

Leelanau Montessori Public School Academy (LMPSA)

March 20, 2024

8527 Government Center Dr. Suttons Bay, MI 49682

1. **Call to Order:** President Bordeaux called the meeting to order at 6:08pm
2. **Roll Call:** President Bordeaux, Vice President and Secretary Abbott, Treasurer Lutke, and Director McConnell

Absent: Director Kuhn; Treasurer Lutke left at 7:54pm

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

3. **Additions/Approval of March 20, 2024, Agenda: VP and Secretary Abbott added Approval of Overnight Trip to Camp LOC as #8 and the items there after renumbered.**

MOVED BY Treasurer Lutke SECONDED BY VP and Secretary Abbott TO APPROVE THE March 20, 2024 MEETING AGENDA AS Amended.

YES: ALL NAYS: NONE ABSENT:1 MOTION CARRIED

4. **Public Comment – HOS Wilson recognized Abby Chatfield for helping with our recent article in the Glen Arbor Sun, Nora Goodell for all her work on state reporting, and the parent crew who installed the log steppers.**
5. **Revisions/Approval of February 21, 2024, Minutes**

MOVED BY Director McConnell SECONDED BY VP and Secretary Abbott TO APPROVE THE February 21, 2024, REGULAR MEETING MINUTES AS PRESENTED.

YES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

6. **Head of School Report – Written Report Provided including NWEA growth and proficiency percentages schoolwide.**

Questions/Comments: Treasurer Lutke asked if any staff would not be returning next week. HOS Wilson shared that only 1 staff, not in a leadership position, remained uncommitted.

Old Business

7. **Committees**
 - a. **Academic Excellence – Informal Meeting with no notes.**
 - b. **Finance – Written notes from meeting on March 19.**
 - c. **Governance – Written notes from meeting on March 13. Board will review reauthorization draft prior to April Meeting. President Bordeaux thinks the Governance needs to look at playground regarding compliance and insurance. HOS Wilson will forward information that she has from the committee.**

- d. Grant – No March Meeting.
- e. Marketing – No March Meeting.

Motion to approve the February Financials and Committee notes BY Treasurer Lutke AND SECONDED BY Director McConnell.

YES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED

New Business

- 1. Approval of Overnight Trip to Camp LOC

Motion to approve the Overnight Trip to Camp Loc BY VP and Sec Abbott AND SECONDED BY Treasurer Lutke

- 2. **YES: ALL NAYS: NONE ABSENT: 1 MOTION CARRIED**

- 3. Expansion Workgroup – HOS Wilson presented PowerPoint showing several options regarding expansion and renovations. Reviewed the lease and we are committed to it until July 2026. The Board is still undecided on what direction to take, building or renovating. HOS Wilson will have the architect firm design a slightly lower cost project.
- 4. Fundraising Consultant – Discussion regarding using a firm and hiring our own Development Director. Director McConnell thought we could not find someone who could do the professional jobs that these firms could do. His recommendation is to use a firm and invest in Boomerang for our fundraising database. President Bordeaux and Director McConnell will join HOS Wilson for the meetings with each firm.
- 5. Board Commitments – Abbott always need Governance, Academic and Finance. HOS Wilson does not see anyone writing the grants other than her. The importance of collaboration with LMFF and the next steps. Board to review the Manual and make suggestions.
- 6. Public Comment - None
- 7. Board Comment - President Bordeaux: June 15th Evening of Art @ French Valley Vineyards. If you can go to Bay Mills Seminar on April 25th, let Sarah know. Would like to have NCSI in the budget, President Bordeaux will be getting a new contact. Kudos to the playground committee.

MOVED BY Director McConnell SECONDED BY VP and Secretary Abbott TO ADJOURN THE MEETING AT 8:13PM AS PRESENTED.

YES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED



Anita Abbott (Apr 22, 2024 15:03 EDT)

Secretary

Date

Leelanau Montessori Public School Academy (LMPSA)

February 21, 2024

8527 Government Center Dr. Suttons Bay, MI 49682

1. **Call to Order:** Vice President and Secretary Abbott called the meeting to order at 6:03pm.

2. **Roll Call:** Vice President and Secretary Abbott, Director Kuhn, Director McConnell

Absent: President Bordeaux and Treasurer Lutke

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

3. **Additions/Approval of February 21, 2024 Agenda:**

MOVED BY Director Kuhn SECONDED BY Director McConnell TO APPROVE THE February 21, 2024 MEETING AGENDA AS Presented.

YES: ALL NAYS: NONE ABSENT:2 MOTION CARRIED

4. **Public Comment – None**

5. **Revisions/Approval of January 21, 2024 Minutes**

MOVED BY Director Kuhn SECONDED BY Director McConnell TO APPROVE THE January 21, 2024 REGULAR MEETING MINUTES AS PRESENTED.

YES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED

6. **Head of School Report –** See Written Report. Fire Bureau update; the updated information should be sent to the state in the coming days. There were no red flags in the report. Thank you Greene Construction, Tom, and Bill Fuller for your work on this.

Asking Board support to put in the swings.

Questions/Comments: Vice President and Secretary Abbott asked about the contingency on the grant. HOS Wilson indicated that it was for accessibility and the surfacing will meet this. Director McConnell is all for it. Director Kuhn believes it is good for the body and brain. Vice President and Secretary Abbott supports moving forward with the swings.

Vice President and Secretary Abbott has trouble thinking about how we aren't sustainable if we have been around for so long and continue to operate. HOS Wilson reflected that there are things a sustainable offer that we currently can't, as well as dipping into our fund balance this year.

Old Business

7. **Committees**

a. **Academic Excellence – Written Notes from meeting on February 14th.**

Developed SMART Goal to let us evaluate the whole child rather than just looking at test scores.

- b. **Finance – Written notes from meeting on February 20th.** Treasurer Lutke recommended that our first step is hiring a consultant to help us develop a culture of philanthropy. HOS Wilson indicated that President Bordeaux wondered what the rest of the Board felt would be the most important social goal. President Bordeaux wanted to see a stronger sense of community. There used to be more informal events during the year that made us a tighter knit community. Abbott said finding Board members who have the background in fundraising and money managing. McConnell says it comes back to finding money and space. Step 1 is building the database of alumni. We need to connect more with the entire region. Reauthorization Analysis will be available in March, voted on in April.
- c. **Governance – Written notes from meeting on February 14th.** Sarah Bordeaux and Deb Kuhn expire this year. Deb Kuhn will stay on again. Sarah Lutke is up in 2025, however she would like to find a replacement this year. There are 3 possibilities.
- d. **Grant – Did not meet.**
- e. **Marketing – Written Minutes provided.**

**Motion to approve the January Financials and Committee notes BY DIRECTOR McConnell AND SECONDED BY Director Kuhn
YES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

New Business

- 8. **MOVED by Director Kuhn and SECONDED by Director McConnell to approve Board Policy 5005 Resolution #2-2024**

**ROLL CALL: BORDEAUX- ABSENT, ABBOTT-YES, TREASURER LUTKE - ABSENT, DIRECTOR KUHN - YES, DIRECTOR MCONNELL - YES
YES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

- 9. **Strategic Plan –** Director Kuhn asked about IDI Training. HOS Wilson: We are finishing up and we are training a staff member in June to do this. Board reflected that at the time expansion was not even on the list of goals.
- 10. **Public Comment –** Abby indicated Bay Bills is still discussing how they can support the new Montessori Training. Getting ready for leader training and dinner in Lansing.
- 11. **Board Comment –** HOS Wilson spoke to several areas of the strategic plan and possibly re-examining our committees as an action item.

**MOVED BY Director McConnell SECONDED BY DIRECTOR KUHN TO ADJOURN THE MEETING AT 6:58PM AS PRESENTED.
YES: ALL NAYS: NONE ABSENT: 2 MOTION CARRIED**

Secretary

Date



HOS Report
March 2024

"Be patient with yourself. Self-growth is tender; it's holy ground. There's no greater investment." - Stephen Covey

GENERAL

Conferences continue and parents are reporting their gratitude and excitement for their child's growth and learning. In early April, we will publish the Spring Parent Survey to check in on our progress and problem areas. Staff and 3-6 grade students also complete a spring Culture and Climate Survey. The LMFF Dinner to Go raised \$900 for the Campus Grand Plan. Over the past year, LMFF and the Parent Playground People have raised at least \$8600 towards campus priority projects. The Can Drive is proving profitable as well. Well done to everyone!

ENROLLMENT/STAFFING

We reached our reenrollment goal of 90% reenrollment. We are working to confirm attendance in the fall and to offer spots to our Open Enrollment applicants. We will use a conservative 72 FTE for our budget planning purposes. We expect 300K in tuition. We have \$15K in Financial Aid requests so are working to determine what is possible and practical all things considered. We are staffed for the Summer Program and will market available spots so that we run a full program beginning June 24th.

BUDGET/FINANCE

We were awarded \$19,250 for Social Work and Safety Enhancements through the 31a state grant. This allows us to install magnetic key systems and camera entry feature at the Main Entry. We will purchase wayfinding signs and door boots. We will be able to contract social work services for any age child as part of our Multi-Tiered Systems of Support (MTSS). I will be planning next year's budget with Wes soon. Please read the Finance minutes to note the areas of expanded need. They revolve around maintaining a strong instructional staffing plan, campus stewardship, fund development and some building improvements. There likely will be approximately \$100K increase in costs and FTE and tuition largely the same.

ACADEMICS/ROLE COUNCIL

[NWEA data report is here and in Smart Sheet](#). This is my 2nd presentation of three each year around our testing data which is part of my Growth Plan. We continue to use data to inform instruction and there is so much to unpack. Test data is important however, we also use observation data, attendance data, formative assessments, authentic assessments and progress monitoring tools to make instructional decisions. There is a lot of assessment going on!

FACILIT

The LARA Fire Review Plan documents were submitted this past week. I will keep you updated on any requirements or roadblocks.

Swings and ground cover are ordered with expected install the week of April 14. We are seeking volunteers to help put the Grass Mats in place after the swings are installed. We hope they will be in use by mid-May. For the 2024-2025 budget, I would like to plan adding irrigation, two of the four garden enhancements and signage in three places (including the road side). The total for Campus Stewardship and Beautification in YEAR 1 would approach 22K.

Do you have any questions for me

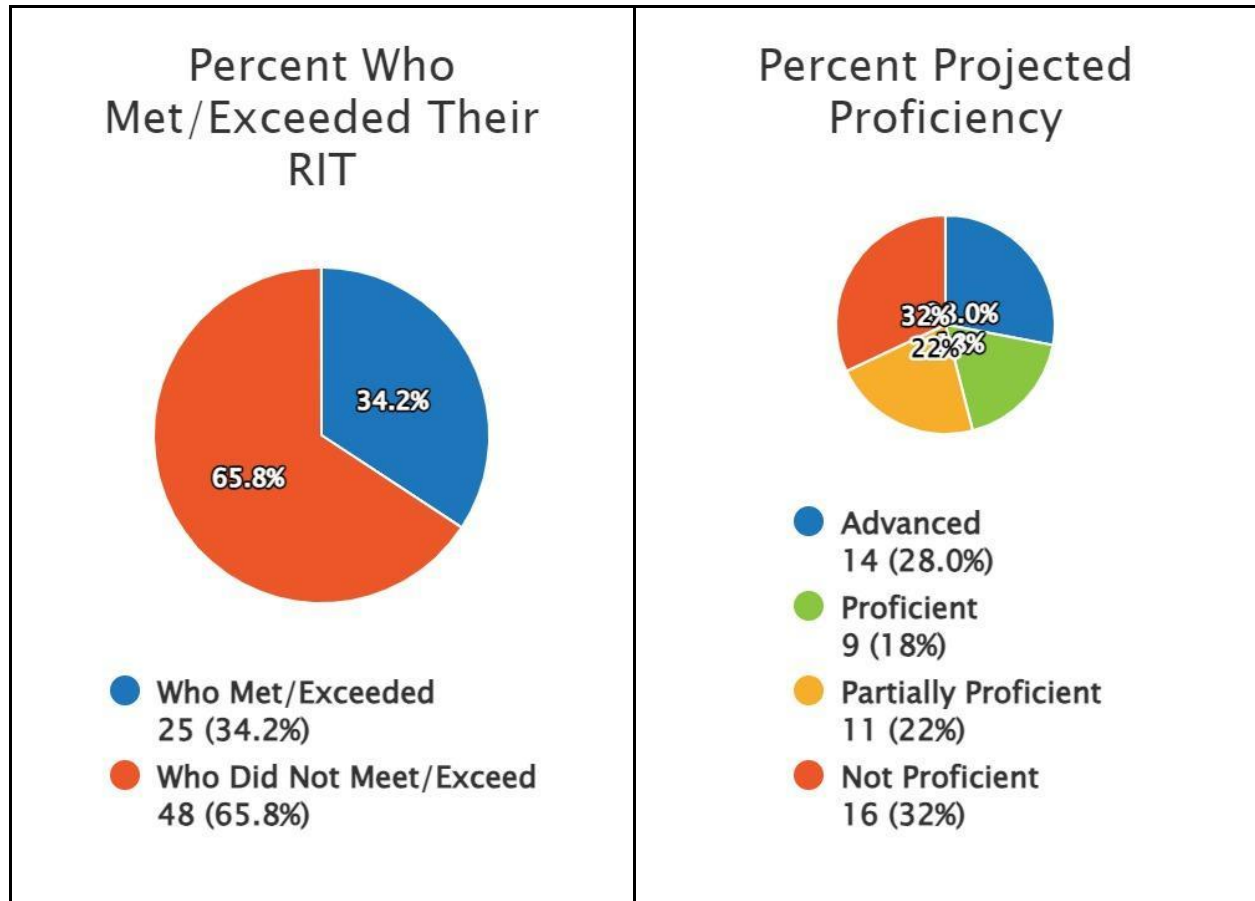
[SLIDESHOW](#)

[NWEA REPORT](#)

[REAUTHORIZATION ANALYSIS DRAFT](#)

N EA INTER 2020 Board Report

REA IN



Systems in place

- Montessori Sequence and Implementation support
- Phonics sequence /Spelling sequence
- Progress Monitorings using AIMS
- Listening to children read
- Using Formative assessment
- Writing rubrics and editing checklists
- Pacing Guide and Guaranteed curriculum
- Standards based planning and instruction
- Coaching

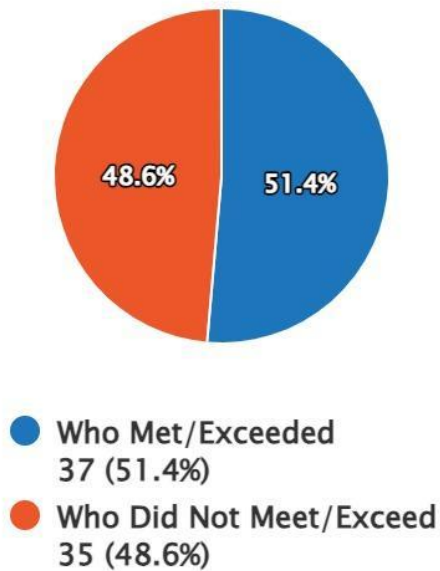
Developing

- Adult Development and Teacher Clarity

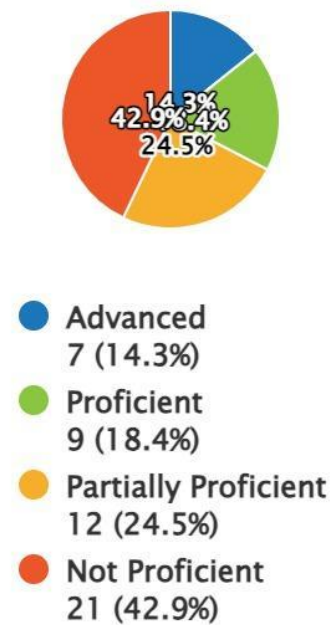
Opportunities for Repeated Practice
Tier II Interventions that require time, direct teaching and follow up.
Early Intervention in Kindergarten more systematically and across classrooms.
Common Assessments to identify success criteria
Observe lessons for fidelity and follow up with coaching conversations

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Percent Who Met/Exceeded Their RIT



Percent Projected Proficiency



Systems in place

Using Delta Math and Fall Data to make instructional decisions
 Standards-Based *Planning*
 Targeted instruction
 Opportunities for repetition and practice
 Daily math using CCSS-aligned problems, practice and routines
 Monday Math Minutes to track progress
 Multi-Tiered support

Developing

Unique pacing guide-time sensitive and greater structure
 Formative Assessment and Feedback to create action
 Standards based *Instruction and Application of skill*
 Pacing Guide Implementation
 Targeted Instruction using high yield strategies

POTENTIAL

New Teachers and HOS that is also learning new systems
 Critical content and systems of accountability are not as strongly implemented by new teachers (we are addressing this by adding structure and deepening systems to allow for student achievement regardless of changing staff). This takes time and experience.

ACTION PLAN

Adaptive leadership levers improving ability to diagnose needs, identify obstacles and narrow focus using data
Supporting training and high quality professional development For example, Soudy System training, AIT Montessori Course, Masters Degrees and Reading Assessment Courses
Clear curriculum content and universal templates and tools to support Teacher Clarity (examples Pacing Guide, Benchmark documents, Common Assessments)
Coaching and Instructional Oversight more narrowly focused, responsive, front-loaded

TEST PREP

System and overarching plan to use content standards for planning and instruction. The teachers want to see the scores improve along with the other areas of assessment.

CURRICULUM STUDY

Tools are defined
 Coaching and Lesson Study
 Develop common assessments for students as a companion to the Pacing Guide that is currently in use.

INSTRUCTIONAL FEEDBACK

Observation and supervision
 Short cycles for feedback on instruction continue with Coaching

Leelanau Montessori

Title: Governance

Date: March 13, 2024

Location: LMPSA

Time: 2 pm

Participants: Sarah Bordeaux, Arden Wilson

Agenda Item	Discussion Facilitator	Notes
BMCC Reauthorization Checklist: <ul style="list-style-type: none">board analysis for reauthorization due. (May10).school presentation at BMCC		Arden has prepared the first draft of board analysis.
Board commitments.		Sarah to share Board Handbook with Board to review at Board meeting.
Board membership-Sarah calling HV, Tom calling DF, Arden meeting with MR		Still looking for potential board members with financial, legal, governance, or fundraising background. Arden has mentioned several potential board members...current board will reach out to assess interest.
Strategic Plan- Annual Strategic Goal for Governance Committee		



Board Analysis For Reauthorization

Overview

Leelanau Montessori Public School Academy (LMPSA) is applying for renewal of its charter contract as of {insert date}. We are asking for an eight-year term from Bay Mills Community College, our charter school authorizer. Leelanau Montessori Public School Academy serves children from toddler age through 6th grade using the Montessori curriculum developed by Dr. Maria Montessori. Our authentic public Montessori model supports whole child development. We have been in operation as a public school since 2001. The school has educated hundreds of students across three counties in northwest lower Michigan. Families choose the Montessori model because they value an active learning process based in human development and freedom with responsibility. We host an early care, afterschool and summer program that supports the needs of children and families during non-traditional school hours.

Enrollment

Originally located in Suttons Bay, Leelanau Montessori has grown from 97 students in 2018/19 to 126 students in 2023/24. Now in our permanent home in Lake Leelanau, our enrollment has stabilized and we have reached our maximum potential in our current classroom availability. The current challenge is adding more space to meet local demand given the constraints of our building ownership and tenant contracts. We address this further in our analysis of Facilities and Finance.

Insert analysis of goals mission oriented and academic

Academics

LMPSA students are assessed using NWEA and MSTEP measures. The table below shows the rates of growth for NWEA and proficiency for MSTEP. Due to the small end size, our data is inconsistent from year to year. In comparison to our closest neighboring school, our scores correspond with their performance data over the past several years.

YEAR	NWEA ELA %GROWTH	NWEA MATH %GROWTH	MSTEP PROFICIENCY ELA	MSTEP PROFICIENCY MATH
2019	26.3	20.5	100	0
2020				

2021	33.3	34.5	66	66
2022	36.1	27.1	50	0
2023	39.3	31.1	66	0

These measurements are one point of data within a district Assessment System. We use local district assessments such as work samples, authentic assessments, and project-based measures to track progress. The Montessori Curriculum, though comprehensive, is not exclusively grade and age-based. We work to correlate direct alignment with state grade-level standards while also maintaining the scientific and sequential structure of the three-year developmental curriculum cycle developed by Montessori. The Montessori philosophy of education is not linear because the development of student learning is not linear. Skill mastery, therefore, is not always congruent with grade specific standards as defined by the state. Over the years, LMPSA has graduated hundreds of students who have become amazing citizens: top of the class valedictorians and salutatorians; dedicated scholars; business owners; Ph.d. students and change agents of all walks of life.

Over the years, LMPSA has grown in notoriety for its instructional leadership and programmatic inclusiveness. We have seen an increasing enrollment trend from families with students with specific academic and emotional needs. At present, we serve 15% of students with an IEP or 504 plan. This represents an increase of ____% from 5 years ago and ____% from 10 years ago. Our commitment to these families and our community is strong but does not come without institutional, organizational, school culture and financial challenges. These considerations are at the forefront of our annual planning - school improvement plans, curriculum and instructional improvements, specialized staffing needs and financial plans.

