

OLD MISSION PENINSULA SCHOOL

Special Board Meeting – Minutes

Friday, January 12, 2024 8:30am

Meeting held at:

Old Mission Peninsula School

2699 Island View Road, Traverse City, MI 49686

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), Chris Johnston (Vice-president), Susie Shipman (Secretary/Treasurer), Jen Kuhar, Will Gibb and Shaina LaFond.

Non-Board Members Attending:

Kaitlyn Bailey, OMPS Principal

Renee Kolle, OMPS Superintendent

Matt Missias, GVSU

Kelley Davis, Veritas Accounting (remotely)

Becky Seah, OMPS Staff

3. APPROVAL OF THE AGENDA

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

4. PUBLIC COMMENT ON AGENDA ITEMS – None.

5. MEETING MINUTES

a. December 15, 2023 Regular Meeting Minutes

Motion made by Johnston and supported by Gibb to approve the December 15, 2023 Regular Meeting Minutes as presented. The motion was approved unanimously.

6. OMPEF UPDATE

Shipman read the report from Peters:

OMPEF has determined that the Boathouse Dinner fundraiser netted over \$60,000. There was some negative feedback about the \$250/person ticket. The OMPEF board sent out personal thank you notes to attendees.

OMPEF has two new Board members: Erin Hafeli and Peter Zinn.

7. OMPS PTO UPDATE

LaFond shared the PTO report:

- The PTO sponsored the holiday concert at Central that was a huge success but a big expense to do off campus (\$1200/concert), so they are brainstorming on how to handle that in the upcoming years.
- PTO sponsored the staff holiday party last weekend with very positive and thankful feedback.
- PTO sponsored the Notre program for junior K.
- Coming events: Cardboard Sled race 2/9, Winter carnival 3/2 and for March reading month: bringing in local author/illustrator and OMPS alumni Brienne Farley for an assembly on writing, illustrating and reading!
- Field trip support being given to all grades, on track for 5th grade Mackinac trip - will provide the difference in expense after their fundraising.

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8. GVSU REPORT

Missias reported:

- School performance reports still being finalized. Will review in February
- Jan 20-27 School Choice Week coming up
- Academic grants for 22/23 coming out soon. 23/24 criteria have a slight change: student academic outcomes, compliance, board training.
- Board membership, next round for GVSU is June. New member still needed. Igra and Johnston to decide on reappointment or replacement.
- Dr. Martin Luther King Day is Monday, GVSU has many events commemorating.
- Board member survey coming out in February. Notices will be emailed in early February.
- Core Values award is still open. March 31st deadline. Value is Integrity.
- Reminder to keep transparency icon on website up to date.
- Governor Whitmer signed an update to teacher evaluations. Initial budget proposal coming up in early February.
- Webinars coming up for board training: governance, succession and recruitment, effective meetings. March 7: new board member orientation.
- GVSU is pleased that OMPS charter contract renewal is underway. March 6 is the renewal site visit date. Document review will take place in the last two weeks of February.

9. MANAGEMENT REPORT(S)

a. Leadership Report

Bailey provided a report to the board that included:

- OMPS staff and students have settled in after break and picked back up with the curriculum.
- Winter benchmark testing Jan. 29 – Feb. 29.
- So far in January there have been 5 tours for new families: 4 for next year, 1 for current year.
- Teacher evaluations – next step is formal observations to take place in February.
- Staff check-in survey provided good information.

Kolle reported:

- Focus groups starting for Strategic Planning process. Student survey group is set.
- Collecting staff and parent survey participants.
- Working on GVSU charter contract renewal.

Seah discussed proposed amendment to the Open Enrollment Policy

- Current policy is a large window – suggests looking at shortening to help clarify to community, assist in marketing.
- Consensus to work on a replacement policy and complete by early summer.

10. BUSINESS

a. Quarterly Financial Report – 2ndQ 2023-2024 School Year

Davis reviewed the monthly report:

Balance sheet: shows healthy balance, cash to cover receivables.

Revenue and expenses: 50% of the way through the fiscal year, revenues are at 47%, (due to federal revenue and ISD timing). Expenses: staff salary increase and timing.

Food Service: about 40% through and revenues and expenses are just below 40%.

Proposed Action Item: Approve Quarterly Financial Report – 2ndQ 2023-2024 School Year

Motion made by Johnston and supported by LaFond to approve the Quarterly Financial Report – 2ndQ 2023-2024 School Year as presented. The motion was approved unanimously.

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b. Amended 2023-2024 General Operating Budget

Davis reviewed the budget amendment:

General Fund:

Adjustments have been made to account for change in student count. Added in some expenses and grant revenue. Extra categorical grant revenue. Pupil stabilization from State of Michigan was approved and provided replacement revenue against change in student count.

Increased expenses by \$65,000: operations and maintenance (adding back in previously reduced custodial expenditure), technology in line with replacement plan, and supported by grant funds.

Pupil stabilization funds will support additional staff salaries.

The budget amendment proposal results in a \$52,000 addition to fund balance.

Food Service: program always operates at zero. Just made a small increase in this amendment. Sales and expenses are matching each other fairly well.

Proposed Action Item: Approve Amended 2023-2024 General Operating Budget

Motion made by Kuhar and supported by LaFond to approve the Amended 2023-2024 General Operating Budget as presented. The motion was approved unanimously.

c. Board Policies Update – Fall 2023

The board reviewed the proposed amended and new policies.

Proposed Action Item: Approve Board Policies Update – Fall 2023

Motion made by Kuhar and supported by LaFond to approve the Board Policies Update – Fall 2023 as presented. The motion was approved unanimously.

d. Board Membership: Executive Appointment and Board Nomination

Igra: as previously discussed, Igra is stepping down as President and would like to nominate Shaina LaFond as OMPS' new Board President.

Board discussed board member vacancy and will look to nominate ahead of the following GVSU quarterly board meeting. Igra is planning to stay on the board for another term and suggests her nomination to do so occur at this meeting.

Proposed Action Item: Approve Board Executive Appointment

Motion made by Johnston and supported by Kuhar to approve the nomination of Shaina LaFond as OMPS Board President. The motion was approved unanimously.

Proposed Action Item: Approve Board Nomination

Motion made by Lafond and supported by Gibb to approve the Board Reappointment Nomination of Igra to a new 3-year term starting July 1, 2024. The motion was approved unanimously.

Shipman, Kolle and Missias thanked Igra for her leadership and contributions to OMPS and her support of the staff over several years as OMPS' Board President.

e. GVSU Charter Renewal Update

Kolle continues to work through the renewal application. She has asked for board assistance following this meeting for the renewal questions that relate directly to board oversight. LaFond and Shipman to assist.

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f. Committee Reports:

Finance Committee (Shipman, LaFond & Gibb) met yesterday with Davis to review proposed budget amendment details ahead of today's meeting and supported moving forward with this amendment.

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

12. ADJOURNMENT

Motion to adjourn made by LaFond and supported by Johnston. The motion was approved unanimously.

The meeting was adjourned at 9:40 a.m.



Board Secretary