

OLD MISSION PENINSULA SCHOOL

Regular Board Meeting – Minutes

Friday, November 19, 2021 8:30am

Meeting held at:

Old Mission Peninsula School

2699 Island View Road, Traverse City, MI 49686

And via Zoom.

1. CALL TO ORDER

Amanda Igra called the meeting to order at 8:35 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), Geoff Streit, Jen Kuhar and Will Gibb. Chris Johnston was excused.

Non-Board Members Attending:

Danielle Clayton and Renee Kolle, OMPS Co-Principals

Matt Missias, GVSU

Rebecca Schubert, OMPS PTO

Monnie Peters, OMPEF]

Kelley Davis, Veritas Accounting

3. APPROVAL OF THE AGENDA

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

4. PUBLIC COMMENT ON AGENDA ITEMS

None.

5. MEETING MINUTES

a. October 15, 2021 Regular Meeting Minutes

Motion made by Seah and supported by Kuhar to approve the October 15, 2021 Regular Meeting Minutes as presented. The motion was approved unanimously.

6. OMPEF UPDATE

Peters reported that OMPEF is working on their holiday fundraising campaign. They were not able to contact the ornament artist so unfortunately there won't be ornaments this year.

Peters confirmed two foundation members, Sarah Kroupa and Tony Guzzo are going to move on from OMPEF as of the end of the year. They are still looking for new members.

Peters notes she is happy that both the school and the foundation are in good financial condition at this time and that OMPEF was able to provide funds for teachers for their classrooms this year. OMPEF is also building up a building maintenance fund for future repair and maintenance.

7. OMPS PTO UPDATE

Rebecca Schubert reported that the PTO was able to give each teacher \$250 toward classroom supplies because they had funds available to work with at the start of the year. Track and Trail was a big success and approximately \$22,500 was raised from local businesses and foundations and our generous OMPS families. The Boathouse Restaurant is now supporting parent teacher conference meals for teachers. The Reptile assembly was a success and the Michigan Science assembly is coming up, as well as the Miriam Pico music assembly. Also coming up is the Holiday scavenger hunt. Schubert reported that an anonymous donation of funds is on the way – this will be allocated to teachers.

Finally, the PTO was able to support the Diversity week presenters.

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8. GVSU REPORT

Missias provided the following report from GVSU:

- With the current increase in Covid-19 cases in Michigan, GVSU is asking schools to stay abreast of any health recommendations and requirements.
- The annual Academic Grant should come out in January of 2022. OMPS is eligible for \$20/student for the 2022 Academic Grant, and board members are reminded to sign up for and attend trainings in order to receive the grant. There is a new member board orientation available for the new members who haven't yet attended a training.
- School operations survey – this goes out to a range of teachers throughout the state for them to evaluate their working environment. The survey results are confidential, and are shared in aggregate.
- Note to school leaders about the Laker Leader Nexus, which is an extension of the former Covid-19 workgroups and is a good resource.
- School performance reports are coming out – these will be shared publicly in January.
- The GVSU Educator Enrichment Scholarship – used to be just teachers for Masters programs, but it is now expanded to all teachers taking any coursework that expands their professional abilities.
- MSTEP testing window moved for spring 2022 to May 20 from April 11.

9. MANAGEMENT REPORT(S)

a. Leadership Monthly Report:

Kolle/Clayton shared an update on school operations including:

- Covid-19 numbers are increasing and parents are reaching out with their concerns. Protocols from last year are being brought forward again including increased sanitizing of high-touch surfaces, stopping co-mingling of classes.
- There have been issues with low attendance, including Friday afternoon, where numbers dropped below the required percentage attending to qualify as an educational day and to receive state funds. The low numbers are due to a variety of reasons: general illness, parents keeping kids home as a precaution relating to increased Covid-19 prevalence, and previously scheduled family vacations. A parent survey to gauge attendance leading up to the break was sent out and leaders are expecting to have the attendance to qualify for funding based on the survey information provided by families.
- Diversity and inclusion presentations in the school this week have been excellent and Chef Theresa Corcoran prepared a globally inspired menu for the week. The final assembly today celebrates Hispanic culture. Kolle reported that the students have done wonderful work with a door decorating contest taking place throughout the school.
- Gibb: asked about whether virtual school, if the school needs to close temporarily for low attendance, counts for state funding? Kolle – yes, there is a way to take attendance.

10. BUSINESS

a. Michigan Charter Schools Grant Report

Davis reported on the current status of the grant. The spending deadline is November 27th, so this is the last week of purchasing coming up. To date, \$346,000 of the available \$350,000 for phase two has been spent.

b. Monthly Financial Report – October

Davis reviewed the financial reports and highlighted that OMPS is at 30% of year and expenditures are on track with the budget.

c. Annual Financial Audit 2020-2021 School Year

Davis reviewed the OMPS 2020-2021 audit report completed by the school auditors, Croskey Lanni, PC. Davis noted that no deficiencies were found by the audit and that OMPS is at a 17% fund balance. This is a very healthy balance and so the school is in a safe financial position if there are fluctuations in state aid.

Proposed Action Item: Accept Annual Financial Audit 2020-2021 School Year

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Motion made by Streit and supported by Seah to accept the Annual Financial Audit for the 2020-2021 School Year as presented. The motion was approved unanimously.

d. Proposed Budget Adjustment for Staffing Costs

Davis explained that the leadership team is requesting an increase in staff compensation which would amount to a total addition of \$35,000 to the budget. Davis reviewed the source of funds available to allocate for this purpose and noted she feels comfortable on the finance side that OMPS has adequate short- and longer-term funds to support an increase in compensation vs. a bonus as had been done in previous years.

Shipman reported that the finance committee met and reviewed the financial information in more detail with Davis. Finance committee members agreed with the proposal to increase the budget allocation for staffing costs based on the financial review of the current and longer-term position of the school.

Proposed Action Item: Approve Budget Adjustment for Staffing Costs

Motion made by Streit and supported by Kuhar to approve the proposed Budget Adjustment for Staffing Costs as presented. The motion was approved unanimously.

e. Late Pickup Policy

Clayton – explained some of the issues that have led to the need for the proposed policy including staff having to wait for pickup for up to an hour with no parental communication.

Proposed Action Item: Approve Late Pickup Policy

Motion made by Kuhar and supported by Seah to approve the Late Pickup Policy as presented. The motion was approved unanimously.

f. 2021-2022 Conditions for Closure

Clayton reviewed the updated conditions for closure and explained in more detail the reasons leadership was seeking the update.

Proposed Action Item: Approve 2021-2022 Conditions for Closure

Motion made by Kuhar and supported by Seah to approve the 2021-2022 Conditions for Closure as presented. The motion was approved unanimously.

g. Committee Reports

Shipman noted that the finance committee report was shared in item 10d.

Shipman reported that the Executive Committee met, with Johnston subbing in for Igra, and discussed items on today's agenda, in particular the pickup policy and conditions for closure.

No other committee meetings were held.

11. PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

12. ADJOURNMENT

Motion to adjourn made by Streit and supported by Seah. The motion was approved unanimously.

The meeting was adjourned at 9:21 a.m.



Board Secretary