

# **OLD MISSION PENINSULA SCHOOL**

## **Annual Board Meeting – Minutes**

Friday, June 21, 2024 8:30am

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Meeting held at:

Old Mission Peninsula School

2699 Island View Road, Traverse City, MI 49686

### **1. CALL TO ORDER**

Shaina LaFond called the meeting to order at 8:31 a.m.

### **2. ROLL CALL**

Roll call was held.

The following board members were present: Shaina LaFond (President), Chris Johnston (Vice-president), Susie Shipman (Secretary/Treasurer), Will Gibb and Todd Sanders. Amanda Igra and Jen Kuhar were excused.

Non-Board Members Attending:

Renee Kolle, OMPS Superintendent

Kaitlyn Bailey, OMPS Principal

Matt Missias, GVSU (remotely)

Kelley Davis, Veritas Accounting (remotely)

Monnie Peters, OMPEF

### **3. APPROVAL OF THE AGENDA**

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

### **4. PUBLIC COMMENT ON AGENDA ITEMS – None**

### **5. MEETING MINUTES**

a. May 17, 2024 Regular Meeting Minutes

b. May 21, 2024 Special Meeting Minutes

Motion made by Johnston and supported by Shipman to approve the May 17, 2024 Regular Meeting Minutes and the May 21, 2024 Special Meeting Minutes as presented. The motion was approved unanimously.

### **6. OMPEF UPDATE**

Peters shared that foundation is fairly quiet right now, with no fundraisers planned during the summer. They will meet again starting in August.

### **7. OMPS PTO UPDATE - No report this month.**

### **8. GVSU REPORT**

Missias reported:

- GVSU opening Student Success Center to support GVSU school students
- Reminder about the board leadership retreat for LaFond
- Monthly GVSU emails will be built out to provide a more comprehensive resource for board members

### **9. MANAGEMENT REPORT(S)**

a. Leadership Report

Bailey:

- Thanked OMPEF for their support in purchasing the shipping container (which is in place and now full of the extra furnishings that had been stored in the end classroom) and for the support for floor refinishing work now underway. The lower elementary floors will be refinished next year.

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- Two new staff members have been hired: for 3<sup>rd</sup> Grade we hired Aubrey Moore from Cadillac, who comes with 5 years of experience, and for 4<sup>th</sup> grade we hired Eddie Paillet, who has 10 years of experience (5 years teaching elementary school in Nashville, and 5 years teaching English abroad).
- Still interviewing for 2<sup>nd</sup> Grade, support/aide, and co-teacher for preschool.

Kolle: Katie Kellogg, Leslie Ketco and Kaitlyn Bailey put together a wonderful 5th grade graduation ceremony highlighting the cohort that is the first full group to go through OMPS since the new school opened.

#### 10. BUSINESS

##### a. Monthly Financial Report – May

Davis reported that OMPS is on track with revenues as we near the end of the year, with expenses behind due to salaries being paid through July and August, and final technology purchases being made now. The food service program is on track to close out the year in a good place.

##### b. Final Amendment 2023-2024 General Operating Budget

Davis reviewed the amendment, noting it reflects a revenue decrease (in local revenue) due to preschool revenue tracking lower than expected. The budget also includes a compensation adjustment, and Davis noted that some technology purchases will fall in next year's budget. There is a net Increase to fund balance of \$8,288.

Davis reviewed the food service budget, which required less transfer from general funds than anticipated.

Proposed Action Item: Approve Final Amendment 2023-2024 General Operating Budget

Motion made by Sanders and supported by Johnston to approve the Final Amendment 2023-2024 General Operating Budget. The motion was approved unanimously.

##### c. 2024-2025 General Operating Budget Public Hearing

Motion made by Shipman and supported by Johnston to close regular meeting and open the public hearing. The motion was approved unanimously.

Davis review the process for developing the proposed 2024-2025 General Operating Budget including meetings with administration and a budget review meeting with the board finance committee.

Overview: Davis noted the corrected overview numbers, which are based on 138 students, a 2.5% per pupil increase, 13.5 teachers including specials. The biggest change in staffing is in pre-k, with 1 lead director, two teachers, and two assistants. Budget includes salary increases for all staff, and a paired budget increase for benefits.

Davis remind the board that based on a technology replacement plan previously developed with the ISD, this budget includes \$25,000 allocated to technology purchases. The building lease from OMPEF is adjusted from 3.5% to 4.25% of enrollment numbers.

Local revenue is at \$300,000, largely due to expansion of the pre-k program.

State and federal revenue is lower due to lack of additional grants, but grants may be announced through the year that would increase these line items.