Our annual Parent Survey shows that our parents are satisfied with their child’s academic and social-emotional growth and development. We employ a responsive and proactive approach to behaviors to meet student needs and work to restore balance to the community overall. Behavior data shows tremendous growth and progress for each child receiving Tiered Support. Over the past three years, Leelanau Montessori is an innovator in our Multi-Tiered Support Systems (MTSS) using a peace education model and student support team process to promote early intervention. Our collaborative and whole-child response has resulted in every child with a SST case showing growth and improvement in their area of need over the past three years.

Finance add percentage increase

LMPSA shows a solid trend in financial solvency. We have maintained a fund balance over 10% in alignment with our Authorizer's expectations and experienced growth in students and funding overall. We have received an exemplary rating during our annual audits and have increased our fund balance from 115,000 to 327,000 over the past several years. The school manages its assets, including owning the building, to sustain stability and fiscal health. Our annual financial goals prioritize instructional resources to support students. Our budget reflects the great value we place on our instructional staff through staff compensation, instructional

coaching and high-fidelity professional development. Our staff reports high levels of belonging and support thus reducing staff turnover of an already new staff.

Our building is our greatest asset. The stewardship and expansion of our building and grounds have been outlined in the 5-Year Strategic Plan and a Phased Vision for the future. LMPSA is truly a gem in the heart of Leelanau County.

□overnance

The Board of Directors is responsible for the success of the school and has skillfully and consistently supported the mission of the school. Each Board member chairs a committee that contributes to the strategic goals of the school and gives of their time and expertise

Our Governance Committee maintains and oversees policies and their implementation. We show a high rate of compliance in Epicenter and adhere to rules and regulations as required by the State of Michigan. The LMPSA Board has contributed to the school mission by adopting a 5-year strategic plan, evaluating the school leader, fiscal accountability, and through volunteer and fundraising efforts.

Future School □oals

The Board is committed to supporting optimal student outcomes and high-quality instruction, the stewardship of our finances and assets that foster a compelling learning environment, and retaining successful educators in a Montessori setting. Considerations for classroom and program expansion are being explored including Language, Land-Based and Community Service programs.

In closing, Leelanau Montessori Public School Board and Stakeholders would like to thank you and highlight the importance of having a public charter Montessori school in our community. LMPSA supports an underserved population of children from various backgrounds that reflect the cultural diversity of our region. Families enroll year after year and new families are attracted to the school's mission and mindset. We are the Montessori Charter Model in the region.

Leelanau Montessori Public School Academy
Statement of Revenue, Expenditures and Changes in Fund Balance
For the period ended January 31, 2024

Fiscal Year 2023-2024

ASN	Func	Obj	Description	Actual	Budget	Budget	Current YTD	Budget	Budget
				FY2023	Original	1st Amend	YTD	1st Amend	1st Amend
				06/30/2023	2023-2024	2023-2024	01/31/2024	Remaining	% Remaining
					74.00	76.41			
					9,608	9,608			
	100		Revenue from Local Sources						
11131LM	131	0000	SUMMER SCHOOL TUITION	66,108.26	72,000	80,000	71,624.50	(8,375.50)	-10%
11151LM	151	0000	INTEREST INCOME	91.84	50	50	48.68	(1.32)	-3%
11179LM	179	0000	OTHER STUDENT/SCHOOL ACTIVITY	8,536.42	20,000	20,000	0.00	(20,000.00)	-100%
11022LM	181	0000	LATCH KEY TUITION	11,366.50	12,000	12,000	1,704.00	(10,296.00)	-86%
11082LM	181	0000	PRESCHOOL TUITION	294,942.51	300,000	300,000	212,682.25	(87,317.75)	-29%
11191LM	191	0000	FACILITY RENTAL	0.00	0	0	0.00	0.00	0%
11525LM	191	0000	FACILITY RENTAL-UTILITES	20,002.47	11,000	11,000	8,998.47	(2,001.53)	-18%
11216GL	192	0000	GTRCF GRANT - EARLY CHILDHOOD EXPANTION	0.00	0	15,000	15,000.00	0.00	0%
11192LM	192	0000	DONATIONS - MISCELLANEOUS	25,882.00	10,000	20,000	21,500.00	1,500.00	8%
11194LM	194	0000	LEASE REVENUE (Building Rental)	58,576.00	69,600	69,600	40,600.00	(29,000.00)	-42%
11199LM	199	0000	MISCELLANEOUS LOCAL REVENUE	18,300.00	5,000	10,000	9,601.75	(398.25)	-4%
	200		Revenue from Non School Other						
11138GL	212	0000	GTB INDIAN EDUCATION 2% GRANT	800.00	11,339	11,393	11,393.02	0.02	0%
11208GL	212	0000	GTB GRANT - PORTABLE CLASSROOM/SECURITY GRANT	0.00	0	0	0.00	0.00	0%
	300		Revenue from State Sources						
11311LM	311	0000	STATE REVENUE - MISC NO STATE CODE	0.00	0	0	0.00	0.00	0%
110010B	311	0010	STATE AID - FOUNDATION - SECTION 11D PER PUPIL INC	0.00	0	0	0.00	0.00	0%
1100101	311	0010	STATE AID - FOUNDATION - DISCRETIONARY PAYMENT	266,696.63	306,742	313,892	114,131.23	(199,760.77)	-64%
1110101	311	0010	STATE AID FOUNDATION - PSA PROTECTED	404,250.00	404,250	420,255	152,804.72	(267,450.28)	-64%
110010A	311	0010	STATE AID - EQUITY/INCREASED ENROLLMENT PAYMENTS	0.00	0	0	0.00	0.00	0%
1300249	312	0000	31AA MENTAL HEALTH	0.00	0	16,500	0.00	(16,500.00)	-100%
1300274	312	0000	EDUCATOR COMPENSATION PROGRAM	0.00	0	3,507	1,275.11	(2,231.89)	-64%
1300348	312	0000	BENCHMARK ASSESSMENTS Sec 104i	925.00	0	0	0.00	0.00	0%
1300359	312	0000	COMPUTER ADAPTIVE TESTS	0.00	0	0	0.00	0.00	0%
1300366	312	0000	TARGETED LITERACY GRANT	2,133.00	2,133	2,265	823.55	(1,441.45)	-64%
1300370	312	0000	STATE AID - HEADLEE OBLIGATION FOR DATA COLLECTION	1,978.59	1,981	2,235	812.28	(1,422.72)	-64%
1300388	312	0250	INNOVATIVE SUMMER PROGRAM 23B(2)D	0.00	0	0	0.00	0.00	0%
1310366	312	0000	TARGETED LITERACY GRANT - CARRYOVER	0.00	0	0	0.00	0.00	0%
1300306	312	0020	AT RISK GRANT	3,440.70	31,568	38,931	14,155.48	(24,775.52)	-64%
1310306	312	0020	AT RISK GRANT - CARRYOVER	171.30	25,000	28,127	28,126.80	(0.20)	0%
1300349	312	0070	FIRST ROBOTICS GRANT	0.00	0	0	0.00	0.00	0%
1310349	312	0070	FIRST ROBOTICS GRANT - CARRYOVER	0.00	0	0	0.00	0.00	0%
1100202	312	0120	STATE AID - FOUNDATION - SPECIAL EDUCATION	9,431.68	7,853	9,432	3,429.36	(6,002.64)	-64%
1110202	312	0120	STATE AID - FOUNDATION - SPECIAL EDUCATION C/O	940.82	0	0	0.00	0.00	0%
	400		Revenue from Federal Sources						
1400770	413	0000	INDIAN EDUCATION GRANT	0.00	0	4,000	0.00	(4,000.00)	-100%
1400821	413	0000	REAP GRANT	11,667.00	9,000	11,526	0.00	(11,526.00)	-100%
1410821	413	0000	REAP GRANT - CARRYOVER	0.00	0	0	0.00	0.00	0%
1400414	414	0000	CARES ACT GRANT	0.00	0	0	0.00	0.00	0%
1400753	414	0000	TITLE IV GRANT	10,000.00	10,000	10,000	0.00	(10,000.00)	-100%
1410753	414	0000	TITLE IV GRANT - CARRYOVER	0.00	0	0	0.00	0.00	0%
1400601	414	0140	TITLE I GRANT	13,407.71	22,227	22,360	0.00	(22,360.00)	-100%
1410601	414	0140	TITLE I GRANT - CARRYOVER	0.00	0	9,137	0.00	(9,137.00)	-100%
1400764	414	0210	TITLE II GRANT	2,376.00	2,376	2,300	0.00	(2,300.00)	-100%
1410764	414	0210	TITLE II GRANT - CARRYOVER	0.00	0	0	0.00	0.00	0%
1400431	414	0250	SUMMER PROGRAM - 23B	810.00	0	0	0.00	0.00	0%
1400435	414	0250	ESSER III	83,663.23	20,505	55,390	0.00	(55,390.00)	-100%
1400443	414	0250	ESSER II Discretionary - Benchmark Assessments	0.00	0	0	0.00	0.00	0%
1400482	414	0250	CRF MIOSHA GRANT	0.00	0	0	0.00	0.00	0%
1400485	414	0250	ESSER II	19,034.84	0	0	0.00	0.00	0%
1400498	414	0250	CHILD DEV AND CARE BLOCK GRANTS	0.00	0	0	0.00	0.00	0%
1400499	414	0250	GEER GRANT FUNDING	0.00	0	0	0.00	0.00	0%
1400701	414	0250	ARP CHILDCARE STABILIZATION GRANT	164,607.50	0	0	0.00	0.00	0%
1400796	414	0250	ESSER EDUCATION STABILIZATION FUND	0.00	0	0	0.00	0.00	0%
1400797	414	0250	CHILD CARE RELIEF FUND GRANT	0.00	0	0	0.00	0.00	0%
1400798	414	0250	DISTRICT COVID COSTS	0.00	0	0	0.00	0.00	0%
1400799	414	0250	CONONAVIRUS RELIEF FUNDS	0.00	0	0	0.00	0.00	0%
1400800	414	0250	ESSER EDUCATION EQUITY FUND	0.00	0	0	0.00	0.00	0%
	500		Revenue from ISD						
11513LM	513	0000	TBAISD FUNDING - HEADLEE PROCEEDS	3,629.00	3,600	5,775	2,887.00	(2,888.00)	-50%
11519LM	519	0000	TBAISD FUNDING	2,451.69	2,000	4,200	4,135.52	(64.48)	-2%
11552LM	552	0000	PRIOR PERIOD ADJUSTMENT (CREDIT) NON MATERIAL	1,853.93	1,000	1,000	0.00	(1,000.00)	-100%
11599LM	599	0000	OTHER FINANCING SOURCES - BUILDING PURCHASE	0.00	0	0	0.00	0.00	0%
11641LM	641	0000	FUND MODIFICATION - FROM CAPITAL PROJECTS FUND	0.00	0	0	0.00	0.00	0%
			TOTAL REVENUE	1,508,074.62	1,361,224	1,509,875	715,733.72	(794,141.28)	-53%

Leelanau Montessori Public School Academy
Statement of Revenue, Expenditures and Changes in Fund Balance
For the period ended January 31, 2024

Fiscal Year 2023-2024

ASN	Func	Obj	Description	Actual	Budget	Budget	Current YTD	Budget	Budget
				FY2023	Original	1st Amend	YTD	1st Amend	1st Amend
	Class	Suff		06/30/2023	2023-2024	2023-2024	01/31/2024	Remaining	% Remaining
Instructional Expenditures									
Basic Programs									
Elementary									
LMA1100	111	311S	Salary - Teachers - ELEMENTARY	192,116.49	171,500	130,000	94,423.25	35,576.75	27%
LMA1200	111	311F	FICA - Teachers - ELEMENTARY	14,597.55	13,120	9,945	6,607.27	3,337.73	34%
LMA1300	111	311U	Unemployment - Teachers - ELEMENTARY	2,205.09	3,398	2,549	1,128.52	1,420.48	56%
LMA1400	111	311W	Workman's Comp - Teachers - ELEMENTARY	1,019.49	858	663	481.88	181.12	27%
LMA1500	111	311R	401K - Teachers - ELEMENTARY	7,484.71	6,860	5,200	2,567.92	2,632.08	51%
LMA1600	111	311H	Health Insurance - Teachers - ELEMENTARY	18,556.57	18,271	14,425	9,833.68	4,591.32	32%
LMA1700	111	311L	Life Insurance - Teachers - ELEMENTARY	1,769.43	1,676	1,308	788.74	519.26	40%
LMB1100	111	311S	Salary - Instructional Aide - ELEMENTARY	29,222.33	1,100	98,600	29,703.80	68,896.20	70%
LMB1200	111	311F	FICA - Instructional Aide - ELEMENTARY	2,304.71	1,997	7,542	2,172.16	5,369.84	71%
LMB1300	111	311U	Unemployment - Instructional Aide - ELEMENTARY	605.83	850	2,549	631.43	1,917.57	75%
LMB1400	111	311W	Workman's Comp - Instructional Aide - ELEMENTARY	163.82	131	503	151.21	351.79	70%
LMB1500	111	311R	401K - Instructional Aide - ELEMENTARY	1,154.41	1,044	3,944	582.67	3,361.33	85%
LMB1600	111	311H	Health Insurance - Instructional Aide - ELEMENTARY	42.32	0	14,468	2,287.96	12,180.04	84%
LMB1700	111	311L	Life Insurance - Instructional Aide - ELEMENTARY	10.57	42	1,039	177.46	861.54	83%
LMC1100	111	311S	Salary - Sub Teachers - ELEMENTARY	2,366.44	20,000	20,000	8,802.83	11,197.17	56%
LMC1200	111	311F	FICA - Sub Teachers - ELEMENTARY	947.20	1,530	1,530	673.41	856.59	56%
LMC1300	111	311U	Unemployment - Sub Teachers - ELEMENTARY	154.27	1,820	1,820	421.27	1,398.73	77%
LMC1400	111	311W	Workman's Comp - Sub Teachers - ELEMENTARY	941.52	100	102	42.85	59.15	58%
LMC1500	111	311R	401K - Sub Teachers - ELEMENTARY	51.49	800	800	62.59	737.41	92%
LMC1600	111	311H	Health Insurance - Sub Teachers - ELEMENTARY	15.06	250	250	14.54	235.46	94%
LMC1700	111	311L	Life Insurance - Sub Teachers - ELEMENTARY	0.00	200	200	1.53	198.47	99%
LMD1100	111	311S	Salary - Sub/Temp Non Teachers - ELEMENTARY	0.00	0	0	0.00	0.00	0%
LMD1200	111	311F	FICA - Sub/Temp Non Teachers - ELEMENTARY	0.00	0	0	0.00	0.00	0%
LMD1300	111	311U	Unemployment - Sub/Temp Non Teachers - ELEMENTARY	0.00	0	0	0.00	0.00	0%
LMD1400	111	311W	Workman's Comp - Sub/Temp Non Teachers-ELEMENTARY	0.00	0	0	0.00	0.00	0%
LMD1500	111	311R	401K - Sub/Temp Non Teachers - ELEMENTARY	0.00	0	0	0.00	0.00	0%
LMD1600	111	311H	Health Insurance -Sub/Temp Non Teachers-ELEMENTARY	0.00	0	0	0.00	0.00	0%
LMD1700	111	311L	Life Insurance - Sub/Temp Non Teachers-ELEMENTARY	0.00	0	0	0.00	0.00	0%
LM31100	111	3110	CONTRACT - INSTRUCTIONAL SERVICE - ELEMENTARY	0.00	0	0	10,475.00	(10,475.00)	0%
GFB115B	111	311S	TEACHING ASSISTANT - ESSER III	30,439.55	0	0	0.00	0.00	0%
GFA115J	111	311S	Salary - Teachers - ELEMENTARY	0.00	0	0	0.00	0.00	0%
GFA125J	111	311F	FICA - Teachers - ELEMENTARY	0.00	0	0	0.00	0.00	0%
GFA135J	111	311U	Unemployment - Teachers - ELEMENTARY	0.00	0	0	0.00	0.00	0%
GFA145J	111	311W	Workman's Comp - Teachers - ELEMENTARY	0.00	0	0	0.00	0.00	0%
LM31910	111	3190	SUMMER STIPEND ABSTRACT WORKS FOR MATH	1,470.00	500	500	0.00	500.00	100%
GF31970	111	3190	CONTRACT SERVICE - TILE IV PART A SSAE	0.00	0	0	0.00	0.00	0%
LM34510	111	3450	SOFTWARE LICENSES - ELEMENTARY	2,194.28	5,000	5,000	2,815.59	2,184.41	44%
LM3455A	111	3450	SOFTWARE LICENSES - ELEMENTARY-BenchmarkAssessment ESSERII	0.00	0	0	0.00	0.00	0%
LMS1110	111	5110	SUPPLY - INSTRUCTIONAL - ELEMENTARY	8,211.45	6,500	6,500	2,502.54	3,997.46	61%
GS5114C	111	5110	KITS-ELEM INSTRUCTION-FIRST ROBOTICS GRANT	0.00	0	0	0.00	0.00	0%
GF5115B	111	5110	SUPPLIES-KITS/BOOKS ESSER III	0.00	0	0	0.00	0.00	0%
LM56110	111	5610	FOOD - ELEMENTARY	114.40	1,500	1,500	482.11	1,017.89	68%
GF56170	111	5610	FOOD - INSTRUCTIONAL - TITLE IV	0.00	0	0	0.00	0.00	0%
LMS9910	111	5990	SUPPLY - MISCELLANEOUS - ELEMENTARY	1,850.58	1,500	1,500	2,488.32	(988.32)	-66%
GF59970	111	5990	MISC SUPPLIES - INSTRUCTIONAL - TITLE IV	0.00	0	0	0.00	0.00	0%
LM64110	111	6410	EQUIPMENT PURCHASE - DEPRECIABLE - ELEMENTARY	0.00	0	0	0.00	0.00	0%
LM64210	111	6420	EQUIPMENT PURCHASE - NON DEPRECIABLE - ELEMENTARY	0.00	500	500	0.00	500.00	100%
LM74110	111	7410	DUES AND FEES - ELEMENTARY	0.00	0	0	90.00	(90.00)	0%
LM79110	111	7910	MISCELLANEOUS EXPENSE - ELEMENTARY	122.50	500	500	0.00	500.00	100%
				0.00	0	0	0.00	0.00	0%
Total Elementary				320,132.06	261,547.00	333,437.00	180,410.53	153,026.47	46%

Leelanau Montessori Public School Academy
Statement of Revenue, Expenditures and Changes in Fund Balance
For the period ended January 31, 2024

