

# OLD MISSION PENINSULA SCHOOL

## *Board Meeting Minutes*

*Thursday, July 19, 2018 6:00pm*

---

Meeting held at:

Old Mission Peninsula School

2699 Island View Road, Traverse City, MI 49686

1. CALL TO ORDER

Michael Smiley called the meeting to order at 6:02 p.m.

2. ROLL CALL

Roll call was held.

The following board members were present: Michael Smiley (President), Jen Coleman (Vice-President and Treasurer), Susie Shipman (Secretary), Isaiah Wunsch, Erica Walsh, Amanda Igra and Becky Seah.

Non-Board Members Attending:

Dena Schweitzer, OMPS Director of Academics

Jeremy Stringer, OMPS Director of Operations

Dan Warren, GVSU

Allison O'Keefe, Candy Gardner and Lee Gardner, OMPEF

3. APPROVAL OF THE AGENDA

Motion made by Wunsch and supported by Walsh to approve the agenda. The motion was approved unanimously.

4. PUBLIC COMMENT ON AGENDA ITEMS: None.

5. MEETING MINUTES

a. Approval of June 29, 2018 Regular Meeting Minutes

Motion made by Igra and supported by Seah to approve the minutes as presented. The motion was approved unanimously.

6. MANAGEMENT REPORT(S)

a. Leadership Monthly Report (Schweitzer/Stringer)

Academics:

Schweitzer: staff have been in the building for 3 weeks and she wants to thank everyone who has helped support the transition. Staffing – all contracts have been signed. Still waiting for a few background checks. Additional staffing offers are being considered. Benefits package review is scheduled for later this month. Walk in Wednesdays have been successful so far. Families are coming in to see the school and talk to staff. Kindergarten roundup – hearing and vision screening has been secured from the health department. Class get-togethers in the summer prior to the start of school are being organized, with the assistance of a volunteer parent.

Daily huddles with Todd Avis have been helpful and that resource is working well.

Student and staff handbooks – work is being done to compile handbook content.

PD is scheduled for the end of month, and food is being provided by volunteers.

Operations:

Stringer: is working on various building related projects. Has worked with Johnson Controls to understand the building systems and has also been working with former custodial/maintenance staff on systems. Office manager position is posted and applications are coming in. A second

# OLD MISSION PENINSULA SCHOOL

## Board Meeting Minutes

Thursday, July 19, 2018 6:00pm

---

quote has just received a second quote for cleaning service companies to bridge gap between now and school custodial staff being on the job. Is working with TBAISD to get Powerschool system set up so that data can begin to be entered. Is working on RFP for lawn care and snow removal. Angel Care has been out to take measurements. Is into cooling options for those spaces so that the temperature requirements are met.

b. Enrollment/Marketing Update

Schweitzer reviewed the latest enrollment activity. The marketing group is working on several projects.

c. Site/Facility Update

- i) Childcare and Preschool – Gardner (Candy) and O’Keefe of OMPEF noted that the partnership with Angelcare is working well. There are only a few childcare spots remaining and there are preschool seats available now that the needs of OMPS teaching staff are better known and those reserved spots have now been opened up. Angelcare is close to hiring the preschool teacher – they have been looking for the right person for the OMPS location. Stringer is working with Angelcare on room assignment and planning. Work to complete tree work and fencing is being arranged.
- ii) Before and After Care – Shipman reviewed the state license application process. Seah reviewed survey results from interested parents.
- iii) Summer Camp – Schweitzer stated that her observation is that camp is going very well, and that she is hearing a lot of good things about the camp from both kids and parents.
- iv) Transportation – Gardner (Lee) stated that BATA has confirmed that they are going to create an Old Mission Peninsula Route with stops and times suitable for school transportation needs. Details of route and stops are being worked out.

7. OMPEF REPORT

O’Keefe noted that Todd Avis has been coordinating with OMPEF on marketing initiatives. OMPEF is looking at hiring a consultant for marketing assistance. Initiative to ask for PD meal sponsorship has been successful – all meals are being covered for the new teacher group. This is important to show the teachers that their community supports them. Friday Night Live – OMPEF and OMPS are approved to participate. Need to have a kid-centric activity for each night. Will need materials to hand out and staff and board should plan to participate.

