WILSON EXPLAINED THAT AS WE ARE ON A FUNDING CLIFF AND NEED TO PROTECT OUR FUND BALANCE. USING THIS GRANT TO BUILD OUR CHILDCARE EXPANSION WILL IMPLEMENT OUR STRATEGIC PLAN.

**MOTION BY VICE PRESIDENT ABBOTT AND SECOND BY SECRETARY KUHN TO APPROVE SUBMITTING MICHIGAN GRANT BUDGET PROPOSAL.**

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

10. Health Department Update – HEALTH DEPT WOULD LIKE PARKING LOT LIGHTS SERVICED AND A PA SYSTEM FOR CRISIS DRILLS. HOS WILSON MENTIONED A COMPANY THAT HELPS RENOVATE HEALTH DEPARTMENTS.
11. Emergency Operation Manual – HOS WILSON AND VP ABBOTT MADE SOME MINOR CHANGES AND WORKED WITH THE COUNTY TO UPDATE.

**MOTION BY VP ABBOTT AND SECOND BY DIRECTOR KUTSCHKE TO APPROVE THE EMERGENCY OPERATIONS MANUAL**

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

12. Boards' Role Outreach/Fundraising – KUTSCHKE WILL STEP INTO OUTREACH/FUNDRAISING SO DIRECTOR MCCONNELL CAN FOCUS ON EXPANSION TASK FORCE
13. LAUTNER IRRIGATION PLAN – HOS WILSON EXPLAINED THAT WE NEED IRRIGATION TO PUT IN PLANTS AND KEEP THEM ALIVE. THIS REQUIRES BOARD APPROVAL AS THE QUOTE COMES TO \$25,000. PRESIDENT BORDEAX ASKED IF THIS WOULD DISRUPT THE CHILDREN AND HOW LONG WILL IT TAKE? HOS WILSON NOTED IT WOULD NOT CAUSE A DISRUPTION. HOW MUCH WILL ELECTRICITY COST? HOS WILSON WILL ASK LAUTNER IF THEY CAN PROVIDE AN ESTIMATE. CAN WE ASK WHO DONATED THIS? HOS WILSON NOTED THAT IT WAS ANONYMOUS.

**MOTION BY SECRETARY KUHN AND SECOND BY DIRECTOR MCCONNELL TO APPROVE AN EXPENDITURE OF UP TO \$25,000 FOR LAUTNER IRRIGATION TO INSTALL IRRIGATION AT THE SCHOOL.**

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

14. Public Comment - HOS WILSON THANKS VP ABBOTT FOR LOOKING OVER THE EOP.
15. Board Comment – PRESIDENT BORDEAUX THANKS THE BOARD FOR MAKING THE CALLS AND STEPPING INTO NEW ROLES. THANK YOU, VP ABBOTT, FOR GETTING THE SALARY COMPARABLES. DIRECTOR MCCONNELL WOULD LIKE TO GIVE A POTENTIAL BOARD MEMBER A WALK THROUGH OF THE SCHOOL. VP ABBOTT WANTED TO THANK THE LMFF BOARD MEMBERS WHO ARE HERE AND DOING SUCH GREAT WORK.
16. Adjournment

**MOVED BY SECRETARY KUHN SECONDED BY DIRECTOR MCCONNELL TO ADJOURN THE MEETING AT 7:27pm AS PRESENTED.**

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



Anita Abbott (Apr 16, 2025 11:10 EDT)

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Secretary

## 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**

Location: Leelanau Montessori

Date: March 18, 2025

Time: 2pm

Participants Present: Wilson, Bordeaux, Abbott, Goodell

Huntington Bank reps called in for their agenda item

Code: I= Information D= Discussion R= Reflection A= Action

Time	Agenda Item	Discussion Facilitator	Code
	February 2025 Financials	Arden	
	Tiffany Sinclair-Huntington Bank	Sarah	
	Accounting Manual	Nora/Arden	
	Michigan Grant	Arden	
	NCSI Reimbursement	Nora/Arden	
	Salary Scale	Arden	
	Additions	all	

Discussion:

Discussion with Huntington Bank, Kyle Klein (USDA rep) and Tiffany Sinclair (LPMSA liaison at HB) regarding USDA loan possibilities? Kyle and Tiffany requested our financials for review, Wilson will email.

Tiffany stated the amount owed on the current loan is \$917,000.

Initial loan was 1.2 million at 5% interest rate per Arden and Nora

Summer Program will not take place

Discussion of reinstating the Facility Committee, and delegating funds for everyday needs of school as well as a growing fund to support facility needs.

Wilson shared the Michigan Grant Budget, Finance Committee to make recommendation to the Board for approval.

Salary increases discussion, currently would be a 75,000 addition to next year's budget. Abbott inquired where we would find funds to support. Wilson has applied for a 6 year grant @ 60,000 a year to help to balance this offset. Continued discussion for the next meeting...

\$25,000 Campus Enhancement Donations, Wilson requested Board approval for the irrigation system in New Business. Amending Board agenda to address.

NCSI Reimbursements is located in Miscellaneous Donations in Financials

Goodell states Accounting Manual is close to complete, waiting on response

Next meeting:

April 15, 2025 2pm at LMPA

## Leelanau Montessori

Title: Governance

Date: March 12, 2025

Location: offsite

Time: 2 pm

Participants: Sarah Bordeaux, Anita Abbott

Agenda Item	Notes
Defining Expansion Task Force roles/responsibilities	Reviewed Expansion Task Force charter doc prepared by Arden. Provides for task force to present concise/comprehensive proposal to the Board within 8 months.
Meeting with Health Department; debrief	Sarah will brief under new business. Key points: lease runs to July 2026; we conveyed that we will provide ample notice to the Health Dept if we don't intend to renew after that point.
Discuss timing of future board retreat on Strategic Plan.	Board needs to do an annual review of the strategic plan and its implementation. Should schedule a retreat to discuss.
Emergency Operations Plan; annual review status	Team has updated the school's Emergency Operations Plan. Providing to the board for awareness, review and approval of latest changes.
Update on Bureau of Fire Services approval	Ask Tom to update the Board at the Board Meeting.
Fundraising Support By Board <ul style="list-style-type: none"> <li>● Follow Up on calls made to past donors</li> <li>● Plan for Governance Cmte led board retreat on Board Outreach/Fundraising Support</li> </ul>	Obtain feedback from Board at meeting on how thank you calls went. Missing phone numbers were an issue. Governance will take the lead on retreat for board members to develop Board member outreach plan. Would like to do it immediately prior to the April Board meeting.
Bay Mills Professional Development Series	All Board members are strongly encouraged to participate in Bay Mills online Professional Development on April 1, discussing "Cultivating Relationships as Part of Good Governance". This will be good background for our outreach retreat later in April.
Michigan Grant Budget Approval	HOS to brief board at Board meeting on new proposed budget for the \$400,000 state grant.

# LMPSA\_Board\_March\_19\_2025\_Approved\_Minutes\_Notes

Final Audit Report

2025-04-18

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