Fiscal Year 2023-2024

ASN	Func	Obj	Description	Actual	Budget	Budget	Current YTD	Budget	Budget
				FY2023	Original	1st Amend	YTD	1st Amend	1st Amend
				06/30/2023	2023-2024	2023-2024	01/31/2024	Remaining	% Remaining
Pre-School									
LMA110P	118	311S	Salary - Teachers - PRESCHOOL	36,139.39	70,600	82,000	38,243.25	43,756.75	53%
LMA120P	118	311F	FICA - Teachers - PRESCHOOL	2,947.23	5,401	6,274	2,925.54	3,348.46	53%
LMA130P	118	311U	Unemployment - Teachers - PRESCHOOL	1,360.47	1,699	1,700	1,215.70	484.30	28%
LMA140P	118	311W	Workman's Comp - Teachers - PRESCHOOL	273.10	353	418	183.86	234.14	56%
LMA150P	118	311R	401K - Teachers - PRESCHOOL	1,103.65	2,824	3,280	374.64	2,905.36	89%
LMA160P	118	311H	Health Insurance - Teachers - PRESCHOOL	(791.98)	112	5,662	1,965.86	3,696.14	65%
LMA170P	118	311L	Life Insurance - Teachers - PRESCHOOL	230.21	620	822	417.86	404.14	49%
LMB110P	118	311S	Salary - Instructional Aide - PRESCHOOL	54,126.22	186,200	167,465	84,755.58	82,709.42	49%
LMB120P	118	311F	FICA - Instructional Aide - PRESCHOOL	5,176.15	14,244	12,811	5,396.21	7,414.79	58%
LMB130P	118	311U	Unemployment - Instructional Aide - PRESCHOOL	2,466.41	5,947	5,098	2,016.77	3,081.23	60%
LMB140P	118	311W	Workman's Comp - Instructional Aide - PRESCHOOL	677.62	931	854	365.79	488.21	57%
LMB150P	118	311R	401K - Instructional Aide - PRESCHOOL	3,558.07	7,448	6,699	1,324.31	5,374.69	80%
LMB160P	118	311H	Health Insurance - Instructional Aide - PRESCHOOL	8,351.51	12,214	5,234	7,458.02	(2,224.02)	-42%
LMB170P	118	311L	Life Insurance - Instructional Aide - PRESCHOOL	1,233.33	1,723	1,343	698.15	644.85	48%
LMC110P	118	311S	Salary - Sub Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
LMC120P	118	311F	FICA - Sub Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
LMC130P	118	311U	Unemployment - Sub Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
LMC140P	118	311W	Workman's Comp - Sub Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
LMC150P	118	311R	401K - Sub Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
LMC160P	118	311H	Health Insurance - Sub Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
LMC170P	118	311L	Life Insurance - Sub Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
LMD110P	118	311S	Salary - Sub/Temp Non Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
LMD120P	118	311F	FICA - Sub/Temp Non Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
LMD130P	118	311U	Unemployment - Sub/Temp Non Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
LMD140P	118	311W	Workman's Comp - Sub/Temp Non Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
LMD150P	118	311R	401K - Sub/Temp Non Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
LMD160P	118	311H	Health Insurance - Sub/Temp Non Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
LMD170P	118	311L	Life Insurance - Sub/Temp Non Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
GFA11SP	118	311S	Salary - Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
GFA12SP	118	311F	FICA - Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
GFA13SP	118	311U	Unemployment - Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
GFA14SP	118	311W	Workman's Comp - Teachers - PRESCHOOL	0.00	0	0	0.00	0.00	0%
GFB11SP	118	311S	Salary - Instructional Aide - PRESCHOOL	0.00	0	0	0.00	0.00	0%
GFB12SP	118	311F	FICA - Instructional Aide - PRESCHOOL	0.00	0	0	0.00	0.00	0%
GFB13SP	118	311U	Unemployment - Instructional Aide - PRESCHOOL	0.00	0	0	0.00	0.00	0%
GFB14SP	118	311W	Workman's Comp - Instructional Aide - PRESCHOOL	0.00	0	0	0.00	0.00	0%
DIA1121	118	311S	Salary - STIPENDS - PRESCHOOL STABILIZATION CHILDCARE GRANT	10,500.00	0	0	0.00	0.00	0%
DIB1121	118	311S	Salary - Instructional Aide - STABILIZATION CHILDCARE GRANT	111,009.79	0	0	0.00	0.00	0%
DIB1221	118	311F	FICA - Instructional Aide - STABILIZATION CHILDCARE GRANT	8,358.80	0	0	0.00	0.00	0%
DIB1321	118	311U	Unemployment - Instructional Aide - STABILIZATION CHILDCARE GRANT	675.39	0	0	0.00	0.00	0%
DIB1421	118	311W	Workman's Comp - Instructional Aide - STABILIZATION CHILDCARE GRANT	105.94	0	0	0.00	0.00	0%
DIB1521	118	311R	401K - Instructional Aide - STABILIZATION CHILDCARE GRANT	1,376.59	0	0	0.00	0.00	0%
DIB1621	118	311H	Health Insurance - Instructional Aide - STABILIZATION CHILDCARE GRANT	3,678.49	0	0	0.00	0.00	0%
DIB1721	118	311L	Life Insurance - Instructional Aide - STABILIZATION CHILDCARE GRANT	196.50	0	0	0.00	0.00	0%
DIB1120	118	311S	Salary - Instructional Aide - PRESCHOOL CRF CHILDCARE GRANT	0.00	0	0	0.00	0.00	0%
DIB1220	118	311F	FICA - Instructional Aide - PRESCHOOL CRF CHILDCARE GRANT	0.00	0	0	0.00	0.00	0%
DIB1320	118	311U	Unemployment - Instructional Aide - PRESCHOOL CRF CHILDCARE GRANT	0.00	0	0	0.00	0.00	0%
DIB1420	118	311W	Workman's Comp - Instructional Aide - PRESCHOOL CRF CHILDCARE GRANT	0.00	0	0	0.00	0.00	0%
LM3191P	118	3190	CONTRACTOR - INSTRUCTIONAL - PRESCHOOL	333.75	500	500	335.25	164.75	33%
LM5111P	118	5110	SUPPLY - INSTRUCTIONAL - PRESCHOOL	13,698.64	14,000	14,000	8,664.31	5,335.69	38%
GF51121	118	5110	SUPPLY - INSTRUCTIONAL - PRESCHOOL ARP CHILDCARE GRANT	0.00	0	0	0.00	0.00	0%
LM5611P	118	5610	FOOD - PRESCHOOL	217.66	500	500	24.92	475.08	95%
LM5991P	118	5990	SUPPLY - MISCELLANEOUS - PRESCHOOL	3,251.37	4,000	4,000	252.40	3,747.60	94%
LM7411P	118	7410	DUES AND FEES - PRESCHOOL	433.50	500	500	346.65	153.35	31%
LM7911P	118	7910	MISCELLANEOUS EXPENSE - PRESCHOOL	782.19	3,000	3,000	263.90	2,736.10	91%
Total Pre-School				271,469.99	332,816.00	322,160.00	157,228.97	164,931.03	51%
Summer-School									
LMA110K	119	311S	Salary - Teachers - SUMMER SCHOOL	17,275.66	17,041	26,370	26,370.00	0.00	0%
LMA120K	119	311F	FICA - Teachers - SUMMER SCHOOL	1,321.60	1,304	2,018	2,017.30	0.70	0%
LMA130K	119	311U	Unemployment - Teachers - SUMMER SCHOOL	489.71	478	909	908.57	0.43	0%
LMA140K	119	311W	Workman's Comp - Teachers - SUMMER SCHOOL	63.22	62	92	97.46	(5.46)	-6%
LMA150K	119	311R	401K - Teachers - SUMMER SCHOOL	0.00	0	0	0.00	0.00	0%
LMA160K	119	311H	Health Insurance - Teachers - SUMMER SCHOOL	16.26	16	27	27.44	(0.44)	-2%
LMA170K	119	311L	Life Insurance - Teachers - SUMMER SCHOOL	0.00	0	0	0.00	0.00	0%
LMB110K	119	311S	Salary - Instructional Aide - SUMMER SCHOOL	0.00	7,840	15,441	15,441.00	0.00	0%
LMB120K	119	311F	FICA - Instructional Aide - SUMMER SCHOOL	0.00	600	986	986.20	(0.20)	0%
LMB130K	119	311U	Unemployment - Instructional Aide - SUMMER SCHOOL	0.00	25	916	618.80	297.20	32%
LMB140K	119	311W	Workman's Comp - Instructional Aide - SUMMER SCHOOL	0.00	60	66	65.76	0.24	0%
LMB150K	119	311R	401K - Instructional Aide - SUMMER SCHOOL	0.00	454	0	0.00	0.00	0%
LMB160K	119	311H	HEALTH Insurance- Instructional Aide - SUMMER SCHL	0.00	10	23	22.78	0.22	1%
LMB170K	119	311L	Life Insurance - Instructional Aide - SUMMER SCHL	0.00	0	0	0.00	0.00	0%
LMC110K	119	311S	Salary - Sub Teachers - SUMMER SCHOOL	0.00	0	0	0.00	0.00	0%
LMC120K	119	311F	FICA - Sub Teachers - SUMMER SCHOOL	0.00	0	0	0.00	0.00	0%
LMC130K	119	311U	Unemployment - Sub Teachers - SUMMER SCHOOL	0.00	0	0	0.00	0.00	0%
LMC140K	119	311W	Workman's Comp - Sub Teachers - SUMMER SCHOOL	0.00	0	0	0.00	0.00	0%
LMC150K	119	311R	401K - Sub Teachers - SUMMER SCHOOL	0.00	0	0	0.00	0.00	0%
LMC160K	119	311H	Health Insurance - Sub Teachers - SUMMER SCHOOL	0.00	0	0	0.00	0.00	0%
LMC170K	119	311L	Life Insurance - Sub Teachers - SUMMER SCHOOL	0.00	0	0	0.00	0.00	0%
GSA1155	119	311S	Salary - Teachers - INNOVATIVE SUMMER 23B(2)D	0.00	0	0	0.00	0.00	0%
GSA1255	119	311F	FICA - Teachers - INNOVATIVE SUMMER 23B(2)D	0.00	0	0	0.00	0.00	0%
LMS110K	119	5110	SUPPLY - INSTRUCTIONAL - SUMMER SCHOOL	0.00	3,000	3,000	445.13	2,554.87	85%
GS51155	119	5110	SUPPLY - INSTRUCTIONAL - INNOVATIVE SUMMER PROG 23B(2)D	1,930.48	0	0	0.00	0.00	0%
LM5610K	119	5610	FOOD - INSTRUCTIONAL - SUMMER SCHOOL	0.00	300	300	153.40	146.60	49%
LM7910K	119	7910	MISCELLANEOUS EXPENSE - SUMMER SCHOOL	280.86	100	100	72.56	27.44	27%
Total Summer-School				21,377.79	31,290.00	50,248.00	47,226.40	3,021.60	6%

Leelanau Montessori Public School Academy
Statement of Revenue, Expenditures and Changes in Fund Balance
For the period ended January 31, 2024

Fiscal Year 2023-2024

ASN	Func	Obj	Description	Actual	Budget	Budget	Current YTD	Budget	Budget
				FY2023	Original	1st Amend	YTD	1st Amend	1st Amend
				06/30/2023	2023-2024	2023-2024	01/31/2024	Remaining	% Remaining
Added Needs									
Special Education									
LMA1101	122	311S	Salary - Teachers - SPECIAL EDUCATION	42,087.00	23,149	27,573	21,262.70	6,310.30	23%
LMA1201	122	311F	FICA - Teachers - SPECIAL EDUCATION	3,014.83	3,516	2,110	1,357.74	752.26	36%
LMA1301	122	311U	Unemployment - Teachers - SPECIAL EDUCATION	782.90	850	510	180.99	329.01	65%
LMA1401	122	311W	Workman's Comp - Teachers - SPECIAL EDUCATION	219.20	230	140	102.81	37.19	27%
LMA1501	122	311R	401K - Teachers - SPECIAL EDUCATION	533.40	1,838	1,103	612.72	490.28	44%
LMA1601	122	311H	Health Insurance - Teachers - SPECIAL EDUCATION	5,575.28	4,155	4,507	3,469.18	1,037.82	23%
LMA1701	122	311L	Life Insurance - Teachers - SPECIAL EDUCATION	156.59	471	51	38.83	12.17	24%
LMB1101	122	311S	Salary - Instructional Aide - SPECIAL EDUCATION	0.00	23,650	35,178	0.00	35,178.00	100%
LMB1201	122	311F	FICA - Instructional Aide - SPECIAL EDUCATION	0.00	1,809	2,691	0.00	2,691.00	100%
LMB1301	122	311U	Unemployment-Instructional Aide-SPECIAL EDUCATION	0.00	850	850	0.00	850.00	100%
LMB1401	122	311W	Workmans Comp-Instructional Aide-SPECIAL EDUCATION	0.00	118	53	0.00	53.00	100%
LMB1501	122	311R	401K - Instructional Aide - SPECIAL EDUCATION	0.00	946	1,407	0.00	1,407.00	100%
LMB1601	122	311H	Health Insurance-Instructional Aide-SPECIAL EDUC	0.00	4,155	4,849	0.00	4,849.00	100%
LMB1701	122	311L	Life Insurance -Instructional Aide-SPECIAL EDUC	0.00	471	0	0.00	0.00	0%
LMC1101	122	311S	Salary - Sub Teachers - SPECIAL EDUCATION	0.00	0	0	0.00	0.00	0%
LMC1201	122	311F	FICA - Sub Teachers - SPECIAL EDUCATION	0.00	0	0	0.00	0.00	0%
LMC1301	122	311U	Unemployment - Sub Teachers - SPECIAL EDUCATION	0.00	0	0	0.00	0.00	0%
LMC1401	122	311W	Workman's Comp - Sub Teachers - SPECIAL EDUCATION	0.00	0	0	0.00	0.00	0%
LMC1501	122	311R	401K - Sub Teachers - SPECIAL EDUCATION	0.00	0	0	0.00	0.00	0%
LMC1601	122	311H	Health Insurance - Sub Teachers-SPECIAL EDUCATION	0.00	0	0	0.00	0.00	0%
LMC1701	122	311L	Life Insurance - Sub Teachers - SPECIAL EDUCATION	0.00	0	0	0.00	0.00	0%
LMD1101	122	311S	Salary - Sub/Temp Non Teachers - SPECIAL EDUCATION	0.00	0	0	0.00	0.00	0%
LMD1201	122	311F	FICA - Sub/Temp Non Teachers - SPECIAL EDUCATION	0.00	0	0	0.00	0.00	0%
LMD1301	122	311U	Unemployment - Sub/Temp Non Teacher - SPECIAL EDUC	0.00	0	0	0.00	0.00	0%
LMD1401	122	311W	Workman's Comp - Sub/Temp Non Teacher-SPECIAL EDUC	0.00	0	0	0.00	0.00	0%
LMD1501	122	311R	401K - Sub/Temp Non Teachers - SPECIAL EDUCATION	0.00	0	0	0.00	0.00	0%
LMD1601	122	311H	Health Insurance-Sub/Temp Non Teacher-SPECIAL EDUC	0.00	0	0	0.00	0.00	0%
LMD1701	122	311L	Life Insurance - Sub/Temp Non Teacher-SPECIAL EDUC	0.00	0	0	0.00	0.00	0%
LM51111	122	5110	SUPPLY - INSTRUCTIONAL - SPECIAL EDUCATION	84.38	500	500	524.68	(24.68)	-5%
				0.00	0	0	0.00	0.00	0%
			Total Special Education	52,453.58	66,708	81,522	27,549.65	53,972.35	66%
Compensatory Education									
GL311L3	125	3110	CONTRACT - GTB INDIAN EDUCATION GRANT	0.00	0	0	0.00	0.00	0%
GSA1141	125	311S	Salary - Teachers - AT RISK GRANT	0.00	0	0	0.00	0.00	0%
GSA1144	125	311S	Salary - Teachers - AT RISK GRANT - CARRYOVER	0.00	25,000	0	0.00	0.00	0%
GSA1241	125	311F	FICA - Teachers - AT RISK GRANT	0.00	0	0	0.00	0.00	0%
GSA1244	125	311F	FICA - Teachers - AT RISK GRANT - CARRYOVER	0.00	0	0	0.00	0.00	0%
GSA1341	125	311U	Unemployment - Teachers - AT RISK GRANT	0.00	0	0	0.00	0.00	0%
GSA1441	125	311W	Workman's Comp - Teachers - AT RISK GRANT	0.00	0	0	0.00	0.00	0%
GSA1541	125	311R	401K - Teachers - AT RISK GRANT	0.00	0	0	0.00	0.00	0%
GSA1641	125	311H	Health Insurance - Teacher - AT RISK GRANT	0.00	0	0	0.00	0.00	0%
GSA1741	125	311L	Life Insurance - Teachers - AT RISK GRANT	0.00	0	0	0.00	0.00	0%
GSB1141	125	311S	Salary - Instructional Aide - AT RISK GRANT	0.00	31,568	38,931	6,230.00	32,701.00	84%
GSB1241	125	311F	FICA - Instructional Aide - AT RISK GRANT	0.00	0	0	0.00	0.00	0%
GSB1341	125	311U	Unemployment - Instructional Aide - AT RISK GRANT	0.00	0	0	0.00	0.00	0%
GSB1441	125	311W	Workman's Comp - Instructional Aide-AT RISK GRANT	0.00	0	0	0.00	0.00	0%
GSB1541	125	311R	401K - Instructional Aide - AT RISK GRANT	0.00	0	0	0.00	0.00	0%
GSB1641	125	311H	Health Insurance - Instructional Aide - AT RISK	0.00	0	0	0.00	0.00	0%
GSB1741	125	311L	Life Insurance - Instructional Aide - AT RISK	0.00	0	0	0.00	0.00	0%
GSA114T	125	311S	Salary - Teachers - TARGETED LITERACY GRANT	2,133.00	2,133	2,265	0.00	2,265.00	100%
GSA124T	125	311F	FICA - Teachers - TARGETED LITERACY GRANT	0.00	0	0	0.00	0.00	0%
GFA1161	125	311S	Salary - Teachers - TITLE I	12,819.31	21,138	30,134	0.00	30,134.00	100%
GFA1261	125	311F	FICA - Teachers - TITLE I	0.00	0	0	0.00	0.00	0%
GFA1361	125	311U	Unemployment - Teachers - TITLE I	0.00	0	0	0.00	0.00	0%
GFA1461	125	311W	Workman's Comp - Teachers - TITLE I	0.00	0	0	0.00	0.00	0%
GFA1561	125	311R	401K - Teachers - TITLE I	0.00	0	0	0.00	0.00	0%
GFA1661	125	311H	Health Insurance - Teachers - TITLE I	0.00	0	0	0.00	0.00	0%
GFA1761	125	311L	Life Insurance - Teachers - TITLE I	0.00	0	0	0.00	0.00	0%
GFB1161	125	311S	Salary - Instructional aide - Title I	0.00	0	0	0.00	0.00	0%
GFA117M	125	311S	Salary - Teachers - TITLE IV	0.00	0	0	0.00	0.00	0%
GFA127M	125	311F	FICA - Teachers - TITLE IV	0.00	0	0	0.00	0.00	0%
GF3117K	125	3110	ASSISTANT - TITLE II GRANT	0.00	0	0	0.00	0.00	0%
GF3116J	125	3110	CONTRACT - INDIAN EDUCATION GRANT	0.00	0	0	0.00	0.00	0%
GF3115B	125	3110	INTERVENTIONIST - ESSER III	49,702.00	20,505	52,320	0.00	52,320.00	100%
GFA117R	125	311S	Salary - Teachers - REAP GRANT	0.00	0	0	0.00	0.00	0%
GFA127R	125	311F	FICA - Teachers - REAP GRANT	0.00	0	0	0.00	0.00	0%
GFA137R	125	311U	Unemployment - Teachers - REAP GRANT	0.00	0	0	0.00	0.00	0%
GFA147R	125	311W	Workman's Comp - Teachers - REAP GRANT	0.00	0	0	0.00	0.00	0%
GFA157R	125	311R	401K - Teachers - REAP GRANT	0.00	0	0	0.00	0.00	0%
GFA167R	125	311H	Health Insurance - Teachers - REAP GRANT	0.00	0	0	0.00	0.00	0%
GFA177R	125	311L	Life Insurance - Teachers - REAP GRANT	0.00	0	0	0.00	0.00	0%
GFB117R	125	311S	Salary - Instructional Aide - REAP GRANT	0.00	0	0	0.00	0.00	0%
GFB127R	125	311F	FICA - Instructional Aide - REAP GRANT	0.00	0	0	0.00	0.00	0%
GFB137R	125	311U	Unemployment-Instructional Aide - REAP GRANT	0.00	0	0	0.00	0.00	0%
GFB147R	125	311W	Workman's Comp-Instructional Aide - REAP GRANT	0.00	0	0	0.00	0.00	0%
GFB157R	125	311R	401K - Instructional Aide - REAP GRANT	0.00	0	0	0.00	0.00	0%
GFB167R	125	311H	Health Insurance - Instructional Aide - REAP GRANT	0.00	0	0	0.00	0.00	0%
GFB177R	125	311L	Life Insurance - Instructional Aide - REAP GRANT	0.00	0	0	0.00	0.00	0%
GL319L3	125	3190	CONTRACT SERVICE - GTB INDIAN EDUCATION GRANT	800.00	0	0	0.00	0.00	0%
GF31961	125	3190	CONTRACT SERVICE - INSTRUCTIONAL TITLE I	0.00	100	100	0.00	100.00	100%
GF3196J	125	3190	CONTRACT SERVICE - INDIAN EDUCATION GRANT	0.00	0	4,000	0.00	4,000.00	100%
GL511L3	125	5110	SUPPLY - GTB INDIAN EDUCATION GRANT	0.00	11,393	11,393	0.00	11,393.00	100%
GSS1141	125	5110	SUPPLY - INSTRUCTIONAL - AT RISK GRANT	0.00	0	0	0.00	0.00	0%
GSS114T	125	5110	SUPPLY - INSTRUCTIONAL - TARGETED LITERACY GRANT	0.00	0	0	0.00	0.00	0%
GF51161	125	5110	SUPPLY - INSTRUCTIONAL - TITLE I GRANT	0.00	0	0	0.00	0.00	0%
GF5996J	125	5990	MISC SUPPLY - INDIAN EDUCATION GRANT	0.00	0	0	0.00	0.00	0%
GF5997R	125	5990	MISC SUPPLY - TITLE IID - REAP GRANT	0.00	0	0	0.00	0.00	0%
			Total Compensatory Education	65,454.31	111,837	139,143	6,230.00	132,913.00	96%

Leelanau Montessori Public School Academy
Statement of Revenue, Expenditures and Changes in Fund Balance
For the period ended January 31, 2024

