

OLD MISSION PENINSULA SCHOOL

Special Board Meeting – Minutes

Wednesday, April 29, 2020 9:30am

Meeting held at:

Via Zoom at

<https://zoom.us/j/99985304700?pwd=R2EwQ0FGNUZwZ0djemhkbWN3eEJndz09>

Meeting ID: 999 8530 4700

1. CALL TO ORDER

Amanda Igra called the meeting to order at 9:33 a.m.

2. ROLL CALL

Roll call was held.

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

Non-Board Members Attending:

Rick Couturier, OMPS Head of School

Beth Simon, Assistant Principal

Matt Missias, GVSU

Amanda Renkiewicz, OMPEF President

3. APPROVAL OF THE AGENDA

Motion made by Seah and supported by Smiley to approve the agenda as presented.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Jager: yes, Smiley: Yes, Wunsch: yes. The motion was approved.

4. PUBLIC COMMENT ON AGENDA ITEMS - None

5. MEETING MINUTES

a. March 6, 2020 Special Meeting Minutes

Motion made by Smiley and supported by Coleman to approve the March 6, 2020 Special Meeting Minutes as presented.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Jager: yes, Smiley: Yes, Wunsch: yes. The motion was approved.

6. BUSINESS

a. Remote Meeting Public Participation Guidelines

Igra outlined guidelines for public comments during remotely held board meetings for board consideration: members of the public who wish to make public comment should use the “raise hand” function in Zoom, and when unmuted by the meeting administrator, members of the public need to identify themselves and try to keep comments to 2 minutes or less, and be aware that public comment is not a question and answer period with the board members.

Action Item: Approve Remote Meeting Public Participation Guidelines

Motion by Shipman and supported by Coleman to approve the Remote Meeting Public Participation Guidelines as presented.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Jager: yes, Smiley: Yes, Wunsch: yes. The motion was approved.

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b. Quarterly Financial Reports – 3rd Quarter 19-20 FY

Kelley Davis of Veritas Accounting reviewed the financial reports as presented and discussed some of the Covid-19 related financial impacts and uncertainties.

Action Item: Approve Quarterly Financial Statements – 3rd Quarter 19-20 FY

Motion by Wunsch and supported by Coleman to approve the Quarterly Financial Statements – 3rd Quarter 19-20 FY as presented.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Jager: yes, Smiley: Yes, Wunsch: yes. The motion was approved.

c. Charter School Grant Report

Shipman reported on current status of the grant: the first draw was made and has been reimbursed. A second draw is being prepared, and purchase orders for grant items are being developed with the help of Beth Simon and Melissa Muran (and teaching staff as needed). Shipman is working on preparing the first batch of items that are required to be put out for bid, as some of the grant items exceed the \$24,924 Michigan state procurement maximum for a single purchase.

d. GVSU 2018-2019 Academic Grant Award and Learning Continuity & Innovation Grant

Igra and Missias explained the two grant awards. Igra thanked GVSU for providing these funds to OMPS.

Action Item: Accept GVSU 2018-2019 Academic Grant Award and Learning Continuity & Innovation Grant

Motion by Shipman and supported by Seah to accept the GVSU 2018-2019 Academic Grant Award and Learning Continuity & Innovation Grant.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Jager: yes, Smiley: Yes, Wunsch: yes. The motion was approved.

e. OMPS Continuity of Learning and Covid-19 Response Plan

Couturier reviewed the plan development process, noting that much of what was in the plan was already being done by the teachers. GVSU reviewed and approved the plan very quickly and Couturier expresses gratitude for that swift action. Couturier also specifically thanked the teaching staff for their work continuing to educate OMPS students.

Action Item: Approve OMPS Continuity of Learning and Covid-19 Response Plan

Motion by Wunsch and supported by Seah to approve the OMPS Continuity of Learning and Covid-19 Response Plan as presented.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Jager: yes, Smiley: Yes, Wunsch: yes. The motion was approved.

f. 2020-2023 Configuration Plan and Goals

Shipman presented the summary document. Jager noted having a defined future configuration is great for planning purposes and he thinks the middle school committee members will be energized by the approval of a plan and timeline.

Coleman suggests that with the current Covid-19 impact on schools, there may be additional demand for families that would like to be a part of a smaller school community. Coleman also noted that there may be funding opportunities or short-term loan opportunities available for OMPS to utilize to manage the new learning environment.

Action Item: Approve 2020-2023 Configuration Plan and Goals

Motion by Coleman and supported by Wunsch to approve the 2020-2023 Configuration Plan and Goals as presented.

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Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Jager: yes, Smiley: Yes, Wunsch: yes.
The motion was approved.

g. Job Description – Principal

Igra reviewed the position purpose and the need to approve all job descriptions prior to any action being taken to fill positions.

Action Item: Approve Job Description – Principal

Motion by Smiley and supported by Wunsch to approve the Job Description – Principal as presented.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Jager: yes, Smiley: Yes, Wunsch: yes.
The motion was approved.

h. Human Resources Provider Contract Review

Shipman outlined the history of the contract review process, which began last fall. Several aspects of the services and communication through the current provider were considered. It was agreed by board members during the evaluation process that given the challenges that board, leadership and staff have had over time with current communication and services, options for new HR contactors should be considered. Members of the board and leadership have been communicating with several HR firms over the last few months, and most recently, three options have been looked at in detail, and proposals have been compared.

Coleman is confident that of the three firms we're looking at, there will be a good option for the board to engage. One of the most important elements under consideration has been to look at benefits coverage so that our staff will have good and affordable coverage.

Smiley asked about continuity for contracts, is that being considered. Coleman replied that those transition pieces are being well managed.

Couturier: Noted that committee members have looked at various aspects of the services provided: HR administrative support, benefits coverage, and costs.

Seah asked if the board will require a special meeting for this decision? Shipman: Yes. The timeline for a recommendation and approval is to plan to have a special meeting early next week. Final evaluations are underway and should be ready by then.

Action Item: Human Resources Provider Contract

Motion by Wunsch and supported by Smiley to terminate the current Client Services Agreement with Black Pearl Educational Services, LLC, effective June 30, 2020 and inform Black Pearl Educational Services of the non-renewal within the contract termination notice deadline.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Jager: yes, Smiley: Yes, Wunsch: yes.
The motion was approved.

7. PUBLIC COMMENT ON NON-AGENDA ITEMS

OMPEF report: Amanda Renkiewicz noted that OMPEF has been meeting weekly since the state lockdown as they work to navigate the new normal for fundraising. They have put out an RFP for fundraising support.

Wunsch – is supporting development of a Strategic plan for OMPEF to use for fundraising purposes.

GVSU report: Missias wants to pass along that GVSU is here for support of OMPS and the school is doing a great job navigating this current situation.

Reminds board that final operating budget amendments for the 2019-2020 school year should be completed in the next couple of months.

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Notes that the board should finalize a board nomination for the May board meeting and that the board has an upcoming annual meeting.

Notes that Rob Kimball, the GVSU Charter Schools Office Director is sending out weekly updates to keep the board informed of the latest developments.

Shipman – thanks Rob Kimball for the regular updates.

8. ADJOURNMENT

Motion to adjourn made by Wunsch and supported by Seah.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Jager: yes, Smiley: Yes, Wunsch: yes.

The motion was approved.

The meeting was adjourned at 10:29 a.m.



Board Secretary