The Art and Farmers Market is being scheduled for 2 days in August and 2 days in September. O’Keefe notes that school board participation will be needed. The August 31<sup>st</sup> Golf Event was outlined: a local family with 9 hole private golf course is hosting invite-only golf outing, with corporate sponsorships, food and beverage donations, fundraising opportunities. Looking forward, there is also a Boathouse dinner planned for January and a celebrity golf tournament planned for the spring.

8. GVSU REPORT

Warren: wants to congratulate the team on the success of the July 1 ribbon cutting. The GVSU Charter Schools Office staff thought the event went very well. Warren noted that GVSU is adding 7 schools to their office – 4 are existing schools, 3 are new, OMPS is one of those new schools. Would like to work with Schweitzer on GVSU required standards for reporting to the board and to GVSU.

9. DISCUSSION ITEM(S)

a. Finance Committee Report

Committee members are working with Todd Avis to secure third party finance assistance to build the OMPS system, process and procedures.

b. Facility Use Agreement Policy

## OLD MISSION PENINSULA SCHOOL

### *Board Meeting Minutes*

*Thursday, July 19, 2018 6:00pm*

---

Shipman reviewed the draft policy terms. The board discussed several additions to the policy, which Shipman will add and bring back for future board review. Warren suggested that the board should seek a final review from legal counsel.

- c. Angel Care Child Care Inc. Sublease  
Smiley – reviewed latest version of sublease document, including recommendations from legal counsel. Discussed the proposed term, rent, ability to amend designated space for use by Angel Care. Smiley needs to followup on insurance and indemnification, and will then get back to Angelcare with the current draft for their review.
- d. Board Policies  
Schweitzer – explained that the board policy package that has been presented is a NEOLA based policy that NCSI has adapted to fit the needs of charter schools. Staff and Shipman reviewed the policy package together with the NCSI policy consultant and adaptations to the OMPS structure have been built in to this version. Board members should provide Schweitzer with any questions they might have and a final version can then be brought to the board to a future meeting.
- e. Startup Expenditures  
Shipman is requesting up to \$1000 in funds from the startup budget to cover costs for before and after care licensing requirements including application fees and inspection costs.  
Stringer asked about how staff should make approved purchases given the lack of a credit card. There was general board and staff discussion on methods to provide funds to leadership staff. Warren offered a suggestion based on a strategy utilized by other new schools.

#### 10. ACTION ITEM(S)

- a. Approval Facility Use Agreement Policy  
  
Motion made by Wunsch and supported by Seah to table Facility Use Agreement Policy Approval to a future meeting. The motion was approved unanimously.
- b. Approval of Angel Care Child Care Inc. Sublease  
  
Motion made by Wunsch and supported by Seah to approve the amended sublease, authorizing the finance committee to negotiate non-substantive adjustments with Angel Care, and, subject to final approval by legal counsel, authorize Smiley or Coleman to sign the final lease. The motion was approved unanimously.
- c. Approval of Board Policies  
  
Motion made by Shipman and supported by Wunsch to table Board Policies Approval to a future meeting. The motion was approved unanimously.
- d. Approval of Startup Expenditures  
  
Motion made by Shipman and supported by Seah to approve expenditures up to \$1000.00 from the startup budget for before and after care licensing requirements including application fees and inspection costs. Roll Call vote: Smiley: yes, Coleman: yes, Shipman: yes, Wunsch: yes, Igra: yes, Seah: yes, Walsh: yes.
- e. Approval of Invoices  
  
Motion made by Coleman and supported by Smiley to approve payment of the CS3 Law invoice in the amount of \$2227.50. Roll Call vote: Smiley: yes, Coleman: yes, Shipman: yes, Wunsch: yes, Igra: yes, Seah: yes, Walsh: yes.

**OLD MISSION PENINSULA SCHOOL**

*Board Meeting Minutes*

*Thursday, July 19, 2018 6:00pm*

---

11. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.

12. ADJOURNMENT

Motion to adjourn made by Walsh and supported by Wunsch.

The meeting was adjourned at 8:15 p.m.



---

Board Secretary