Fiscal Year 2023-2024

ASN	Func	Obj	Description	Actual	Budget	Budget	Current YTD	Budget	Budget
				FY2023	Original	1st Amend	YTD	1st Amend	1st Amend
				06/30/2023	2023-2024	2023-2024	01/31/2024	Remaining	% Remaining
Total Instructional Expenditures				730,887.73	804,198	926,510	418,645.55	507,864.45	55%
Support Service Expenditures									
Pupil Services									
GS31957	212	3190	COUNSELING	0.00	0	8,250	0.00	0.00	0%
LM31903	213	3190	NURSING SERVICE	475.00	500	500	0.00	500.00	100%
GS31941	213	3190	NURSING SERVICE - AT RISK Grant	0.00	0	0	0.00	0.00	0%
LM31904	216	3190	SOCIAL WORK SERVICE	0.00	500	500	0.00	500.00	100%
GS31942	216	3190	SOCIAL WORK SERVICE - AT RISK Grant	0.00	0	0	0.00	0.00	0%
Total Pupil Services				475.00	1,000.00	9,250	0.00	1,000.00	11%
Instructional Staff									
LM31106	221	3110	CONTRACT - INSTRUCTIONAL COACHING - PROF DEV	3,730.00	6,000	6,000	5,075.00	925.00	15%
GSA1145	221	311S	Salary - Coach - AT RISK GRANT	3,612.00	0	28,127	25,905.00	2,222.00	8%
GFA1162	221	311S	Salary - Coach - TITLE I	0.00	0	0	0.00	0.00	0%
GFA1262	221	311F	FICA - Coach - TITLE I	0.00	0	0	0.00	0.00	0%
GFA1362	221	311U	Unemployment - Coach - TITLE I	0.00	0	0	0.00	0.00	0%
GFA1462	221	311W	Workman's Comp - Coach - TITLE I	0.00	0	0	0.00	0.00	0%
GFA1562	221	311R	401K - Coach - TITLE I	0.00	0	0	0.00	0.00	0%
GFA1662	221	311H	Health Insurance - Coach - TITLE I	0.00	0	0	0.00	0.00	0%
GFA1762	221	311L	Life Insurance - Coach - TITLE I	0.00	0	0	0.00	0.00	0%
GF3117M	221	3110	CONTRACT - TITLE IV PART A SSAE	9,804.00	9,804	9,804	0.00	9,804.00	100%
GF3117N	221	3110	CONTRACT - TITLE IV PART A SSAE - CARRYOVER	0.00	0	0	0.00	0.00	0%
GFA117J	221	311S	Salary - Coach - TITLE II	2,272.00	2,272	2,211	0.00	2,211.00	100%
GFA127J	221	311F	FICA - Coach - TITLE II	0.00	0	0	0.00	0.00	0%
GFA137J	221	311U	Unemployment - Coach - TITLE II	0.00	0	0	0.00	0.00	0%
GFA147J	221	311W	Workman's Comp - Coach - TITLE II	0.00	0	0	0.00	0.00	0%
GFA157J	221	311R	401K - Coach - TITLE II	0.00	0	0	0.00	0.00	0%
GFA167J	221	311H	Health Insurance - Coach - TITLE II	0.00	0	0	0.00	0.00	0%
GFA177J	221	311L	Life Insurance - Coach - TITLE II	0.00	0	0	0.00	0.00	0%
GF3117J	221	3110	SUBS - TITLE II GRANT	0.00	0	0	0.00	0.00	0%
GF319SE	221	3190	CONTRACT SERVICE - ESSERII-Sec23b2aSumm Schl	810.00	0	0	0.00	0.00	0%
GF3197M	221	3190	CONTRACT SERVICE - TITLE IV PART A SSAE	0.00	0	0	0.00	0.00	0%
GF3197R	221	3190	CONTRACT SERVICE - REAP GRANT	11,667.00	9,000	11,526	0.00	11,526.00	100%
GF3197S	221	3190	CONTRACT SERVICE - REAP GRANT - CARRYOVER	0.00	0	0	0.00	0.00	0%
GF3195B	221	3190	CONTRACT SERVICE - ESSER III	29,322.50	0	0	0.00	0.00	0%
LM32206	221	3220	WORKSHOPS & CONFERENCE - PROFESSIONAL DEVELOPMENT	13,575.98	29,000	29,000	20,418.50	8,581.50	30%
GS3224H	221	3220	WORKSHOP & CONFERENCE - PRINCIPAL TRAINING GRANT	0.00	0	0	0.00	0.00	0%
GF3227M	221	3220	WORKSHOP/CONFERENCE-PROFESSIONAL DEV - TITLE IV	0.00	0	0	0.00	0.00	0%
GF3227N	221	3220	WORKSHOP/CONFERENCE-PROFESSIONAL DEV-TITLE IV-C/O	0.00	0	0	0.00	0.00	0%
GF3227J	221	3220	WORKSHOP & CONFERENCE - TITLE II GRANT	0.00	0	0	0.00	0.00	0%
GF3227R	221	3220	WORKSHOP/CONFERENCE-PROFESSIONAL DEVELOPMENT-REAP	0.00	0	0	0.00	0.00	0%
GF3227S	221	3220	WORKSHOP/CONFERENCE-PROFESSIONAL DEVELOPMENT-REAP	0.00	0	0	0.00	0.00	0%
GF3225B	221	3220	PROFESSIONAL DEVELOPMENT - ESSER III	0.00	0	0	0.00	0.00	0%
GF5617M	221	5610	FOOD SUPPLY - TITLE IV PARTA SSAE	0.00	0	0	0.00	0.00	0%
GF5997M	221	5990	MISC SUPPLY - TITLE IV PARTA SSAE	0.00	0	0	0.00	0.00	0%
GF7917R	221	7910	MISCELLANEOUS EXP-PROFESSIONAL DEVELOPMENT-REAP	0.00	0	0	0.00	0.00	0%
GS3454F	225	3450	SOFTWARE LICENSE-TECH ASST-TECH INFRASTRUCTURE GT	0.00	0	0	0.00	0.00	0%
GS5114F	225	5110	SUPPLY - INSTRUCTIONAL - TECH INFRASTRUCTURE GRANT	0.00	0	0	0.00	0.00	0%
GS5994F	225	5990	SUPPLY - MISCELLANEOUS - TECH INFRASTRUCTURE GRANT	0.00	0	0	0.00	0.00	0%
GS6414F	225	6410	EQUIPMENT-DEPRECIABLE - TECH INFRASTRUCTURE GRANT	0.00	0	0	0.00	0.00	0%
GF6415V	225	6410	EQUIPMENT-DEPRECIABLE - GEERs GRANT CRF	0.00	0	0	0.00	0.00	0%
GF6417R	225	6410	EQUIPMENT-DEPRECIABLE - TITLE IID - REAP GRANT	0.00	0	0	0.00	0.00	0%
GF6417S	225	6410	EQUIPMENT-DEPRECIABLE - TITLE IID - REAP GRANT	0.00	0	0	0.00	0.00	0%
GS7914F	225	7910	NWEA TESTING-TECH ASSTINSTR-TECHNOLOGY 22I GRANT	0.00	0	0	0.00	0.00	0%
GS7914Z	225	7910	NWEA TESTING-TECH ASSTINSTR-COMPUTER ADAPTIVE TEST	0.00	0	0	0.00	0.00	0%
Total Instructional Staff				74,793.48	56,076	86,668	51,398.50	35,269.50	41%
General Administration									
LM317E0	231	3170	LEGAL SERVICE - BOARD OF ED	1,007.50	3,000	3,000	300.00	2,700.00	90%
LM318E0	231	3180	AUDIT SERVICE - BOARD OF ED	11,500.00	9,500	9,500	8,250.00	1,250.00	13%
LM322E0	231	3220	WORKSHOPS & CONFERENCE - PROFESSIONAL DEVELOPMENT	0.00	0	0	0.00	0.00	0%
LM351E0	231	3510	ADVERTISEMENT - BOARD OF ED	1,127.62	6,000	6,000	0.00	6,000.00	100%
LM741E0	231	7410	DUES AND FEES - BOARD OF ED	399.00	750	750	0.00	750.00	100%
LM791E0	231	7910	MISCELLANEOUS EXPENSE - BOARD OF ED	0.00	750	750	0.00	750.00	100%
LM3150E	232	3150	CHARTER AUTHORIZER FEE - EXECUTIVE ADMIN	21,537.68	22,636	24,211	8,622.94	15,588.06	64%
LM7410E	232	7410	DUES AND FEES - AMERICAN MONTESSORI SOCIETY	0.00	500	500	0.00	500.00	100%
Total General Administration				35,571.80	43,136	44,711	17,172.94	27,538.06	62%

Leelanau Montessori Public School Academy
Statement of Revenue, Expenditures and Changes in Fund Balance
For the period ended January 31, 2024

Fiscal Year 2023-2024

ASN	Func	Obj	Description	Actual	Budget	Budget	Current YTD	Budget	Budget
				FY2023	Original	1st Amend	YTD	1st Amend	1st Amend
				06/30/2023	2023-2024	2023-2024	01/31/2024	Remaining	% Remaining
School Administration									
LME5109	241	315S	Salary - Administrator	59,070.19	75,000	75,000	43,750.00	31,250.00	42%
LME5209	241	315F	FICA - Administrator	4,500.18	5,738	5,738	3,169.14	2,568.86	45%
LME5309	241	315U	Unemployment - Administrator	441.00	850	850	298.01	551.99	65%
LME5409	241	315W	Workman's Comp - Administrator	136.60	165	165	95.44	69.56	42%
LME5509	241	315R	401K - Administrator	2,481.95	3,000	3,000	1,750.00	1,250.00	42%
LME5609	241	315H	Health Insurance - Administrator	5,782.70	7,214	7,196	4,226.18	2,969.82	41%
LME5709	241	315L	Life Insurance - Administrator	584.32	728	728	424.48	303.52	42%
LMF5109	241	315S	Salary - Secretarial/Clerical - ADMINISTRATION	63,392.07	38,560	43,560	24,458.19	19,101.81	44%
LMF5209	241	315F	FICA - Secretarial/Clerical - ADMINISTRATION	4,965.99	2,950	3,333	1,496.17	1,836.83	55%
LMF5309	241	315U	Unemployment - Secretarial/Clerical-ADMINISTRATION	1,361.05	850	1,305	152.73	1,152.27	88%
LMF5409	241	315W	Workman's Comp-Secretarial/Clerical-ADMINISTRATION	149.42	85	96	46.02	49.98	52%
LMF5509	241	315R	401K - Secretarial/Clerical - ADMINISTRATION	1,520.04	1,542	1,742	910.07	831.93	48%
LMF5609	241	315H	Health Insurance-Secretarial/ClericalADMINISTRATION	3,527.92	3,948	4,693	2,635.38	2,057.62	44%
LMF5709	241	315L	Life Insurance-Secretarial/Clerical-ADMINISTRATION	303.99	266	402	219.28	182.72	45%
GSE515E	241	315S	Salary - Administrator - HEADLEE OBLIGATION	1,978.59	0	0	0.00	0.00	0%
GSE525E	241	315F	FICA - Administrator - HEADLEE OBLIGATION	0.00	0	0	0.00	0.00	0%
GSE535E	241	315U	Unemployment - Administrator - HEADLEE OBLIGATION	0.00	0	0	0.00	0.00	0%
GSE545E	241	315W	Workman's Comp - Administrator-HEADLEE OBLIGATION	0.00	0	0	0.00	0.00	0%
GSE555E	241	315R	401K - Administrator - HEADLEE OBLIGATION	0.00	0	0	0.00	0.00	0%
GSE565E	241	315H	Health Insurance-Administrator-HEADLEE OBLIGATION	0.00	0	0	0.00	0.00	0%
GSE575E	241	315L	Life Insurance - Administrator-HEADLEE OBLIGATION	0.00	0	0	0.00	0.00	0%
GF515A	241	315S	Salary - Administrator - ESSER II	18,034.29	0	0	0.00	0.00	0%
GF515K	241	315S	Salary - Administrator	0.00	0	0	0.00	0.00	0%
GF525K	241	315F	FICA - Administrator	0.00	0	0	0.00	0.00	0%
LM32209	241	3220	WORKSHOPS & CONFERENCE - PROFESSIONAL DEVELOPMENT	2,350.00	1,500	1,500	0.00	1,500.00	100%
LM3430K	241	3430	POSTAGE - ADMINISTRATION - SUMMER SCHOOL	0.00	0	0	0.00	0.00	0%
LM34309	241	3430	POSTAGE - ADMINISTRATION	477.26	600	600	294.72	305.28	51%
LM36109	241	3610	COPY/PRINTING - ADMINISTRATION	1,676.30	1,500	1,500	542.21	957.79	64%
LM5910K	241	5910	SUPPLY - OFFICE - ADMINISTRATION - SUMMER SCHOOL	0.00	0	0	513.00	(513.00)	0%
LM59109	241	5910	SUPPLY - OFFICE - ADMINISTRATION	7,658.08	7,500	7,500	6,364.40	1,135.60	15%
LM74109	241	7410	DUES AND FEES - SCHOOL ADMINISTRATION	938.94	750	750	545.74	204.26	27%
LM79109	241	7910	MISCELLANEOUS EXPENSE - ADMINISTRATION	992.52	1,000	1,000	458.94	541.06	54%
GS7914H	241	7910	MISCELLANEOUS EXPENSE - PRINCIPAL TRAINING GRANT	0.00	0	0	0.00	0.00	0%
Total School Administration				182,323.40	153,746	160,658	92,350.10	68,307.90	43%
Business Services									
LM319C0	252	3190	CONTRACT - BUSINESS OFFICE SERVICES - TCAPS	17,500.00	17,500	17,500	0.00	17,500.00	100%
LM741C0	252	7410	DUES AND FEES - BUSINESS SERVICES	0.00	0	0	0.00	0.00	0%
LM392C2	259	3920	ERRORS & OMISSIONS INSURANCE - BUSINESS SERVICES	0.00	0	0	0.00	0.00	0%
LM399C2	259	3990	OTHER INSURANCE- MUSIC-BUSINESS SERVICES	6,000.00	6,000	6,000	6,000.00	0.00	0%
LM491C2	259	4910	PURCHASED SERVICE - OTHER - BUSINESS SERVICES	0.00	0	0	0.00	0.00	0%
LM721C2	259	7210	INTEREST EXPENSE - CASH FLOW LOAN-BUSINESS SERVICE	0.00	0	0	0.00	0.00	0%
LM741C2	259	7410	DUES AND FEES - BANK FEES - BUSINESS SERVICES	583.46	900	900	281.75	618.25	69%
LM791C2	259	7910	MISC EXPENSES - BUSINESS SERVICES	0.00	0	0	0.00	0.00	0%
Total Business Services				24,083.46	24,400	24,400	6,281.75	18,118.25	74%
Operations and Maintenance									
LM3190K	261	3190	CUSTODIAL SERVICE - SUMMER SCHOOL	0.00	0	0	0.00	0.00	0%
LM31990	261	3190	CUSTODIAL SERVICE	34,872.69	35,000	35,000	20,435.43	14,564.57	42%
LM3410K	261	3410	TELEPHONE - SUMMER SCHOOL	0.00	0	0	0.00	0.00	0%
LM34198	261	3410	TELEPHONE	4,958.41	6,500	6,500	2,704.49	3,795.51	58%
LM3490K	261	3490	INTERNET SERVICES - SUMMER SCHOOL	0.00	0	0	0.00	0.00	0%
LM34998	261	3490	INTERNET SERVICES	2,349.51	5,000	5,000	2,129.00	2,871.00	57%
LM38398	261	3830	WATER/SEWER	862.46	1,500	1,500	1,322.12	177.88	12%
LM38498	261	3840	TRASH DISPOSAL	1,305.05	1,200	1,200	845.39	354.61	30%
LM39190	261	3910	PROPERTY/LIABILITY INSURANCE	20,539.00	22,000	22,000	15,635.47	6,364.53	29%
GS411R1	261	4110	BUILDING - REPAIR AND MAINTENANCE - Sec 31aa grant	0.00	0	8,250	0.00	8,250.00	100%
LM411R1	261	4110	BUILDING - REPAIR AND MAINTENANCE - Sec 31aa grant	0.00	0	0	0.00	0.00	0%
LM41190	261	4110	BUILDING - REPAIR AND MAINTENANCE	22,658.08	25,000	25,000	18,053.46	6,946.54	28%
LM41290	261	4120	EQUIPMENT - REPAIR AND MAINTENANCE	119.00	1,500	1,500	0.00	1,500.00	100%
LM41990	261	4190	OTHER REPAIRS/MAINTENANCE - WATER TEST Grant	0.00	0	0	0.00	0.00	0%
LM42190	261	4210	BUILDING RENTAL	1,309.00	12,000	12,000	11,964.00	36.00	0%
LM42290	261	4220	EQUIPMENT RENTAL	0.00	500	500	0.00	500.00	100%
LM49190	261	4910	PURCHASE SERVICE - OTHER - OPERATIONS/MAINTENANCE	0.00	0	0	0.00	0.00	0%
LM55198	261	5510	NATURAL GAS - HEATING	3,036.61	4,000	4,000	940.95	3,059.05	76%
LM5520K	261	5520	ELECTRICITY - SUMMER SCHOOL	0.00	0	0	0.00	0.00	0%
LM55298	261	5520	ELECTRICITY	16,889.95	18,000	18,000	6,464.49	11,535.51	64%
LM59990	261	5990	SUPPLY - BUILDING - OPERATIONS AND MAINTENANCE	1,333.25	3,000	3,000	1,559.60	1,440.40	48%
DI5995N	261	5990	SUPPLY - BUILDING - OPERATIONS AND MAINTENANCE DISTRICT COVID	0.00	0	0	0.00	0.00	0%
GF59921	261	5990	MISCELLANEOUS EXPENSE - ARP CHILDCARE PPE CLEANING	0.00	0	0	0.00	0.00	0%
LM64190	261	6410	EQUIPMENT-DEPRECIABLE - OPERATIONS AND MAINTENANCE	0.00	0	0	0.00	0.00	0%
LM64290	261	6420	EQUIPMENT-NON DEPRECIABLE-OPERATIONS & MAINTENANCE	0.00	0	0	0.00	0.00	0%
LM79190	261	7910	MISC EXP - BUILDING - OPERATIONS AND MAINTENANCE	6,000.00	0	0	0.00	0.00	0%
Total Operations and Maintenance				116,233.01	135,200	143,450	82,054.40	61,395.60	43%

Leelanau Montessori Public School Academy
Statement of Revenue, Expenditures and Changes in Fund Balance
For the period ended January 31, 2024

Fiscal Year 2023-2024

ASN	Func	Obj	Description	Actual	Budget	Budget	Current YTD	Budget	Budget
				FY2023	Original	1st Amend	YTD	1st Amend	1st Amend
				06/30/2023	2023-2024	2023-2024	01/31/2024	Remaining	% Remaining
Pupil Transportation									
LM31980	271	3190	PURCHASE SERVICE - BATA - TRANSPORTATION	2,100.00	2,500	2,500	2,499.00	1.00	0%
LM3310K	271	3310	PURCHASE SERVICE - REG ED - SUMMER SCHOOL	213.00	500	500	0.00	500.00	100%
LM33180	271	3310	PURCHASE SERVICE - REG ED - TRANSPORTATION	0.00	0	0	0.00	0.00	0%
LM33184	271	3310	PURCHASE SERVICE - SPEC ED - TRANSPORTATION	0.00	500	500	0.00	500.00	100%
GF33161	271	3310	TRANSPORTATION - TITLE I GRANT	0.00	0	0	0.00	0.00	0%
GF3317M	271	3310	TRANSPORTATION - TITLE IV	0.00	0	0	0.00	0.00	0%
Total Pupil Transportation				2,313.00	3,500	3,500	2,499.00	1,001.00	29%
Central Services									
LM319H0	283	3190	MEP SERVICE FEES - HUMAN RESOURCES	27,686.63	28,000	30,500	15,827.40	14,672.60	48%
LM316T0	284	3160	TECHNOLOGY SERVICE	1,240.50	1,500	1,500	0.00	1,500.00	100%
LM319T0	284	3190	CONTRACT - OTHER SERVICES - TECHNOLOGY	75.00	250	250	195.00	55.00	22%
LM412T0	284	4120	EQUIPMENT REPAIRS - TECHNOLOGY	150.00	500	500	0.00	500.00	100%
LM599T0	284	5990	SUPPLY - MISCELLANEOUS - TECHNOLOGY	0.00	250	250	0.00	250.00	100%
LM641T0	284	6410	EQUIPMENT-DEPRECIABLE - TECHNOLOGY	0.00	0	0	0.00	0.00	0%
GS7915Z	284	7910	NWEA TESTING-TECH ASSTINSTR-Sec104i AssessmentTest	925.00	0	0	0.00	0.00	0%
Total Central Services				30,077.13	30,500	33,000	16,022.40	16,977.60	51%
LM7921F	296	7920	OTHER STUDENT/SCHOOL ACTIVITY	10,113.48	20,000	20,000	874.04	19,125.96	96%
Total Support Service Expenditures				475,983.76	467,558	525,637	268,653.13	248,734	47%
Community Services									
GF3197N	331	3190	CONTRACT SERVICE - COMMUNITY - TITLE IV	0.00	0	0	0.00	0.00	0%
GF5617N	331	5610	FOOD - COMMUNITY - TITLE IV	0.00	0	0	0.00	0.00	0%
GF5997N	331	5990	MISC SUPPLIES - COMMUNITY - TITLE IV	0.00	0	0	0.00	0.00	0%
GF7917N	331	7910	MISC OTHER - COMMUNITY - TITLE IV	0.00	0	0	0.00	0.00	0%
LMB1122	351	311S	Salary - Instructional Aide - LATCH KEY	2,313.63	8,200	8,200	385.40	7,814.60	95%
LMB1222	351	311F	FICA - Instructional Aide - LATCH KEY	155.16	627	627	29.49	597.51	95%
LMB1322	351	311U	Unemployment - Instructional Aide - LATCH KEY	37.04	746	746	16.36	729.64	98%
LMB1422	351	311W	Workman's Comp - Instructional Aide - LATCH KEY	3.94	41	42	1.97	40.03	95%
LMB1522	351	311R	401K - Instructional Aide - LATCH KEY	0.00	328	328	0.00	328.00	100%
LMB1622	351	311H	Health Insurance - Instructional Aide - LATCH KEY	0.79	5	5	0.66	4.34	87%
LMB1722	351	311L	Life Insurance - Instructional Aide - LATCH KEY	0.00	0	0	0.00	0.00	0%
LM31122	351	3110	CONTRACT - OTHER STAFF - LATCH KEY	0.00	0	0	0.00	0.00	0%
LM51122	351	5110	SUPPLY - INSTRUCTIONAL - LATCH KEY	0.00	0	0	0.00	0.00	0%
LM56122	351	5610	FOOD - LATCH KEY	1,810.34	1,500	1,500	336.34	1,163.66	78%
LM59922	351	5990	SUPPLY - MISCELLANEOUS - LATCH KEY	73.75	500	500	92.25	407.75	82%
LM79122	351	7910	MISCELLANEOUS EXPENSE - LATCH KEY	0.00	500	500	0.00	500.00	100%
GF79120	351	7910	MISCELLANEOUS EXPENSE - CFR CHILDCARE TUITION REIM	0.00	0	0	0.00	0.00	0%
GF79121	351	7910	MISCELLANEOUS EXPENSE - ARP CHILDCARE TUITION REIM	28,706.00	0	0	0.00	0.00	0%
GF79122	351	7910	MISCELLANEOUS EXPENSE - CRF CHILDCARE TUITION	0.00	0	0	0.00	0.00	0%
GF59961	361	5990	SUPPLY - HOMELESS - TITLE I GRANT	0.00	0	0	0.00	0.00	0%
Total Community Services				33,100.65	12,447	12,448	862.47	11,585.53	93%
Prior Period Adjustments									
LM85100	411	8510	SUB-GRANTEE DISBURSEMENTS - PAYMENTS OTHER K-12	76.25	100	100	0.00	100.00	100%
LM631G1	452	6310	SITE IMPROVEMENT - PLAYGROUND - DRAIN FIELD	25,000.00	0	0	0.00	0.00	0%
GL622LA	456	6220	BLDG IMPROVEMENT - GTB PORTABLE/SECURITY GRANT	0.00	0	0	0.00	0.00	0%
GL622LB	456	6220	BLDG IMPROVEMENT - GTRCF EARLY CHILDHOOD EXPANTION	0.00	0	15,000	0.00	15,000.00	100%
GL622L3	456	6220	BLDG IMPROVEMENT - GTB 2% GRANT - Renovation	0.00	0	0	0.00	0.00	0%
LM622G2	456	6220	BLDG IMPROVEMENT - CLASSROOM	0.00	20,000	32,000	31,128.89	871.11	3%
GF622S2	456	6220	BLDG IMPROVEMENT - CLASSROOM - MIOSHA GRANT	0.00	0	0	0.00	0.00	0%
LM641G2	456	6410	EQUIPMENT PURCHASE - DEPRECIABLE - BLDG IMPROVE	0.00	0	0	0.00	0.00	0%
LM319G1	459	3190	PROFESSIONAL SERVICES - SITE IMPROVEMENTS	0.00	20,000	8,000	3,000.00	5,000.00	63%
LM89100	492	8910	PRIOR PERIOD ADJUSTMENT (DEBIT) NON MATERIAL	0.00	1,000	1,000	0.00	1,000.00	100%
Total Prior Period Adjustments				25,076.25	41,100	56,100	34,128.89	21,971.11	39%
Debit Service									
LM71539	511	7150	PRINCIPAL - LEASE PAYMENT	9,804.00	0	0	0.00	0.00	0%
LM71931	511	7190	PRINCIPAL EXPENSE - BUILDING - LONG TERM DEBT	33,259.99	30,600	30,600	20,220.60	10,379.40	34%
LM72131	511	7210	INTEREST EXPENSE - BUILDING - LONG TERM DEBT	63,572.00	66,400	66,400	34,941.48	31,458.52	47%
LM72539	511	7250	INTEREST - LEASE PAYMENT	196.00	0	0	0.00	0.00	0%
Total Debit Service				106,831.99	97,000	97,000	55,162.08	41,837.92	43%
Fund Modifications									
LM99900	611	9990	INDIRECT COST OFFSET	(6,527.68)	(1,289)	(4,618)	0.00	(4,618.00)	100%
GF99961	611	9990	INDIRECT COST - TITLE I	588.40	989	1,263	0.00	1,263.00	100%
GF9997M	611	9990	INDIRECT COST - TITLE IV	196.00	196	196	0.00	196.00	100%
GF9997J	611	9990	INDIRECT COST - TITLE II	104.00	104	89	0.00	89.00	100%
GF999SA	611	9990	INDIRECT COST - ESSER II	1,000.55	0	0	0.00	0.00	0%
GF999SB	611	9990	INDIRECT COST - ESSER III	4,638.73	0	3,070	0.00	3,070.00	100%
GF999SK	611	9990	INDIRECT COST - ESSER	0.00	0	0	0.00	0.00	0%
Total Fund Modifications				(0.00)	0	0	0.00	0.00	0%
TOTAL EXPENDITURES				1,371,880.38	1,422,303	1,617,695	777,452.12	831,992.88	51%
Revenue and Other Financing Sources Over/(Under Expenditures and Other Uses				136,194.24	(61,079)	(107,820)	(61,718.40)		
Beginning Fund Balance				191,430.05	327,624	327,624	327,624.29		
Ending Fund Balance				327,624.29	266,545	219,804	265,905.89		
				Expense	23.88%	18.74%	13.59%	Expense	
				Revenue	21.72%	19.58%	14.56%	Revenue	

