

**OLD MISSION PENINSULA SCHOOL**

*Board Meeting Minutes*

*Thursday, December 7, 2017 6:00pm*

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Meeting held at:  
Peninsula Township Offices  
13235 Center Rd, Traverse City, MI 49686

**BOARD OF DIRECTORS:**

**PRESENT**

**UNABLE TO ATTEND**

BOARD OF DIRECTORS:	PRESENT	UNABLE TO ATTEND
Amanda Igra	YES	
Becky Seah	YES	
Michael Smiley	YES	
Erica Walsh	YES	
Isaiah Wunsch	YES	
Jen Coleman	YES	
Susie Shipman	YES	

**Non-Board Members Attending:**

Dan Warren – Grand Valley State University (GVSU)

**1. CALL TO ORDER**

Dan Warren of GVSU called the meeting to order at 6:01 p.m.

**2. SWEARING IN OF BOARD MEMBERS AND SIGN OATH OF OFFICE**

Dan Warren administered the Oath of Office for all board members.

**3. ROLL CALL**

Roll call was held.

**4. ELECTION OF OFFICERS**

Nominations were made for the election of officers.

Motion made by Mike Smiley and supported by Erica Walsh to approve the following slate of officers:

President: Michael Smiley

Vice President: Jennifer Coleman

Treasurer: Isaiah Wunsch

Secretary: Susan Shipman

The motion was approved unanimously.

**5. APPROVAL OF THE AGENDA**

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Shipman suggested that there were some items that could be removed from the agenda as they were not ready for review. Dan Warren advised that it was appropriate to continue with the agenda as presented and table items as necessary.

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

6. PUBLIC COMMENT ON AGENDA ITEMS

None.

7. MANAGEMENT REPORTS

a. Site/Facility Update

Shipman: OMPEF, after some months of discussion, negotiated purchase of the current OMP School from the district, including the property, the school building and most of the building contents. OMPEF will gain possession of the site and facility as of July 1, 2018. OMPEF will maintain ownership of the property and will lease the site and facility to the School Board. The National Charter School Institute (NCSI) is providing assistance with planning for the facility and site to meet the education needs of our future students.

b. Staffing Update

Coleman: The initial hire for OMPS will be for the Director of Operations and this position is currently posted.

c. Enrollment/Marketing Update

Shipman: OMPEF has been keeping the community informed as to progress toward opening the new school in September 2018. An Intent to Enroll form was distributed at the last OMPEF community meeting and is currently available on the OMPEF website. A website for the school is in progress and enrollment and school information will soon be available via that portal.

d. Charter Contract Update

Dan Warren: Notes that the School Board is working toward completion of the contract, including review of several parts of the contract this evening.

8. DISCUSSION ITEM(S)

a. Lease Update

Shipman: This update refers to a draft lease between OMPEF and the School Board for the use of the school property and facility to host the new school. A draft lease is currently under legal review. Once committees are formed, this item is recommended to move forward via committee.

b. Personnel Update

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Coleman: Recommend this item move forward via committee.

c. Open Enrollment Update

Coleman: This was discussed as part of the management report. Recommend this item move forward via committee.

d. 2017-2018 Board Meetings Calendar

Dan Warren noted that there is a resolution included further along in the agenda outlining a schedule of monthly regular meeting dates for the third Thursday of each month, but that the board should keep in mind there is the ability to postpone a monthly meeting if that is appropriate, for example, if materials are not ready.

9. ACTION ITEM(S)

Acceptance of Incorporator's Assignment

A motion was made by Isaiah Wunsch and supported by Mike Smiley to accept the attached Assignment of Incorporator. The motion was approved unanimously.

Approval of the Organizational Resolutions

Each item was reviewed by Dan Warren and discussed. One item was tabled and three items were recommended for tabling. Board members volunteered for the following committee positions:

Board Nominating Committee: Coleman, Shipman

School Board Finance Committee: Wunsch, Coleman, Smiley

School Board Academic Committee: Igra, Coleman, Walsh (Smiley – alternate)

A motion was made by Isaiah Wunsch and supported by Mike Smiley to approve the following Organizational Resolutions as listed below, including amendments as listed, and to TABLE item 6) Depository of Funds.