The most notable budget items are the expenditures reflecting the increase in salaries and benefits and the increase in lease, and the net increase to fund balance projected at \$15,000.

No public comment.

Motion made by Johnston and supported by Sanders to close the public hearing and reopen the regular meeting. The motion was approved unanimously.

Proposed Action Item: Approve 2024-2025 General Operating Budget

Motion made by Sanders and supported by Gibb to approve the 2024-2025 General Operating Budget as presented. The motion was approved unanimously.

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#### **d. Audit Consent Letter – Marcum LLP**

Shipman noted that OMPS has a three-year audit contract with Croskey Lanni, who have now merged with Marcum and so the audit consent letter is a formality recognizing the name change. The audit cost remains the same as the contracted amount.

Proposed Action Item: Approve Audit Consent Letter – Marcum LLP

Motion by Shipman and supported by Sanders to approve and authorize signature for the Audit Consent Letter with Marcum LLP as presented. The motion was approved unanimously.

#### **e. 2024-2025 Insurance Proposal – General Agency Company**

Shipman reviewed the proposal from General Agency Company for annual insurance, which includes a moderate increase in the premium.

Proposed Action Item: Approve 2024-2025 Insurance Proposal – General Agency Company

Motion by Johnston and supported by Gibb to approve the 2024-2025 Insurance Proposal – General Agency Company as presented. The motion was approved unanimously.

#### **f. Axios HR / Charter HR Educational Services, LLC Renewal 2024-2025**

LaFond reviewed the renewal, noting that it includes an increase from last year of 0.12%. Shipman reviewed history of HR Support since the school opened. LaFond shared that she and the leadership team met with Axios to review the year and discuss improvements.

Proposed Action Item: Approve Axios HR / Charter HR Educational Services, LLC Renewal 2024-2025

Motion by Shipman and supported by Sanders to approve the Axios HR / Charter HR Educational Services, LLC Renewal 2024-2025 with a signatory name change to LaFond, and authorize LaFond to sign. The motion was approved unanimously.

#### **g. Proposed 2024-2025 Board Meeting Schedule**

LaFond suggests changing the meeting date for March 2025 to March 14 to avoid having a meeting during spring break.

Proposed Action Item: Approve 2024-2025 Board Meeting Schedule

Motion by Shipman and supported by Sanders to approve the 2024-2025 Board Meeting Schedule as amended. The motion was approved unanimously.

#### **h. Annual Meeting Resolutions**

Proposed Action Item: Approve Annual Meeting Resolutions

Motion by Johnston and supported by Sanders to approve the 2024-2025 Annual Meeting Resolutions as presented, with LaFond as President, Johnston as Vice-President, and Shipman as Secretary/Treasurer. The motion was approved unanimously.

#### **i. Board Policies Update – Spring 2024**

LaFond reviewed the policy update for Spring 2024, most of which are legally required.

Proposed Action Item: Approve Board Policies Update – Spring 2024

Motion by Johnston and supported by Gibb to approve the Board Policies Update – Spring 2024 as presented. The motion was approved unanimously.

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#### j. School Leadership Evaluation – Kolle

LaFond reviewed the proposed leadership evaluation for Kolle, and noted that Gibb will review in committee reports the process used to determine the evaluation outcome, and the steps to complete the submission of the evaluation to both Axios HR and the State of Michigan.

Proposed Action Item: Approve School Leadership Evaluation – Kolle

Motion by Sanders and supported by Johnston to approve the School Leadership Evaluation for Renee Kolle as presented. The motion was approved unanimously.

#### k. Committee Reports

Academic Committee:

Gibb: reviewed the steps taken to complete the evaluation for Kolle, using feedback from board members. The current evaluation focused on three domain elements. Paul Bauer at the ISD helped walked the committee through the process. Completed form now will be submitted to Kolle, and once signed will be submitted to the State of Michigan and to Axios HR (as board evaluation input as per the HR contract). Gibb noted the committee had discussions about using a different method going forward, in consultation with the ISD.

Finance Committee:

Sanders reported that Kuhar, Sanders, and LaFond met with Davis to review the budget. Noted there was discussion about capital projects and relationship with OMPEF.

#### 11. PUBLIC COMMENT ON NON-AGENDA ITEMS:

Shipman notes that the board has previously cancelled the July board meeting to give staff and board members a summer break from meetings. Discussion that there isn't any urgent business for July. Consensus that the meeting will likely be cancelled, will post either way in early July.

#### 12. ADJOURNMENT

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

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



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Board Secretary