ASN	Fiscal Year Description	Balance
	2024 Due to General Fund (Interest)	1.20
8000LM	2024 Leelanau Montessori PSA Student Activity General	3.02
8132LM	2024 Academic - Community Gathering	0.00
8146LM	2024 Activity - Dinner to Go	0.00
8147LM	2024 Activity - Evening of Art	0.00
8148LM	2024 Activity - Scholarships	536.75
8149LM	2024 Activity - LOC	3,322.99
8150LM	2024 Activity - Field Trips	0.00
8151LM	2024 Activity - Swim Lesson	850.00
8152LM	2024 Activity - YearBook	27.49
8201LM	2024 Classroom - Hickory	256.44
8202LM	2024 Classroom - Birch	320.00
8203LM	2024 Classroom - Sprout	(116.19)
8204LM	2024 Classroom - Cedar	170.00
8205LM	2024 Classroom - Sugar Maple	280.00
8206LM	2024 Classroom - Apple	100.00
8451LM	2024 Donations - General	2,565.26
8452LM	2024 Donations - Primary Program Enrichment	0.00
8453LM	2024 Donations - Classroom Supplies	0.00
8550LM	2024 Fundraisers - General	0.00
8551LM	2024 Fundraisers - Farm Raiser	0.00
8552LM	2024 Fundraisers - Wreaths	3,895.62
8553LM	2024 Fundraisers - 5K Run	0.00
8554LM	2024 Fundraisers - School Supply	0.00
8556LM	2024 Fundraisers - Co Op	0.00
8557LM	2024 Fundraisers - Capital Campaign	0.00
8558LM	2024 Fundraisers - Pie Sales	0.00
8559LM	2024 Fundraisers - Health Fair	0.00
	Balance as of January 31, 2024	<u>12,212.58</u>
	Does not include outstanding checks or ACH debits	
	Prior year balances now part of General Fund FB	7,285.89
	Changes in current fiscal year 2024	4,926.69

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: March 19, 2024

Location: LMPSA & Google Meeting Room

Time: 2:00 PM

Participants Present: Sarah Bordeaux, Sarah Lutke, Arden Wilson, Nora Goodell

Code: I= Information

D= Discussion

R= Reflection

A= Action

Time	Agenda Item	Discussion Facilitator	Code
	Financials/Budget Check-In		
	Enrollment Check-In		
	Playground Update		
	Reauthorization		
	Consulting Quotes		
	Summer Revenue Projection		
	Tuition		

-Playground – swings approved. \$19k - \$21k. Any addt'l funds raised decreases this amount.

Install is April 12th-25th

-Amendment items – plowing increase, bussing

-24/25 budget planning:

72 FTE estimate

300,000 tuition (this year and next)

15000 scholarship need for 24/25 – 4yo's (can we recoup this through LMFF?)

\$56 per day tuition for 24/25

budget considerations: Increase irrigation, fence, bussing, building maintenance, campus needs, food program

Assitant/Support/Toddler pay scale review

-Review reauth document/ask about what they would like to see re fund balance growth over the years (e.g. table, percentages, etc.)

-Database purchase approval/Consultant approval (downpayment needed), Groundwork for expansion

-Summer Revenue Projection - \$14k (not full). What is plan for these funds?

**Leelanau Montessori Public School Academy
General Fund Budget
Fiscal Year 2023-2024
Summary for January 31, 2024 Financial Report**

Attached are the January 2024 financial reports.

Leelanau Montessori Public School Academy
Balance Sheet
As of January 31, 2024

Assets	General Fund 23-24
Cash - General Fund - Huntington	\$ 276,882.26
Cash - General Fund - Comerica	104,998.83
Cash - Student Activities	10,323.86
Cash - Capital Projects Fund - Huntington	0.00
Due from State - State Aid - Feb 2024 to Aug 2024	503,084.95
Due from Federal - Grants	0.00
Accounts Receivables - Preschool Tuition	0.00
Accounts Receivables	0.00
Lease Receivable	0.00
Due from Other Funds	0.00
Prepaid Expenses	0.00
Total Assets	<u>\$ 895,289.90</u>

Liabilities and Fund Balance

Liabilities

Accounts Payable - General Fund	\$ -
Accounts Payable - Capital Fund	0.00
Accrued Expenses - Axios, bldg. loan interest, authorizer fees	17,059.98
Deferred Revenue	0.00
Deferred Revenue - State Grant - Literacy	0.00
Deferred Revenue - At Risk Grant	0.00
Deferred Revenue - State	1,459.34
Deferred Revenue - Summer program tuition	0.00
Deferred Revenue - Federal Grants	0.00
Deferred Revenue - State Aid - Feb 2024 to Aug 2024	503,084.95
Deferred Revenue - GTB 2% grants	0.00
Deferred Revenue - Payroll Protection Loan	102,854.25
Unearned Revenue - Lease	0.00
Due to Student Activities	0.00
Due to Other Funds	4,925.49
State Aid Note Payable - Comerica	0.00
State Aid Note Payable - TCF	0.00
Total Liabilities	<u>\$ 629,384.01</u>

Fund Balance

Unreserved/Assigned/Committed - General Fund	265,905.89
Assigned - Capital Projects fund	0.00
Total Liabilities and Fund Balance	<u>\$ 895,289.90</u>

Long Term Debt - Huntington Bank as of January 31, 2024	<u>\$ 957,488.13</u>
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**Leelanau Montessori PSA
Executive Summary
January 31, 2024**

Revenue	Current YTD	Budget Amended 1 2023-2024	Amended Budget Remaining	Amended Budget % Remaining (Goal: 100%)	% Budget
Local Sources	381,759.65	537,650.00	(155,890)	-29%	71%
State Sources	315,558.53	835,144.00	(519,585)	-62%	38%
Federal Sources	0.00	114,713.00	(114,713)	-100%	0%
Incoming Transfers and Other Transactions	18,415.54	22,368.00	(3,952)	-18%	82%
Total Revenue & Other Transactions	715,733.72	1,509,875.00	(794,141)	-53%	47%
Expenditures					
Instructional	384,865.90	705,845.00	320,979	45%	55%
Added Needs	33,779.65	220,665.00	186,885	85%	15%
Pupil Services	0.00	9,250.00	9,250	100%	0%
Improvement of Instruction	51,398.50	86,668.00	35,270	41%	59%
General/Executive Administration	17,172.94	44,711.00	27,538	62%	38%
School Administration	92,350.10	160,658.00	68,308	43%	57%
Business Services	6,281.75	24,400.00	18,118	74%	26%
Operations & Maintenance	82,054.40	143,450.00	61,396	43%	57%
Transportation	2,499.00	3,500.00	1,001	29%	71%
Technology/Human Resources Support Services	16,022.40	33,000.00	16,978	51%	49%
Support Services	874.04	20,000.00	19,126	96%	4%
Community Services - Latchkey	862.47	12,448.00	11,586	93%	7%
Outgoing Transfers and Other Transactions	34,128.89	56,100.00	21,971	39%	61%
Debt Service	55,162.08	97,000.00	41,838	43%	57%
Total Expenditures	777,452.12	1,617,695.00	840,243	52%	48%
Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	<u>(61,718.40)</u>	<u>(107,820.00)</u>			
Beginning Fund Balance (estimate 7-1-23)	<u>327,624.29</u>	<u>327,624.00</u>			
Ending Fund Balance	<u><u>265,905.89</u></u>	<u><u>219,804.00</u></u>	Estimate		
Instructional Expenditures as a % of State Aid			85%		

Leelanau Montessori PSA
Check Register - Comerica Bank
As of January 31, 2024

Type	Date	Num Name	Memo	Clr Debit	Credit	Balance
Comerica Bank-December 31, 2023 reconciled balance						112,978.48
ACH Debit	01/13/24	Axios	Jan 15, 2024 payroll		38,669.72	74,308.76
ACH Credit	01/23/24	State Aid payment	January 2024	70,629.82		144,938.58
ACH Debit	01/27/24	Axios	Jan 31, 2024 payroll		39,939.75	104,998.83
ACH Credit						104,998.83
ACH Credit						104,998.83
ACH Credit						104,998.83
ACH Credit						104,998.83
ACH Debit						104,998.83
Bank Fee						104,998.83
Bill Pmt-Check						104,998.83
Interest income						104,998.83
Journal						104,998.83
TOTAL				<u>70,629.82</u>	<u>78,609.47</u>	<u>104,998.83</u>

**Leelanau Montessori PSA
Accounts Payable
As of January 31, 2024**

Accounts payable - Included in January 31, 2024 Expenditures

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00

All above accounts payable paid by February 1, 2024

Accounts payable - Not included in January 31, 2024 Expenditures

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	
DENA AUCOIN	1,120.00	0.00	0.00	0.00	0.00	0.00	1,120.00
NADINE M ELMGREN	296.87	0.00	0.00	0.00	0.00	0.00	296.87
MAJA RUTH BOMBAUGH LAFOREST	1,845.00	0.00	0.00	0.00	0.00	0.00	1,845.00
JOHN K AND ELIZABETH ERNST	300.00	0.00	0.00	0.00	0.00	0.00	300.00
BETHANY SPARLING	3,115.00	0.00	0.00	0.00	0.00	0.00	3,115.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	6,676.87	0.00	0.00	0.00	0.00	0.00	6,676.87

All above accounts payable paid by February 1, 2024

Accounts payable - Expected in the next 30 days

	Amount	Due Date
Huntington Bank Loan	8,100	2/22/2024
*Axios - Payroll - Jan 15, 2024	40,000	2/13/2024
*Axios - Payroll - Jan 31, 2024	40,000	2/26/2024
*First Bank Card - Dec Statement	10,000	2/26/2024

*Amount is an estimate

LMFF Meeting Notes: 8:30am, 13 March, 2024

Attendees: Dani Geraci, Rebekah Hall, Jeremiah Johnson and Ashley Johnson , Elizabeth Sweeney, Jess Monitz, Rebecca Clinton

1. Evening of Art:
 - a. Venue. French Valley Vineyard. 6-11pm. 15 June 2024. Tables provided.
 - b. Auctioneer. Jessica will be out of town on 15 June. Dani will check with the Yoffys to see if Julie Yoffys dad is available.
 - c. DJ. Ashley has a DJ who can play the event for \$400. Sarah, can you confirm if you found one who will donate time?
 - d. Decorations. Ashley has some very exciting ideas for decorations. We all voted to keep them simple and elegant. Jess will see if her balloon-event friend is available to make and possibly donate a balloon arch and balloons for the tables. Elizabeth is checking with another organization who is collecting records for another fundraiser to see if we can cooperate with them and share a bunch of donated old records for table décor. If not, Ashley has an idea to make records for the tables. Preference is black tablecloths if possible.
 - e. Ticket Pricing and Sales. Voted to sell tickets at three different price points: “Good Neighbor” Ticket for \$40 (one door prize or raffle ticket), “Supporter” for \$50 (two door prize or raffle tickets), and “Sustainer” for \$60 (three door prize or raffle tickets). With the three different ticket prices, we decided not to have Early Bird sales. A decision needs to be made about door prize vs. raffle entries with ticket purchase– we will see what might be door prize options before deciding.
 - f. Door Prize and Raffle. We discussed door prizes and the 50/50 raffle. Consensus was to see what donations come in an earmark one or two for door prizes. We are doing the 50/50 raffle this year.
 - g. Donations.
 - (1) BlueTree. Jeremiah has three “Blue Tree” fundraising ideas to add to the auction list. A NASCAR experience, a fishing charter, and a week of wine-tasting in California. The California trip had a high buy-in rate for the foundation. Jeremiah is going to ask for a business to fund that buy-in. If he. Cannot find a sponsor for that we will not use it. The other two experiences have a buy-in of less than \$500.

- (2) Mike Parsons will ask AJ if he has time to donate swim lessons for the auction. Or get an estimated cost for him to run a class and see if we can find a sponsor for some lessons to auction.
- (3) EoA Donations/Fundraising table – need space for the Big Check, a display for the Gail Robertson Scholarship, the 2-3 BlueTree Auction items)
- (4) Local Business Donation Requests (money, sponsor, product, gift basket items, ..etc).
 - (a) Traverse City: Jeremiah and Rebecca
 - (b) Suttons Bay: Jess
 - (c) Northport: Elizabeth
 - (d) Leland:
 - (e) Glen Arbor:

h. Advertising. Will have posters for distribution, Facebook Event for sharing. Elizabeth will check with the Enterprise for cost of advertising and for listing in the local “events” section.

i. Programs. We will make a program this year for the tables. Dani will check the format/files from past years to make sure we are not starting from scratch and new LMFF members see what the goal is.

2. Financials:

- a. Rebekah stated no changes from February, but April will reflect the Dinner-to-Go funds raised in March.

3. Next Meeting: 10 April 2024, 8:30am

Leelanau Montessori

Title: Governance

Date: March 13, 2024

Location: LMPSA

Time: 2 pm

Participants: Sarah Bordeaux, Arden Wilson

Agenda Item	Discussion Facilitator	Notes
BMCC Reauthorization Checklist: <ul style="list-style-type: none">board analysis for reauthorization due. (May10).school presentation at BMCC		Arden has prepared the first draft of board analysis.
Board commitments.		Sarah to share Board Handbook with Board to review at Board meeting.
Board membership-Sarah calling HV, Tom calling DF, Arden meeting with MR		Still looking for potential board members with financial, legal, governance, or fundraising background. Arden has mentioned several potential board members...current board will reach out to assess interest.
Strategic Plan- Annual Strategic Goal for Governance Committee		



Board Analysis For Reauthorization

Overview

Leelanau Montessori Public School Academy (LMPSA) is applying for renewal of its charter contract as of {insert date}. We are asking for an eight-year term from Bay Mills Community College, our charter school authorizer. Leelanau Montessori Public School Academy serves children from toddler age through 6th grade using the Montessori curriculum developed by Dr. Maria Montessori. Our authentic public Montessori model supports whole child development. We have been in operation as a public school since 2001. The school has educated hundreds of students across three counties in northwest lower Michigan. Families choose the Montessori model because they value an active learning process based in human development and freedom with responsibility. We host an early care, afterschool and summer program that supports the needs of children and families during non-traditional school hours.

Enrollment

Originally located in Suttons Bay, Leelanau Montessori has grown from 97 students in 2018/19 to 126 students in 2023/24. Now in our permanent home in Lake Leelanau, our enrollment has stabilized and we have reached our maximum potential in our current classroom availability. The current challenge is adding more space to meet local demand given the constraints of our building ownership and tenant contracts. We address this further in our analysis of Facilities and Finance.

Insert analysis of goals mission oriented and academic

Academics

LMPSA students are assessed using NWEA and MSTEP measures. The table below shows the rates of growth for NWEA and proficiency for MSTEP. Due to the small end size, our data is inconsistent from year to year. In comparison to our closest neighboring school, our scores correspond with their performance data over the past several years.

YEAR	NWEA ELA %GROWTH	NWEA MATH %GROWTH	MSTEP PROFICIENCY ELA	MSTEP PROFICIENCY MATH
2019	26.3	20.5	100	0
2020				

2021	33.3	34.5	66	66
2022	36.1	27.1	50	0
2023	39.3	31.1	66	0

These measurements are one point of data within a district Assessment System. We use local district assessments such as work samples, authentic assessments, and project-based measures to track progress. The Montessori Curriculum, though comprehensive, is not exclusively grade and age-based. We work to correlate direct alignment with state grade-level standards while also maintaining the scientific and sequential structure of the three-year developmental curriculum cycle developed by Montessori. The Montessori philosophy of education is not linear because the development of student learning is not linear. Skill mastery, therefore, is not always congruent with grade specific standards as defined by the state. Over the years, LMP SA has graduated hundreds of students who have become amazing citizens: top of the class valedictorians and salutatorians; dedicated scholars; business owners; Ph.d. students and change agents of all walks of life.

Over the years, LMP SA has grown in notoriety for its instructional leadership and programmatic inclusiveness. We have seen an increasing enrollment trend from families with students with specific academic and emotional needs. At present, we serve 15% of students with an IEP or 504 plan. This represents an increase of ____% from 5 years ago and ____% from 10 years ago. Our commitment to these families and our community is strong but does not come without institutional, organizational, school culture and financial challenges. These considerations are at the forefront of our annual planning - school improvement plans, curriculum and instructional improvements, specialized staffing needs and financial plans.

Our annual Parent Survey shows that our parents are satisfied with their child’s academic and social-emotional growth and development. We employ a responsive and proactive approach to behaviors to meet student needs and work to restore balance to the community overall. Behavior data shows tremendous growth and progress for each child receiving Tiered Support. Over the past three years, Leelanau Montessori is an innovator in our Multi-Tiered Support Systems (MTSS) using a peace education model and student support team process to promote early intervention. Our collaborative and whole-child response has resulted in every child with a SST case showing growth and improvement in their area of need over the past three years.

Finance add percentage increase

LMP SA shows a solid trend in financial solvency. We have maintained a fund balance over 10% in alignment with our Authorizer’s expectations and experienced growth in students and funding overall. We have received an exemplary rating during our annual audits and have increased our fund balance from 115,000 to 327,000 over the past several years. The school manages its assets, including owning the building, to sustain stability and fiscal health. Our annual financial goals prioritize instructional resources to support students. Our budget reflects the great value we place on our instructional staff through staff compensation, instructional

coaching and high-fidelity professional development. Our staff reports high levels of belonging and support thus reducing staff turnover of an already new staff.