- 1) Approval of the Articles of Incorporation
- 2) Adoption of the Bylaws
- 3) Terms of Office
- 4) Meeting Agenda Format – AS AMENDED
- 5) Format for Minutes and Resolutions
  
- 7) Designation of Account Signatory
- 8) Newspaper of Record
- 9) Principal Office and Public Notice Posting Locations/Person Responsible
- 10) Meeting Schedule
- 11) Appointment of FOIA Officer – AS AMENDED
- 12) Designation of Legal Counsel
- 13) Designation of Office of Civil Rights
- 14) Designation of Compliance Officer – AS AMENDED
- 15) Designation of AHERA Contact
- 16) Designation of Title VI, Title IX, and Section 504 Coordinator
- 17) Designation of Individual to Finalize Other Organizational Matters

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- 18) Appointment of Board Nominating Committee
- 19) Appointment of School Board Finance Committee
- 20) Appointment of School Board Academic Committee

The motion was approved unanimously and the foregoing resolutions as amended were adopted.

#### Ratification of Charter Application

A motion was made by Susie Shipman and supported Isaiah Wunsch to ratify the contents of the Charter Application to Grand Valley State University. The motion was approved unanimously.

#### Approval of Schedule 7-1: Educational Goals and Programs

A motion was made by Mike Smiley and supported by Jen Coleman to approve Schedule 7-1 of the charter contract as submitted. The motion was approved unanimously.

#### Approval of Schedule 7-2: Curriculum

Dan Warren stated that GVSU was recommending this item be tabled.

A motion was made by Isaiah Wunsch and supported by Jen Coleman to TABLE Schedule 7-2 of the charter contract as submitted. The motion was approved unanimously.

#### Approval of Schedule 7-3: Description of Staff Responsibilities

This item is not yet complete. Dan Warren recommended this item be tabled.

A motion was made by Isaiah Wunsch and supported by Erica Walsh to TABLE Schedule 7-3 of the charter contract, which contains a description of staff responsibilities as submitted. The motion was approved unanimously.

#### Approval of Schedule 7-4: Methods of Accountability and Pupil Assessment

A motion was made by Susie Shipman and supported by Mike Smiley to approve Schedule 7-4 of the charter contract as submitted. The motion was approved unanimously.

#### Approval of Schedule 7-5: Admission and Enrollment Policy and Procedures

Jen Coleman recommended an amendment to the Application Procedures – 2018-2019 School Year Only to correct information about where applications may be obtained.

A motion was made by Erica Walsh and supported by Becky Seah to approve Schedule 7-5 of the charter contract as AMENDED. The motion was approved unanimously.

#### Approval of Schedule 7-6: 2018-2019 School Calendar and School Day Calendar

A motion was made by Susie Shipman and supported by Isaiah Wunsch to approve the 2017-2018 Board Meetings Calendar as submitted. The motion was approved unanimously.

#### Approval of Schedule 7-7: Age/Grade Range of Pupils Enrolled

Mike Smiley asked for additional information about the process to expand to include Grade Seven and Grade Eight. Dan Warren stated that expansion is possible, and if this was pursued, the School Board would first need to make a resolution to do so and then submit to the GVSU Board for review and approval.

A motion was made by Jen Coleman and supported by Mike Smiley to approve Schedule 7-7 of the charter contract as submitted. The motion was approved unanimously.

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Approval of Schedule 7-8: Address and Description of Proposed Physical Plant; Lease or Deed for Proposed Site; and Occupancy Certificate

This item is not yet complete. Dan Warren recommended this item be tabled.

A motion was made by Jen Coleman and supported by Becky Seah to TABLE Schedule 7-8 of the charter contract as submitted. The motion was approved unanimously.

Approval of the 2017-2018 Board Meetings Calendar

A motion was made by Susie Shipman and supported by Erica Walsh to approve the 2017-2018 Board Meetings Calendar as submitted. The motion was approved unanimously.

10. PUBLIC COMMENT ON NON-AGENDA ITEMS.

Allison O’Keefe, 11556 Snowfield Court, Traverse City

Thanks the members for volunteering to serve on the School Board and is thrilled with the accomplishments that have been achieved in the effort to save the school.

Jen Coleman, 10800 Peninsula Drive, Traverse City

Thanks everyone in the room for everything that’s been done and for all of the support, and thanks GVSU for believing in this group.

11. MEETING ADJOURNMENT

A motion was made by Susie Shipman and supported by Isaiah Wunsch to adjourn the meeting.

The meeting was adjourned at 7:04 p.m.

**Next Meeting:  
Thursday, January 18, 2018 at 6:00 p.m.**



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Board Secretary