Our building is our greatest asset. The stewardship and expansion of our building and grounds have been outlined in the 5-Year Strategic Plan and a Phased Vision for the future. LMPSA is truly a gem in the heart of Leelanau County.

□overnance

The Board of Directors is responsible for the success of the school and has skillfully and consistently supported the mission of the school. Each Board member chairs a committee that contributes to the strategic goals of the school and gives of their time and expertise

Our Governance Committee maintains and oversees policies and their implementation. We show a high rate of compliance in Epicenter and adhere to rules and regulations as required by the State of Michigan. The LMPSA Board has contributed to the school mission by adopting a 5-year strategic plan, evaluating the school leader, fiscal accountability, and through volunteer and fundraising efforts.

Future School □oals

The Board is committed to supporting optimal student outcomes and high-quality instruction, the stewardship of our finances and assets that foster a compelling learning environment, and retaining successful educators in a Montessori setting. Considerations for classroom and program expansion are being explored including Language, Land-Based and Community Service programs.

In closing, Leelanau Montessori Public School Board and Stakeholders would like to thank you and highlight the importance of having a public charter Montessori school in our community. LMPSA supports an underserved population of children from various backgrounds that reflect the cultural diversity of our region. Families enroll year after year and new families are attracted to the school's mission and mindset. We are the Montessori Charter Model in the region.



Create donor relationships that last

Prepared for
Leelanau Montessori Public School Academy

Presented By - Sam Pullen, Account Executive

Phone - 260-503-9782

Email - samuel.pullen@bloomerang.com

Date Published - March 18, 2024

The pricing in this contract is valid for 30 days.



Helping nonprofits thrive

At Bloomerang, our vision is to empower fundraisers to do what they love and build a world inspired by giving. And it all starts with our mission and commitment to you—make fundraising easier, foster authentic donor relationships, and create thriving nonprofits. Because we know that when you have more time and resources to do what you love, you'll be able to create lasting change.

In 2022, we celebrated 10 years of helping move missions and currently work with more than 23,000 nonprofits.



23k+	78k	62M	\$8.1B
Nonprofit customers	Nonprofit users	Donors managed	Donations tracked
94%	93%	380+	
Satisfaction Rating	Renewal Rate	Employees	

Nonprofits love Bloomerang



With Bloomerang, we can document relationships, produce better-looking emails, segment donors, and find out who has the potential to give. It's so easy to use that I don't dread going into it to find what I need.

Savannah Lyon, Compass Nebraska



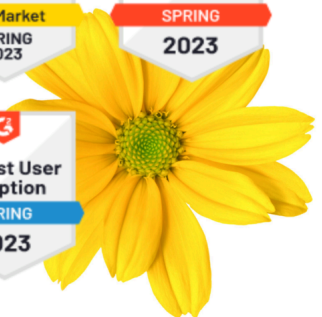
If you're ready for a software that will not only help you manage your donor information, but also your donor relationships, this is it.

Sandy Rees, Get Fully Funded



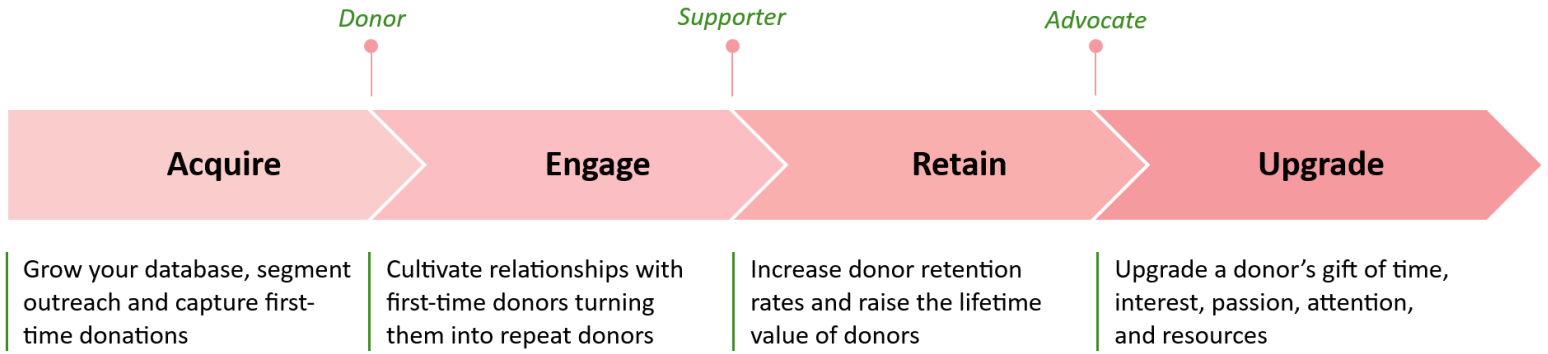
Bloomerang incorporates the best practices of fundraising, donor loyalty and constituent engagement into a user-friendly platform that's priced well for growing nonprofits.

Claire Axelrad, Clarification



Build authentic relationships

Donor Relationship Stages



Your donor relationships are in continuous motion. Donor engagement ramps up from the moment a constituent is first introduced to your organization. As you cultivate the relationship, donors become more engaged, whether that's in their giving, involvement, advocacy, fundraising, or volunteering

The Bloomerang Impact

+4-14%	2-3X	2-3X	87%
Bloomerang customers see +4-14% better retention rate than the industry average	Cost to acquire a new donor is 2-3X the initial donation	First-time donors that are thanked within 48 hrs are 4X more likely to give again	Donors who make a second gift in the first 18 months

Sources: *Fundraising Effectiveness Project; Bloomerang June 2022

First time donor retention rate, 2nd gift within 12 months

Pricing Overview for Leelanau Montessori Public School Academy

Bloomerang's all-inclusive CRM, conversion service, and support service includes the following items:

- Unlimited users
- Unlimited chat, and email support
- Unlimited access to live and on-demand webinars (via Bloomerang Academy)
- Unlimited number of online forms
- Nightly address updates and deceased status updates (via TrueGivers)
- Built-in email marketing tool

Service	Description	Annual
Bloomerang	0 - 1,000 Records Database <ul style="list-style-type: none"> • Unlimited users • Unlimited Phone, Chat, and Email Support • Bloomerang Academy • Nightly Address Updates and Deceased Status Updates • Built-in Email Marketing Tool • ProspectView by DonorSearch + Generosity Details • Giving+ by Qgiv 	\$3,128.00
	Total Recurring Fees:	\$3,128.00
		One Time Fees
Implementation	SmartStart Basic from CRM	\$800.00
Pot O'Gold Promotion	Receive Access to Bloomerang's Masterclass Series and a Seat to the Fundraising Standard Course FREE (\$899 in Value) with Signed Agreement by 3/27/2024	Included
Promotion	50% off SmartStart Implementation With Purchase of a Bundle and Signed Contract by 3/27/2024	(\$400.00)
	Total First Year Investment:	\$3,528.00

1. The pricing in this contract is valid for 30 days.

2. Total First Year Cost is due at signing.

3. A 1% transaction-based fee is charged on all donations processed through Bloomerang (via native forms, Kindful Fundraising Tools, recurring / pledge payments, or transactions run manually on behalf of the donor. Does not include one-time or recurring transactions processed through Qgiv). The fee is charged at the time of the transaction for donations processed through Bloomerang Payments. An invoice is generated on a monthly basis in arrears for transactions processed through 3rd party payment processors.

4. If Database exceeds licensed record count, an overage charge will be invoiced at \$12.50 per 250 records. The invoice will be generated on a monthly basis in arrears for previous month's count.

5. All invoices may be subject to applicable sales tax. The customer will receive an exemption certificate request if the invoice is subject to sales tax.

Here to help you succeed.

Our proven onboarding and conversion programs are designed to get you operational quickly, provide best practices for configuration, and familiarize your team with the Bloomerang platform—in a way that maximizes knowledge transfer and accelerates your success in the process.

Phase 1: Gather + Organize	Phase 2: Design + Build	Phase 3: Review + Revise	Phase 4: Activate + Wrap Up
<ul style="list-style-type: none"> • Customer receives welcome email • Customer returns completed templates 	<ul style="list-style-type: none"> • Bloomerang maps data • Bloomerang build and test code • Comprehensive data check and review plan 	<ul style="list-style-type: none"> • Customer reviews database • Optional revision round • Customer confirms results of optional revision 	<ul style="list-style-type: none"> • Customer receives go-live email • Implementation is complete



I was actually expecting pain and agony for this conversion. I've done a number of migrations to other platforms and I truly expected it to be much worse than it was. Our Project Manager made it the easiest possible migration ever.

Lily Meyer, American Friends of Beit Issie Shapiro



The experience wasn't what I was expecting at all! I assumed it would take much longer than it did. I was extremely satisfied with the outcome of the conversion process.

Thomas Benoist, The Cabaret

Smart Start Basic

Conversion Fields Scope	Basic
Constituents	√
Spouse Householding	√
Donations/Transactions	√
Notes	√
Sample data initial load	√
Custom Fields	10
Number of Revisions	1
Number of data sources allowed (data files from previous system)	1

With a SmartStart custom database conversion program from Bloomerang, changing databases doesn't have to be a scary process!

Our goal is to make the process as painless as possible, while at the same time taking great care with your data in order to set you up for success in using Bloomerang.

Not only has our expert team of dedicated Conversion Project Managers and Conversion Programmers seen just about every data situation you can imagine, but many have themselves worked as fundraisers and database admins for nonprofits. They know the pain of having bad data. That's why we won't just spend an hour cramming your data in and wish you good luck. We're here to help you succeed.

Timeline: **Up to four weeks** from Bloomerang receiving customer data



Make fundraising easier for your team and your donors




The easier your tools are to use, the easier it'll be to grow your mission. Bloomerang helps nonprofits decrease donor attrition and increase revenue. Connect with the donors, volunteers, and partners who will grow your mission.



Acquire

Collect donations anytime and anywhere.





Raise more funds by creating a seamless giving experience for donors. Expand your fundraising reach by empowering supporters to become effective online fundraisers.

-  Unlimited donation pages and forms
-  Event Registration & Ticketing
-  Dynamic donation button

Retain

Retain your donor community.





Retaining donors is critical to achieving a thriving fundraising operation. Bloomerang equips you with the tools you need to create relationships that last a lifetime and make a bigger difference.

-  Full CRM
-  Interactive dashboard
-  Data segmentation
-  Communication workflows

Engage

Create stronger connections with your community.





Achieve better fundraising results through tailored communications. Bloomerang's integrated marketing tools make it easy to send and track timely, personalized emails and mailings.

-  Email marketing
-  Letters and mailings
-  Donor Surveys
-  Log emails with BCC feature

Automate

Divided data comes together.

Automatic daily updates save you time and ensure your data freely and accurately flows between the apps you depend on.

-  Integration hub
-  Nightly NCOA
-  Task management
-  Scheduled reports

Measure

Easily report results.

Save time by prioritizing your campaigns and resources wisely. Generate reports that will help you refine fundraising efforts and discover and grow relationships.



Filter-based reporting



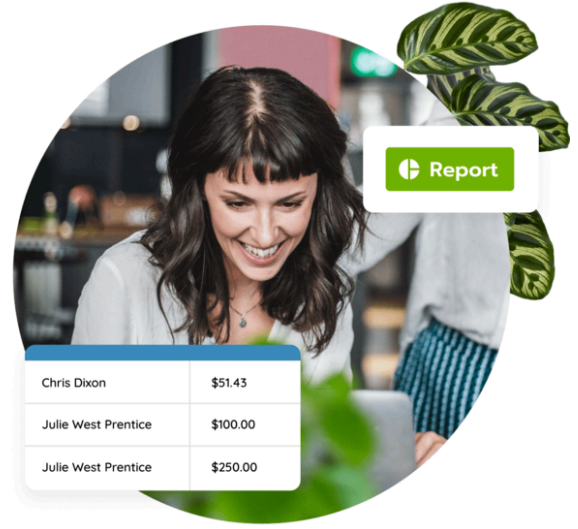
Engagement scoring and wealth screening



Donor retention insights



Email performance analytics



Chris Dixon	\$51.43
Julie West Prentice	\$100.00
Julie West Prentice	\$250.00

Put relationships at the heart of your fundraising

Automatically sync Qgiv fundraising data with Bloomerang to save time, make data-driven decisions and cultivate impactful, long-term relationships.



Powerful event management

Easily manage in-person and virtual guests with flexible ticketing, multi-attendee packages, discount options, QR code check-ins, and table seating. Raise more in sponsorships with custom packages, sponsor pages, and VIP sponsor experiences. Screencast your event goal progress in real-time to boost fundraising.

Seamless text fundraising

Accept donations through text, and automatically remind donors to complete their gift.

Recurring donation prompts

Convert 3x more one-time donors to recurring supporters with recurring donation upgrade prompts

Innovative donor-centric features

Donors see their first name in content while giving, can dedicate a gift with custom tributes, see customizable questions based on prior answers, and can quickly find matching employer gift options to double their impact.

Optimize conversion with smart amounts

Change default giving values dynamically to increase both the likelihood new donors will give and the average gift size.

Fundraising dashboard

Save time and get the answers you need with pre-built and custom reports and fundraising dashboards. Share campaign or event results with your board or leadership team in seconds

Additional fundraising tools

Add-on peer-to-peer, auctions, and outbound texting to level up your results..



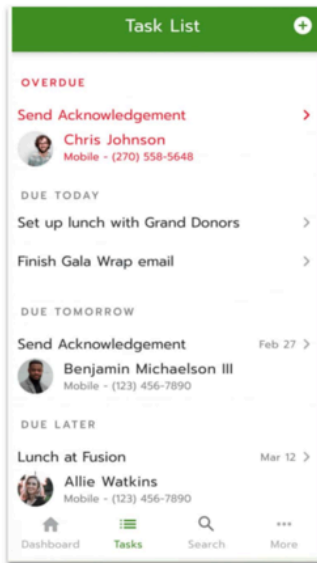
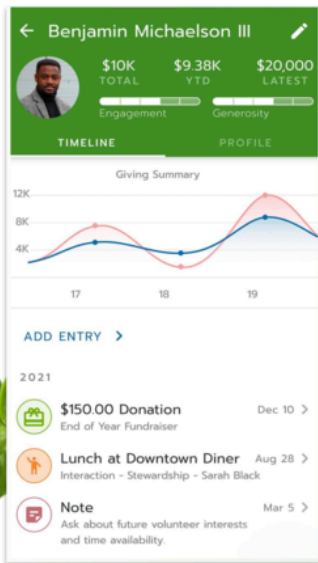
We particularly love Qgiv's integration with Bloomerang! This helps streamline our fundraising processes and makes us more efficient, but most importantly helps us focus our attention on our donor relationships and stewardship within Bloomerang.

Joseph Maley Foundation



Stay connected to your donors with the Bloomerang mobile app.

Whether you are hosting an event, exhibiting at a conference or gathering, or meeting in person with a donor, capture donations in the moment when constituents feel inspired and motivated to give. The app is available on iPad, iOS, and Android devices.



Donor insights at your fingertips

Access the information you need to create personal connections from anywhere. Just open the mobile app on your smartphone and access your full database.

Donation processing in real-time

With the Bloomerang mobile app and Stripe swiper, you can take credit card donations instantly while populating the constituent profile in Bloomerang.

Improve donor retention

New donors are highlighted on your mobile dashboard and give you the ability to easily call them right from the app. Click through to the donor's profile and text, email or call to thank them for their support.

Tap to Pay

Empower donors to give when they're inspired to support your mission.

Supercharge your event fundraising results by giving every team member the ability to collect donations in seconds.

How we do it

Save Time

Eliminate manual data entry by making processing donations a breeze for both you and your donors.

Increase Giving

Meet donors where they are by offering preferred payment methods so you never have to say "no" to a potential gift.

Strengthen Relationships

Data flows automatically into your Bloomerang CRM, so you can acknowledge and nurture your donors with ease.



Fundraising Tools

Unleash your organization's full fundraising potential with the tools that maximize your fundraising efforts.



Fundraising Bundle		
Goal	Component	Feature/Benefits
Cultivate relationships. Attract new donors. Unlock giving potential.	Powerful event management:	Easily manage in-person and virtual guests with flexible ticketing, multi-attendee packages, discount options, QR code check-ins, and table seating. Raise more in sponsorships with custom packages, sponsor pages, and VIP sponsor experiences. Screencast your event goal progress in real-time to boost fundraising.
	Seamless text fundraising	Accept donations through text, and automatically remind donors to complete their gift.
	Recurring donation prompts	Convert 3x more one-time donors to recurring supporters with recurring donation upgrade prompts.
	Innovative donor-centric features	Donors see their first name in content while giving, can dedicate a gift with custom tributes, see customizable questions based on prior answers, and can quickly find matching employer gift options to double their impact.
	Fundraising dashboard	Save time and get the answers you need with pre-built and custom reports and fundraising dashboards. Share campaign or event results with your board or leadership team in seconds.
	Optimize conversion with smart amounts	Change default giving values dynamically to increase both the likelihood new donors will give and the average gift size
Find high-value prospects who align with your mission.	DonorSearch Prospecting Suite	Grow your donor base in record time by identifying and connecting with high-affinity prospects. Build a strong donor pipeline of prospects by researching their philanthropic history, affinity alignment, and wealth capacity.

Accepting this contract electronically



Instructions to Finalize

This document allows for electronic acceptance and signature. If you wish to accept and sign online, please click the "Accept" button at the top-right of this page. Electronic acceptance of this document is legally binding.

Terms & Conditions

By clicking the "Accept" button, you are accepting the terms and conditions of an agreement to Bloomerang Donor as defined here: <http://bloomerang.co/tac>.

If Bloomerang Volunteer is included in your itemized pricing, you are also agreeing to the terms and conditions of an agreement as defined here: <https://bloomerang.co/tac/initlive>

If Giving+ or Fundraising Bundle is included in your itemized pricing, you are also agreeing to the terms and conditions of an agreement as defined here: <https://www.qgiv.com/terms-of-service>

This agreement is a **two (2) year agreement** that renews annually thereafter and requires forty five (45) day written cancellation notice.

Payment

Upon electronically signing this contract, you will also need to provide Bloomerang with a payment method. Please complete the [payment authorization form](#) (last page of this contract).

- Total First Year Cost is due at signing.
- Recurring fees are billed annually and require completed ACH or Credit Card authorization. If paying by check, a \$50/yr processing fee will be applied to your account and invoiced along with normal recurring charges.

Billing Questions?

Email billing@bloomerang.com





Payment Authorization

By providing payment information below, I (we) authorize Bloomerang to debit this account for charges agreed to in this proposal as well authorize its use for future renewals and additional mutually agreed upon products and services.



ERROR: JavaScript is not enabled. You must enable JavaScript in your browser to use this form

Payment Authorization Form

Name

First Name

Last Name

Email

Phone

Organization Name*

Billing Address*

Address Line 1

Address Line 2

City

State/Province

ZIP / Postal

Country

EIN (US) or BN, RR, and reference number (Canada)*



Powered by Formstack [Create your own form >](#)

Credit Card / Debit Card

ACH

LMPSA Expansion Options

March 2024

Groundwork

This is an opportunity and a call for clear vision

- Arden point person so need support in school and with project(s)
 - Board must expand and develop clear committees based in best practice and need
 - Board development /strategic thinking and Annual Goals are key to sustaining success of school. Must have all voices and vision.
 - Requires 100% Board Support
 - LMFF plays a huge part in all plans in Year 1
 - Partnering with LTD Architects to amend campus plan
 - Interviewing Consultants and hiring shortly
 - Must build a Culture of Philanthropy; a campaign is embedded under this overarching condition
 - 25 year Anniversary Celebration
 - Any of these options requires Board to create a far reaching future finance plan.This includes a plan to show that we can indeed afford to take over the building someday.
-

Option 1

Whole Vision Comes Alive

- Raise 800K-1Million
 - Redesign with LTD to incur a \$1.5 Million Building Master Plan
 - Hire Campaign Coordinator/ Fundraising Consultant
 - Need Campaign Team and Board workers
 - Create a financial plan to show the expenditures and revenue
-

Pros and Cons Option 1

Timeline is tight for monies and building

Option 2

Stewardship - current footprint only

- Raise 400K or more
- Redesign with LTD to include one more classroom
- HD lease 18 month notice
- Hire Campaign Coordinator/ Fundraising Consultant for culture of philanthropy
- Timeline is a little bit more spacious
- Need Board Expansion and workers

Response/Pro-Con

Strategy needed

Pros and Cons Option 2

Option 3

Stewardship

- Similar to Option 2 but do not excuse HD from lease before July 2026

Response/Pro-Con

Strategy needed

Pros and Cons Option 4

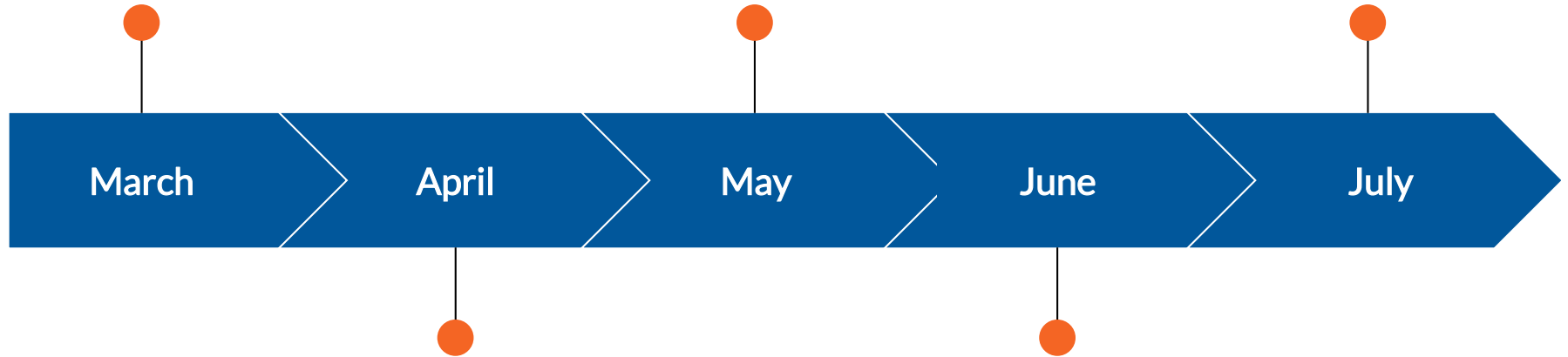
Option 4

Give the Money Back

Pros and Cons Option 4

Action Steps ASAP

Follow Consultant
Training



Develop Case for Support

Planning Phase
Wholeheartedly

Board Decision for Development and
Expansion

Next steps

Action 1

Hire a Consultant ASAP

Purchase Donor Database ASAP

Confirm Expansion Work Group and structure of Board/Development Committee?

Action 2

Convene Fundraising folks (LMFF, HOS, Workers on EWF)

Action 3

Goals for next meeting and Committees

1.

2.

3.

4.

5.

6.

Proposal To: Leelanau Montessori Public School Academy

Date: January 26, 2024

Project Overview:

Leelanau Montessori School has served the local community for nearly 25 years. During that time, children have thrived, and the school has grown. The organization completed a strategic plan in 2022, which includes significant facility updates and expansions. It seeks to build a culture of charitable giving at the school to carry out its plans and to sustain the organization. Leelanau Montessori believes the best way to move forward is to build authentic, long-lasting, mission-centered relationships with community members, families, and funders. To that end, Worthington Fundraising Solutions has been asked to provide a proposal to help the organization achieve its philanthropy goals and organizational vision.

Leelanau Montessori Philanthropy Goals:

1. Create systems and structures to support effective charitable giving efforts.
2. Build the abilities of board members, staff, and volunteers in relationship-based fundraising techniques.
3. Inspire community members to generosity support the mission and vision.

Scope of Work, including deliverables, plan, and timeline:

<i>Get Ready...</i>				
	Deliverables	WFS will	Leelanau Montessori will	Timeline*
1.	Donor management & contact system	a. Evaluate donor database products that will meet Montessori’s fundraising needs.	a. Review the finalized list and purchase software.	Week 1-6
		b. Assist in developing data entry protocols for bio, gifts, actions, funds, and sources.	b. Develop protocols and coding. Engage in training.	Week 3-8
		c. Provide initial oversight on data entry.	c. Enter donor data and gift history. Research additional information as needed.	Week 5-10
2.	Case for support	a. Work together with Montessori leadership to articulate the organization’s strategic plan and mission in a way that informs and attracts community members to support ongoing work.	a. Work with WFS to draft a case of support and identify stakeholders to test the case.	Week 2-12
		b. Meeting with up to 15 individual/family stakeholders to test draft case of support to provide feedback to leadership. Note: Some of these meetings may include the head of the school.	b. Provide contact information and assist in scheduling the meetings with stakeholders to test the case of support.	Week 10-15
3.	Board and staff fundraising training	Work with school leadership (staff and board) to assess the organization’s current needs and build the staff and board	Provide board job descriptions and other documents as necessary. Engage in tailored learning opportunities.	Week 3 thru 16

		members' skills in effective donor outreach activities.		
Get Set ...				
	Deliverables	WFS will	Leelanau Montessori will	Timeline*
4.	Written fundraising plan. <i>To include activities to attract new donors, build relationships, solicit gifts, thank donors, and report back donor impact. The plan includes goals, budget, responsibilities/roles, and success metrics.</i>	Work with leadership to develop mission-centered fundraising activities to attract significant dollars and number of donors.	Leadership to work with WFS to develop the plan.	Week 4-18
5.	Written fundraising policies.	Draft policies based on industry regulations, IRS rules, and fundraising best practices.	Provide existing fundraising rules and parameters from governing organizations. Provide feedback and approvals of draft policies.	Week 10-20
6.	Enhanced donor landing page on the website.	Provide feedback and support.	Utilize case for support to modify website information and strengthen donor landing page.	Week 16-20
7.	Fundraising collaterals.	Work with Montessori leadership to develop various collaterals, including solicitation letters, donor e-mails, response cards, introduction letters, and thank you letters.	Co-draft collaterals, design, and print as needed.	Week 16-20
GO!				
	Deliverables	WFS will	Leelanau Montessori will	Timeline*
8.	Ongoing coaching and support.	Provide ongoing coaching for the board and staff to implement fundraising plans. (Includes accompanying staff/board members on donor meetings)	Implement the fundraising plan to include annual, mid, and major giving programs.	Week 21 - 52

* Note: Timeline is assuming fast turnaround on decisions, funding availability, and efficient third-party vendors.

Options:

Get Ready (Deliverables 1 thru 3) - \$12,300.

\$6,150 expected within 7 days of contract signing and \$6,150 upon completion of Deliverables 1-3.

Get Ready... Get Set (Deliverables 1 thru 7) - \$17,200.

\$8,600 expected within 7 days of contract signing and \$8,600 upon completion of Deliverables 1-7.

Get Ready... Get Set ... Go! – (Deliverables 1 thru 8) - \$25,200.

5 monthly payments of \$3,500, followed by 7 monthly payments of \$1,100. The payments would be scheduled to begin upon contract signing.

Note: All quotes above include travel within the Leelanau and Grand Traverse counties. Costs may be added if Leelanau Montessori requests additional travel.

Return on Investment: Effective philanthropy has the power to sustain and grow your organization's programs and services. Comprehensive fundraising plans with excellent implementation commonly have a *minimum* of 185% return on investment (ROI) or cost to raise a dollar (CTRD) of 35 cents. The plan, as outlined in this proposal, includes all essential foundational steps to build a strong fundraising program.

Commitment and Guarantee: Completing the scope of work within the stated timeframes depends on the priority follow-through of both parties. The timelines assume quick response times and decision-making. WFS is committed to responding to all e-mails and phone calls within 24 hours. WFS will regularly inform the organization's leadership of progress. WFS will keep all sensitive organizational and donor information confidential.

Worthington Fundraising Solutions guarantees that all its work follows industry best practices and the Association for Fundraising Professionals Code of Ethics. If WFS fails to complete its work on time or as stated above, then WFS will continue to work at no additional cost until the work is completed satisfactorily.

About Worthington Fundraising Solutions: Des Worthington established Worthington Fundraising Solutions in 2021 as the next step of her 30-year fundraising career. She has served on several boards, led several campaigns from planning to execution, and personally facilitated hundreds of significant gifts totaling more than \$50 million. Some highlighted projects include:

- St. Francis Church Expansion. Goal: \$7 million. Actual raised: \$7.1 million. Campaign timing: 2015 – 2021.
- Munson Healthcare's Next Chapter Campaign. Goal: \$36 million. Actual raised: \$41.7 million. Campaign timing: 2015 - 2020.
- Munson Medical Center Cowell Family Cancer Center. Goal: \$17 million. Actual raised \$17.8 million. Campaign timing: 2012 - 2014.
- Munson Medical Center Webber Heart Center. Facilitated an \$8 million naming-level gift in 2013.
- Grand Traverse Regional Land Conservancy's Coastal Campaign. Goal: \$30.6 million. Actual Raised: \$37 million. Timing 2002 - 2005.
- Mt. Holiday's Save the Hill. Goal: \$1.5 million. Actual raised: \$1.5 million. Served on the founding board and led volunteer campaign effort to Save the Hill. Timing: 2002 - 2004.

Leelanau Montessori Public School Academy

Board of Directors Manual

Approved: November 17, 2021
As amended October 19, 2022

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Welcome to Our Board

We are delighted to welcome you to our Board of Directors. The following manual provides background information and structure for our organization and ensures that we operate as good stewards of Leelanau Montessori Public School Academy's (Leelanau Montessori) resources and as dynamic, passionate leaders in pursuing our mission. We hope you enjoy your tenure on our Board and find our work to be fulfilling and rewarding.

SECTION 1: ORGANIZATIONAL OVERVIEW

Our Mission

Leelanau Montessori nurtures the whole child in a prepared environment based on respect, individuality, a love of learning, and freedom with responsibility.

Our Values

Montessori Beliefs are as follows:

1. To nurture a positive attitude towards learning and foster an abiding sense of curiosity while giving the child an opportunity to acquire skills and knowledge essential for a lifetime of learning and living, including but not limited to Montessori curriculum and the required State standards.
2. To build and encourage habits of initiative, concentration, perseverance, and organization while the children strive for their fullest potentials, learning self-pacing and time awareness.
3. To develop a sense of self-respect, confidence, responsibility, and inner discipline in a caring, cohesive, supportive learning community.
4. To foster hypothesis, experimentation, observation, discovery and application.
5. To foster socially acceptable behavior, from a sense of belonging, service, freedom to choose with responsibility to others, life and the environment, and stewardship of peace.
6. To develop a compassion and reverence for life and the earth's environment, and assume a personal responsibility for stewardship of the earth including world peace.
7. To create caring, cohesive, and supportive learning communities.
8. To foster dynamic partnerships with families for a consistent Montessori framework and educational experience.
9. To provide a creative, aesthetically pleasing, adaptive/dynamic, inspirational environment that responds to the child's needs and interests.
10. To develop sensory and motor skills that enable and sharpen the ability to discriminate, judge, and control.

Our Vision

Leelanau Montessori children will attain mastery of essential academic skills, an inner disciplinary drive toward self-fulfillment and actualization while allowing the ongoing development of each child's imagination and creative abilities.

Our History

Leelanau County's Montessori journey began in 1984 with the introduction of the Suttons Bay Children's House, at the base of Herman Road, just a short distance from our present location. As those students matured, requests for a Montessori elementary school arose. In 1991, Suttons Bay Montessori Elementary opened on East Pine View about half a mile west of the Children's House. Two years later it moved out of its portable classroom into a home of its own, situated next door to the Children's House. Both schools were privately owned, and funded through tuition. In 1996, Leelanau Montessori Elementary was invited to become a part of Suttons Bay Public School. In 2001, through the hard work of dedicated alumni, parents, staff, and other community members the primary program also merged with the Suttons Bay Public School, reuniting the Montessori programs. In 2010, Leelanau Montessori became a charter school authorized by Suttons Bay Public Schools and leased space in the former high school building.

In 2018, Leelanau Montessori was granted an 8 year charter by Bay Mills Community College and purchased our own building in Lake Leelanau. Leelanau Montessori's history is long and tells the story of a community that values educational choice in Leelanau County. With strong family support, Leelanau Montessori has grown and nurtured and educated hundreds of children in authentic Montessori environments. We look forward to many more years serving the families in our region.

The Leelanau Montessori staff would love to give you a tour of the classrooms and answer any questions you may have regarding the Montessori philosophy and curriculum.

Leelanau Montessori is tuition free for all five year olds and up, and tuition-based for children 1 1/2 to 4 years old. We are licensed by the State of Michigan.

Leelanau Montessori is a public school and therefore supports a nondiscriminatory open enrollment process.

SECTION 2: THE JOB OF THE BOARD

Role of the Board of Directors

General Responsibilities:

Responsible for ensuring that the academic program of Leelanau Montessori is successful, that the school's program and operation are faithful to the terms of its charter, and that the school is a viable organization.

Term of Length: 3 years.

Specific Responsibilities:

1. **Determine the mission and purpose of Leelanau Montessori and keep it clearly in focus**
 - Create and periodically review the mission statement which:
 - Serves as a guide to organizational planning, Board and staff decision-making, volunteer initiatives, and setting priorities.
 - Is used as the vehicle for assessing program activities to ensure that the organization remains aligned to its original purposes.
 - Understand and support the mission statement.
2. **Select the Head of School**
 - Reach consensus on the Head of School's job description.
 - Undertake a careful search process to find the most qualified individual.
 - Advise and approve contract negotiation and renewal.
3. **Support and review the performance of the Head of School**
 - Provide frequent and constructive feedback.
 - Assist when Board members overstep prerogatives or misunderstand their roles.
 - Compliment for exceptional accomplishments.
 - An *ad hoc* committee appointed by the Board, and led by the Academic Excellence Chair, will provide for an annual written performance review with a process agreed upon with the Head of School well in advance.
4. **Ensure effective strategic planning**
 - Approve a strategic plan that includes concrete, measurable goals consistent with the long-term vision of the school.
 - Develop annual Board goals.
5. **Ensure adequate resources**
 - In conjunction with the Fundraising, Grant and Marketing Committees, approve fundraising targets and goals.
 - Assist in carrying out the resource plan.

6. Manage resources effectively

- Approve the annual budget.
- Monitor budget implementation through periodic financial reports.
- Ensure any 3rd party contractors meet best practice standards in their policies and procedures.
- Provide for an independent annual audit by a qualified CPA.
- Ensure the full Board has the proper training to be effective stewards of public funding.
- Ensure adequate insurance is in force to cover students, staff, visitors, the Board, the assets of the school and as required by our charter agreement.

7. Oversee and strengthen the programs and services

- Assure programs and services are consistent with the mission and the charter.
- Through the Head of School:
 - Approve measurable organizational outcomes.
 - Monitor progress in achieving the outcomes and goals.
 - Assess the quality of the program and services.

8. Enhance Leelanau Montessori's public standing

- Serve as ambassadors, advocates and community representatives of the school.
- Ensure that no Board members represent themselves as speaking on behalf of the Board unless specifically authorized to do so.
- Support the Head of School in providing for a written annual report and public presentation that details Leelanau Montessori's mission, programs, financial condition, and progress made towards charter promises.
- In conjunction with the Development Committee, approve goals of an annual public relations program.

9. Ensure legal and ethical integrity and maintain accountability

- Establish policies to guide the school's Board members and staff.
- Adhere to the provisions of the school's bylaws, articles of incorporation, and charter.
- Adhere to local, state, and federal laws and regulations that apply to the school.
- Ensure compliance with all federal, state, and local government regulations.

10. In conjunction with the Governance Committee, recruit and orient new Board members and assess Board performance

- Define Board membership needs in terms of skill, experience, and diversity.
- Cultivate, check the credentials of, and recruit prospective nominees.
- Provide for new Board member orientation.
- Conduct an annual evaluation of the full Board and individual trustees.

Board President Role Description

Member of, Elected by and Reports to: The Leelanau Montessori Board of Directors

Supports: The Head of School

Term of Office: One year; renewable with the approval of a majority vote of the Board.

General Responsibilities:

The Board president is the senior volunteer leader of the school who presides at all meetings of the Leelanau Montessori Board and other meetings as required. The Board president is an *ex officio* member of all committees of the organization. The Board president oversees implementation of Board and school policies.

Specific Responsibilities:

1. Works with the Head of School, other Board officers, and committee chairs to develop the agendas for Leelanau Montessori Board meetings, and presides at these meetings.
2. In consultation with other Board officers, appoints volunteers to key leadership positions, including positions as chair of Board committees and task forces, and cultivates leadership succession.
3. Recognizes his or her responsibility to set the example for other Board members by playing a major role in fundraising activities.
4. Works with the Leelanau Montessori Board, paid staff and volunteers, in accordance with the Leelanau Montessori's bylaws and mission, to establish and maintain systems for:
 - Planning the organization's human and financial resources and setting priorities for future development.
 - Reviewing operational effectiveness and setting priorities for future development.
 - Ensuring the legal and ethical standard.
 - Hiring and evaluating the Head of School.
 - Developing and maintaining an effective Board culture.
 - Developing an effective pipeline of future leaders of the Board.
5. In conjunction with the Governance Committee, manages the development of the Board in order to help it work more effectively and efficiently.
6. Works with the Head of the School and other Board officers to develop both immediate and long-term goals and expectations for the Board that support organizational priorities and governance concerns.
7. Communicates effectively with and supports the Head of the School in his/her job as manager of the school. In this capacity, focuses on ensuring that the Board governs rather than manages.

8. Works with the Committee Chairs and the Head of the School to keep apprised of committee work and to ensure that committees have the resources needed to do their job. Also, works to ensure effective and efficient communications between the committees and the Board.
9. Creates a safe environment for decision-making by inviting participation, encouraging varying points of view and stimulating a frank exchange of ideas in an effort to provide shared decision-making.
10. Communicates with the Board effectively so the Board information system focuses on decision-making, stimulates participation and supports an appropriate balance of responsibility between Board and staff.
11. Links with major stakeholders when it is agreed that the president is the most appropriate person to represent the organization at a key meeting, write an editorial for a newspaper or thank a major donor.

Qualifications:

- Commitment and energy to support Leelanau Montessori and its values; an understanding of the school's mission and goals, and the distinctions between governance and management.
- Strong leadership skills to inspire a shared vision for the school and for the Board's work. Stimulated by a commitment to the mission, the President should guide the Board toward articulating and committing to a commonly held perception of the future of the School.
- Strong network of relationships within the greater community to leverage resources for the organization.
- Strong shared vision with staff about school mission and goals for student achievement.
- Strong facilitation and communication skills and an understanding of group processes.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the Board moving.
- An ability and willingness to support, encourage and develop a strong, entrepreneurial school leader.
- Strong organizational skills.

Indicators of effectiveness:

- Meets annual goals as identified and adopted at the beginning of the leadership term, including specific goals for development.
- Is perceived by other Board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on student growth.
- Is perceived by senior staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

Board Vice President Role Description

Member of, Elected by and Reports to: The Leelanau Montessori Board of Directors

Supports: The Board President

Term of Office: One year; renewable with the approval of a majority vote of the Board.

General Responsibilities:

The Vice President is the secondary volunteer leader of Leelanau Montessori and as such, discharges the duties of the President as required in the President's absence. The Vice President supports the activities of the President including sharing responsibilities as appropriate.

Specific Responsibilities:

1. In the President's absence, presides at meetings of the Leelanau Montessori Board. Serves as *ex officio* member of standing committees.
2. Recognizes his or her responsibility to set an example for other Board members by playing a major role in fundraising activities.
3. Works with the President to assist in developing the agendas for Leelanau Montessori Board meetings.
4. Advises the President on appointing volunteers to key leadership positions, including positions as chair of Board committees and task forces.
5. Assists the President by taking on responsibility as necessary for communication with committee chairs.
6. Supports and challenges the President in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
7. Represents the Board in the community, especially at events at which the President cannot attend.
8. Other duties as delegated by the President.

Qualifications:

- Commitment and energy to support Leelanau Montessori and its values; an understanding of the school's mission and goals, and the distinctions between governance and management.
- Strong leadership and collaborative skills to support the President and to offer alternative proposals in the interest of best serving the organization.
- Strong facilitation and communication skills and an understanding of group processes.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the Board moving.
- Strong organizational skills.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the Board at the beginning of the leadership term.
- Is perceived by other Board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on student growth.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

Board Treasurer Role Description

Member of and Elected by: The Leelanau Montessori Board

Reports to: The Board President and the Leelanau Montessori Board

Supports: Head of School, Business Services Provider, Office Manager, and auditors as necessary.

Term of Office: One year; renewable with the approval of a majority vote of the Board.

General Responsibilities:

Provides direction for the financial management of the school and facilitates the Board in meeting its financial oversight responsibilities.

Specific Responsibilities:

1. Acts as chair of the Finance Committee.
2. Provides direction for the oversight of the school's record keeping and accounting policies.
3. Ensures the presentation of timely and meaningful financial reports to the Board.
4. Ensures the development of the annual budget and any necessary budget amendments and their submission to the Board for its approval. Leads the monitoring of budget implementation.
5. Oversees development and Board review of financial policies and procedures. With the Finance Committee, monitors the adherence to financial policies and procedures adopted by the Board.
6. Develops and monitors any investment policies adopted by the Board.
7. Ensures that assets are protected and invested according to Board policy.
8. Leads the Board in assuring compliance with federal, state, and other financial reporting requirements.
9. Presents the recommendation of the auditor to the Board for their approval. With the Finance Committee reviews the results of the audit including the management letter, develops a plan for remediation, if necessary, and presents the results to the Board.
10. Recognizes his or her responsibility to set the example for other Board members by playing a major role in fundraising activities.
11. Takes responsibility for designing an annual Board education program so that all Board members can effectively conduct oversight of the financial health of the organization.

Qualifications:

The Treasurer must display:

- A commitment to Leelanau Montessori and its principles, mission and goals, and the distinctions between governance and management.
- A strong understanding of the record keeping, accounting systems, financial reports and financial policies and procedures.

- An ability to focus on both the short-term and long-term financial health of the organization.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the Board at the beginning of the leadership term.
- Is perceived by other Board members as being transparent and efficient in delivering financial reports and as being aggressively protective of the integrity of the organization's fiscal management.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

Board Secretary Role Description

Member of and Elected by: The Leelanau Montessori Board

Reports to: The Board President and the Leelanau Montessori Board

Supports: Member of the staff or volunteer taking minutes.

Term of Office: One year; renewable with the approval of a majority vote of the Board.

General Responsibilities:

Provides direction for the keeping of legal documents including minutes of all meetings of the Board of the school.

Specific Responsibilities:

1. Certify and keep at the main office of the school the original, or a copy of the Bylaws as amended or otherwise altered to date.
2. Keep at the main office of the school or at such a place as the Board may determine a book of minutes of all meetings of the Board and meetings of committees. Minutes shall record time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting and the proceedings thereof.
3. Present for approval by the Board copies of all minutes of meetings of the Board.
4. Ensure that all notices are duly given in accordance with the provisions of the Bylaws or as required by law.
5. In general, serves as the protocol officer of the Board, ensuring that the keeping and posting of meeting minutes, meeting notifications, adherence to open meeting laws, and other procedural requirements are followed legally and ethically.
6. In general, perform all duties incident to the office of the Clerk and such other duties as may be required by law, by the Articles of Incorporation or Bylaws, or which may be assigned to him or her from time to time by the Leelanau Montessori Board.
7. Recognizes his or her responsibility to set the example for other Board members and by playing a major role in fundraising activities.

Qualifications:

- A commitment to the school and an understanding of the school and its values, mission and goals and the distinctions between governance and management.
- An understanding of the required record keeping and the laws of the jurisdiction (Leelanau County, Michigan) in which the school operates.
- A capacity for attention to detail.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the Board at the beginning of the leadership term.
- Is perceived by other Board members as being an accurate and reasonable steward of the decision-making history of the organization and as being ever mindful of the duties and requirements of public service.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

Board of Directors Annual Calendar

At the annual organizational meeting, held each July, the Board of Directors sets the dates, times, and places of the board's regular meetings for the coming year. Historically, the monthly board meetings have been held on the 3rd Wednesday of the month, at 6 pm, in the Health Department Conference Room. The organizational meeting

Open Meetings Act

All meetings of the Leelanau Montessori Board shall be held in compliance with the [Open Meetings Act \(OMA\), Public Act 267 of 1976](#).

Notice requirements: Board meetings may not be held unless public notice is given consistent with the OMA. To meet this requirement, a public notice is posted within 10 days after the organizational meeting in July stating the dates, times, and places of the board's regular meetings.

For a rescheduled regular or a special meeting, notice must be posted at least 18 hours before the meeting. All decisions of the Board must be made at a meeting open to the public.

Presence: As a general rule, under the OMA, a Board member must be present in person to vote on any business before the board. However, remote participation is permitted if absence is due to:

- military duty,
- The need for a "reasonable accommodation" under the ADA for a qualified disability under the ADA.

At a meeting that accommodates members absent due to military duty, only those members absent due to military duty may participate remotely. Each member attending the meeting remotely shall make a public announcement at the outset of the meeting stating that they are attending remotely.

SECTION 3: OUR COMMITTEES

Overview

There are six standing committees that support the Board. The committees include Finance, Governance, Academic Excellence, Marketing, Development, and Grants. The Board President and HOS serve as members or *ex officio* members on all committees. Generally, it is expected that each committee will meet at least once per month, and will report on its activities at the monthly board meeting. Some committees, as noted below, may meet on a quarterly or biannual basis.

Applicability of the Open Meetings Act to Committee Meetings

The OMA does not apply to committees and subcommittees composed of less than a quorum of the full Board of Directors if they are merely advisory, or are only capable of making recommendations concerning the exercise of governmental authority. Our committees are set up to be advisory in nature. The work of the committees is subject to review and approval by the entire Board. Therefore, the OMA does not apply. That said, interested members of the public are encouraged and welcome to attend committee meetings. In the event a committee is given the power to make a decision on behalf of the board as a whole, the OMA would apply.

The following charters outline each committee's purpose and responsibilities.

Finance Committee

Purpose: The Finance Committee oversees the required monthly financial reports for the Board, oversees the draft budget with the Head of School, anticipates future financial needs, and addresses financial issues that relate to providing adequate resources for operations. This Committee is also responsible for overseeing an annual external financial audit, presenting the final audit to the Board for approval and ensuring appropriate financial controls are in place. The Finance Committee shall prepare and recommend to the Board appropriate policies for the management of the organization's assets.

Primary Responsibilities:

- Review annual budget with Head of School and Business Services Provider prior to its submission to the Board.
- Determine necessary Board financial reports and format.
- Oversee preparation of financial reports as needed.
- Monitor financial reports and identify potential financial issues.
- Through the Head of School, monitor checking account and cash flow/balance.
- Conduct financial forecasts and project future needs, including facilities needs and requirements.
- Identify process and timing for conducting audit including selection of an auditor.
- Facilitate audit process; ensure access to required information and records is available to the auditors.
- Review initial audit reports.
- Provide final audit report and explanations to Board.
- Create specific, measurable Board-level goals for the year as part of the full Board's planning process.
- Serve as ambassadors for the organization and promote a positive image/reputation.

Structure: The Finance Committee includes Board members with the Board Treasurer serving as the Committee's chair. The Head of School (*ex officio*) and Board President (*ex officio*) shall serve on the Committee. The work of the Finance Committee is subject to review and approval by the full Board. It reports routinely to the Board and submits committee minutes.

Schedule: Meets, at a minimum, on a monthly basis.

Academic Excellence Committee

Purpose: The Academic Excellence Committee oversees the development and implementation of academic excellence goals, completes the Michigan School Improvement Framework, supports the Head of School in oversight of the Parent Advisory Committees, and ensures that the HOS evaluation complies with the MDE requirement and is completed. As a primary responsibility, this committee is tasked to ensure equitable access for faculty, staff, students, and their communities.

Primary Responsibilities: It is important to note that this is a governance function, not a management function, and it is anticipated that school leadership will collaborate and help lead the work of this Committee. The Committee's main role is to assure that academic excellence is defined, and that the Board approves annual goals to attain academic excellence goals.

- Define and continue to refine what academic excellence means for Leelanau Montessori.
- Ensure that all Board members understand the key charter promises we have made to our community and to our authorizer.
- Work with the Head of School to devise clear and consistent ways to measure progress towards stated goals.
- Work with the Head of School to set annual academic excellence goals, to be presented to and approved by the full Board.
- Work with the Head of School to share with the Board annual successes, barriers to reaching academic excellence, and strategies to overcome these barriers.
- Arrange for Board training on issues related to academic oversight and academic excellence, as needed.
- Create specific measurable Board-level goals for the year as part of the full Board planning process.
- Report to the Board at regular meetings of the Board in a manner determined by the Board.

Structure: The Academic Excellence Committee includes at least one Board member and the Head of School (*ex officio*). The work of the Academic Excellence Committee is subject to review and approval by the full Board. Reports routinely to the Board and submits Committee minutes.

Schedule: Meets, at a minimum, on a monthly basis.

Governance Committee

Purpose: The Governance Committee has the primary responsibility for matters pertaining to Board of Director recruitment, nomination, orientation, training and evaluation in accordance with the Bylaws as well as established policies and practices approved by the Board. The Governance Committee is also responsible for monitoring governance and compliance matters, and developing and/or updating policies as required.

Primary Responsibilities:

- Analyze the skills and experience needed on the Board.
- Create a short and long-term Board recruitment strategy.
- Work with the Board President and Head of School on a succession plan for Board officers.
- Recruit candidates to serve as members of the Board and develop a slate of candidates for consideration by the Board of Directors in accordance with the nomination procedures outlined in the Bylaws.
- Ensure that all Board of Director candidates nominated by the Board are forwarded to Bay Mills Charter Schools Office for approval by the Bay Mills Board of Regents.
- Develop and review annually the procedures for Board recruitment.
- Develop an orientation and training plan for new Directors.
- Assist in the planning of an annual Board retreat and other deeper strategy sessions as needed.
- Develop and revise a Board member handbook outlining the responsibilities of the Board and Board members, Board policies, and other relevant information (e.g. Board Manual, strategic planning documents, policies, etc.).
- Conduct Board education as needed.
- Create specific measurable Board-level goals for the year as part of the full Board planning process.
- Regularly evaluate the effectiveness of Board meetings, and make recommendations for improvement to the President and the full Board as needed.
- Annually coordinate an evaluation of the full Board and individual Directors.
- Report to the Board at regular meetings of the Board in a manner determined by the Board.
- Work with the HOS to identify new or changed legal mandates that require Board approved policy to implement.
- Review existing Board policies, recommending updates as required.
- Ensure all compliance requirements established by the Charter School Authorizer are met in a timely manner.

Structure: The chair of the Governance Committee shall be a member of the Board of Directors. Other members of this committee shall be the Board President, members of the Board of Directors, and the Head of School (*ex officio*). The work of the Governance Committee is subject to review and approval of the full Board. Reports routinely to the Board and submits committee minutes.

Schedule: Meets, at a minimum, on a monthly basis.

Development Committee

Purpose: The Development Committee's main responsibility is to coordinate and oversee the raising of non-public funds to support the school's mission.

Primary Responsibilities:

- Provide a forum for coordinating all fundraising activities to benefit Leelanau Montessori and its students.
- Establish a fundraising plan and related fundraising strategies and calendar for school-based fundraising. These include, and are not limited to, annual appeals, product sales, house gatherings and 'friend-raising', and planned giving.
- Develop and uphold policies and procedures for fundraising.
- Serve as primary liaison with the Leelanau Montessori Forever Foundation (LMFF), the non-profit supporting organization that raises and distributes funds for the benefit of Leelanau Montessori.
- Ensure that the names of potential Board members of the LMFF nominated by the remaining directors of that Board are presented for consideration and appointment at a Leelanau Montessori Board meeting.
- In conjunction with the Head of School, identify specific funding needs that cannot be met with operational funding or school-based fundraising, and communicate those needs to LMFF for their consideration.
- Coordinate the implementation of the fundraising plan with efforts by board members, staff, parent volunteers, and community members.
- Utilize staff, board and volunteers to successfully carry out the fundraising activities that are part of the annual fundraising plan. Develop prospects, donors, and other mailing/contacts lists.
- Conduct donor meetings focused on soliciting major gifts.
- Involve all board members in fundraising, such as having board members make telephone calls to ask for support, and conduct donor meetings.
- Monitor fundraising efforts by the school and the LMFF to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost effective.
- Create specific measurable board-level goals for the year as part of the full board planning process.
- Serve as an ambassador and promote the organization's image, visibility and case for support within the community.
- Coordinate with Grant and Marketing Committees on goals/objectives for the school's growth and stability.

Structure: The chair of the Development Committee shall be a member of the Board of Directors. Other members of this committee shall be the Board President, the chairs of the Grant and Marketing Committees, and the Head of School (*ex officio*). The work of the Development Committee is subject to review and approval of the full Board. Reports routinely to the Board and submits committee minutes.

Schedule: Meets, at a minimum, on a biannual basis, generally in September and April.

Grants Committee

Purpose: The Grant Committee shall assist and advise the Board regarding its responsibility for oversight of Leelanau Montessori's financial development by seeking external funding through grants for activities and programming that support and enhance the LPMSA community in accordance with Leelanau Montessori Mission, Vision, and Values.

Structure:

- Appointments of the chair and members of the Grant Committee shall be made annually by the President with the advice and consent of the Board in accordance with the Bylaws.
- The chair of this committee may be a member of the Board.
- A member of the committee shall be appointed to take minutes at every meeting and to submit those minutes to the committee chair.

Responsibilities: The Grant Committee's primary responsibilities include preparation of proposals and grant applications through responsible and professional work in researching, identifying, developing and responding to public and private grant opportunities in the areas of Education, Youth Development, Health, Technology, and other related areas.

- Collaborate with school faculty and the Head of School to identify opportunities.
- Collaborate with the Finance and Development Committees to identify opportunities/needs.
- Report to the Board at regular meetings in a manner determined by the Board.
- Annually evaluate its work as a committee and the objectives it has set.

Schedule: Meets, at a minimum, on a quarterly basis, with additional meetings as needed from time to time, as determined by the committee chair

Marketing Committee

Purpose: The Marketing Committee assumes the primary responsibility for management of the Leelanau Montessori brand, developing and implementing all marketing communications vehicles whether they are broadcast, online or print, and assisting faculty and staff in the promotion of new and ongoing school events.

Primary Responsibilities:

- Develop an annual marketing strategy based on the current situation.
- Help Montessori staff create advertising and marketing materials.
- Work with the Head of School on plans to increase enrollment every year to target levels.
- Differentiate the Montessori Method from others whenever possible.
- Assume the management of and consistency of the Montessori message in all marketing communications vehicles.
- Contain all costs within the parameters of the annual marketing budget.
- Review marketing activities on a monthly basis throughout the school year.
- Engage all opportunities for unpaid media as part of the annual campaign.
- Engage all opportunities for online and social media promotion.
- Evaluate the effectiveness of the various marketing campaigns.
- Keep Board members apprised of all marketing activities.

Structure: The chair of this committee shall be a member of the Board of Directors. Other members of this committee shall be members of the Board of Directors, the Head of School, Leelanau Montessori staff, and volunteers. The work of the Marketing Committee is subject to review and approval of the full Board. Reports routinely to the Board and submits committee minutes.

Schedule: Meets, at a minimum, on a quarterly basis, with additional meetings as needed from time to time, as determined by the committee chair.

SECTION IV: BOARD POLICIES

The following policies have been approved by the Leelanau Montessori Board of Directors to govern the conduct of Board members in the execution of their duty.

Whistleblower Policy

Leelanau Montessori expects all Board members to be honest and ethical in their conduct, and to comply with applicable Federal and State law, Board policies and administrative guidelines. The Board encourages and requires all Board members to report possible violations of these Board expectations, based on a good faith belief.

It is the responsibility of a Board member who is aware of conduct on the part of any Board member or staff member that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of the Head of School. If the Head of School is not responsive or is the staff member whose behavior is in question, the Board member may report the conduct to the Board President. If the reported conduct relates to the Board President, the report may be filed directly with the Board Vice President. After such a report is made, the Board member will be asked to put the report in writing. Any Board member making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the Board member had a good faith belief as to the accuracy of any information reported. Board members may be subject to removal from the Board for knowingly making a false report under this policy. Board members may also be subject to removal from the Board, if they are aware of a violation of Federal, State, or local law involving or relating to the business of the District and they do not make a report confirmed in writing to the Head of School or Board President in accordance with this policy.

Conflict of Interest Policy

Board members shall scrupulously avoid conflicts of interest between the interests of Leelanau Montessori on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest. An actual or potential conflict of interest occurs when a Board member is in a position to influence a decision that may result in a personal gain for that Board member, or for a relative of a Board member. A “relative” is any person who is related by blood or marriage or whose relationship with the Board member is similar to that of persons who are related by blood or marriage. No “presumption of guilt” is created by the mere existence of a relationship with such potential. If Board members have any influence on transactions involving purchases, contracts or leases, it is, however, required that they disclose such to the Board President promptly so that safeguards can be established to protect all parties.

The purposes of this policy are to protect the integrity of the Leelanau Montessori decision-making process, to enable our students and the community-at-large to have confidence in our integrity, and to protect the integrity and reputations of Board members. Upon or before appointment to the Board, Board members shall make a full, written disclosure of interests, relationships, and listing of holdings that could

potentially result in a conflict of interest, using the Bay Mills Charter School Office Conflict Disclosure Form. This written disclosure will be kept on file and should be updated as appropriate, and annually as required by Bay Mills.

In the course of meetings or activities, Board members shall disclose any interests in a transaction or decision where that member, their family and/or their significant other, employer, or close associates will receive a benefit or gain. After disclosure, the Board member may be asked to leave the room for the discussion and may not be permitted to vote on the question.

This policy is meant to supplement good judgment, and Board members shall respect its spirit as well as its wording.

Absenteeism Policy

Unexcused absence of 25% or more of regular meetings per year shall be considered a resignation. The Board of Directors shall be vested with the authority to remove any member from office, for cause, upon one week's notice of the purpose of the meeting, and providing a majority of the Directors present, a vote of two-thirds of those present and voting in favor of removal of such member. Board members who provide 24 hours or more notice to the Board President may attend Board meetings by conference call or video meeting, but may only participate in, and vote on business of the Board if the requirements of the Open Meetings Act are met (absence due to military service or a medical condition).

Disclosure of News or Information Policy

The Head of School of Leelanau Montessori serves as the principal contact with the news media and the spokesperson for the organization. Employees, Board members, and volunteers will not participate in public interviews or release information related to the organization without consulting with the Head of School. If decided on as part of a planned strategy, the Board President may serve as the principal contact and spokesperson with the media.

Operational, donor and budget planning information as well as Board, staff and volunteer information related to any Leelanau Montessori activities shall not be disclosed or released to any person or public media. Information requests that are subject to the Freedom of Information Act must be referred to the Head of School and will follow the School's protocol for these requests. Questions concerning protocols for specific situations should be directed to the Head of School.

Confidentiality Policy

In the course of your Board service, you may have access to confidential or proprietary information. This information includes employee files, background check results, medical records, billing data, and all other protected health information, as well as information related to business functions including its management, business plan, bullying, collections, human resources, payroll, research, technology and information systems. You are expected to respect and maintain the confidentiality of such records and

information in strictest confidence for the sole and exclusive benefit of Leelanau Montessori. Requests for information shall be referred to the Head of School who will follow the School's Freedom of Information Act procedure.

Sexual Harassment and other Unlawful Harassment Policy

Leelanau Montessori is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

"Harassment" is defined as bullying, intimidation, or humiliating comments or actions intended to humiliate, offend, or embarrass the recipient.

If a Board member experiences or witnesses sexual or other unlawful harassment including receiving notice of harassment by an employee, he/she should report it immediately to the Head of School. If the Head of School is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Board President. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, the confidentiality of the complainant and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the complainant will be informed of the outcome of the investigation.

Any Board member who becomes aware of possible sexual or other unlawful harassment must immediately advise the Head of School or Board President so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Document Destruction Procedure

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored. Nonprofit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years

Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

SECTION 5: REFERENCES FOR BOARD

Michigan Revised School Code Sections Pertaining to Public School Academies

- [380.501](#) Public school academy; scope; powers; definitions.
- [380.502](#) Public school academy; organization; operation; bodies authorized to issue contract; application to obtain contract; contents; oversight; suspension of powers; fees; presumption of legality; intergovernmental agreement to issue public school academy contracts.
- [380.503](#) Public school academy; issuance of contract; priority; petition to place question on ballot; submission; resolution; contents of contract; compliance with applicable laws; governmental immunity; exemption from taxation; acquisition of property; oath of office.
- [380.504](#) Location; operation at other than single site; documentation that proposed educational model results in measurable progress; discrimination prohibited; admission limits; enrollment; priority; grades and programs offered.
- [380.504a](#) Public school academy; additional powers.
- [380.505](#) Use of certificated teachers; use of noncertificated individuals by public school academy run by state public university or community college; report of new or revised teaching techniques.
- [380.507](#) Authorizing body; duties; powers; fiscal agent; revocation of contract; notice of certain conditions; consideration of other public school options; decision to issue, not issue, or reconstitute contract, or terminate or revoke contract; discretion; corrective measures; transition for affected pupils upon revocation of contract; notice to superintendent of public instruction.

Board Information from Bay Mills Community College Charter Schools Office (our authorizer)

See the “resources” tab at: <https://bmcso.org>

Contract to Charter a Public School Academy issued by Bay Mills Community College Board of Regents to Leelanau Montessori Public School Academy

This is the contract that allows Leelanau Montessori to operate as a Public School Academy. The contract was issued on July 1, 2018, and is valid for eight (8) years. The contract and

subsequent amendments can be viewed on the Bay Mills charter schools office website, under the schools tab, school listing, Leelanau Montessori. <https://bmcsso.org/school-listings/?paged=3?>

Bylaws

The bylaws of Leelanau Montessori, which govern the board of directors, can be accessed on the Leelanau Montessori website, under the board tab:

https://4508c65d-0d3f-46ab-9893-23f3a57496de.filesusr.com/ugd/d1793e_195d4f5aa5004aaf8c821faa4eff5f79.pdf

Leelanau Montessori Policies

The board-approved policies that govern the operations of Leelanau Montessori can be found on the Leelanau Montessori website, under the board tab:

https://4508c65d-0d3f-46ab-9893-23f3a57496de.filesusr.com/ugd/d1793e_76220864636f42729315859d1a8792be.pdf

Board Meeting Agendas and Minutes

Minutes for Leelanau Montessori Board Meetings can be found on the Leelanau Montessori website, under the Board Tab. [Board Agendas & Meetings for Leelanau Montessori School - Suttons Bay, Michigan](#)

Budget and Financial Reports

The annual budget can be obtained by asking the Finance Committee Chair or Head of School. Monthly financial reports are shared with Board members each month prior to the monthly meeting.

Useful acronyms, terms to know

- ISD: Intermediate School District, now referred to as Northwest Education Services.
- M-STEP: Michigan student Test of Educational Progress, a computer-based assessment for students in grades 3 and up.
- NWEA: Testing system used three times per year to measure a student's academic level and growth

Board Policy Acknowledgement Form

The Board of Directors of Leelanau Montessori are committed to the highest ethical and professional standards of conduct in pursuit of its mission.

The Leelanau Montessori Public School Academy Board of Directors Manual contains the following policies in furtherance of that commitment:

- Whistleblower Policy
- Conflict of Interest Policy
- Absenteeism Policy
- Disclosure of News or Information Policy
- Confidentiality Policy
- Sexual Harassment and other Unlawful Harassment Policy
- Document Destruction Procedure

In signing your name below, you are stating that you have reviewed these Board of Directors Policies and agree to abide by them.

Signature

Date

Print your name






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Final Audit Report

2024-04-22

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