

**OLD MISSION PENINSULA SCHOOL**

*Board Meeting Minutes*

*Thursday, April 19, 2018 6:00pm*

---

Meeting held at:

Peninsula Township Hall

13235 Center Rd, Traverse City, MI 49686

1. CALL TO ORDER

Michael Smiley called the meeting to order at 6:03 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL

Roll call was held.

The following board members were present: Michael Smiley (President), Jen Coleman (Vice President), Isaiah Wunsch (Treasurer), Susie Shipman (Secretary), Amanda Igra and Becky Seah. The following board members were not present: Erica Walsh (excused).

Non-Board Members Attending:

Dan Warren – Grand Valley State University (GVSU)

Dena Schweitzer, Director of Academics (OMPS)

Jeremy Stringer, Director of Operations (OMPS)

3. APPROVAL OF THE AGENDA

Item 8a was amended to include “and Startup Expenditures”.

Motion made by Wunsch and supported by Igra to approve the agenda as amended. The motion was approved unanimously.

4. PUBLIC COMMENT ON AGENDA ITEMS: None.

5. MEETING MINUTES

a. Approval of March 15, 2018 Regular Meeting Minutes

b. Acceptance of March 15, 2018 Finance Committee Meeting Minutes

Motion was made by Wunsch and supported by Seah to approve the minutes of the March 15, 2018 Regular Board Meeting as presented and accept the March 15, 2018 Finance Committee Meeting Minutes as presented. The motion was approved unanimously.

6. MANAGEMENT REPORTS

a. Leadership Introduction and Report

Dena Schweitzer and Jeremy Stringer introduced themselves as the Director of Academics and Director of Operations, respectively.

Coleman noted that having the Leadership Team now on board is an exciting milestone for the school. Shipman thanked the recruitment committee for the work that brought Schweitzer and Stringer to the school.

## OLD MISSION PENINSULA SCHOOL

### *Board Meeting Minutes*

*Thursday, April 19, 2018 6:00pm*

---

b. Staffing Update

Schweitzer: The Teacher job posting is out on MAPSA, the OMPS website and Indeed. There is good response and the applications are starting to be reviewed. Schweitzer and Stringer are participating next week in an interview preparation training run by Northern Michigan University.

c. Enrollment/Marketing Update

Stringer: Enrollments are continuing to come in. The acceptance packets have been distributed to enrolling families and completed packets are starting to come in. Stringer outlined the procedure they are using to manage student data in the interim until we have a student information software package up and running.

d. Budget Report

Warren: Notes that the board will need to close out the old budget and approve a new budget during May/June.  
Wunsch asked Warren about requirements for the structure of the budget, and Warren discussed various aspects of the budget structure and line item codes.  
Wunsch, Smiley and Coleman noted that the Finance Committee has discussed some options for accounting programs.  
Warren discussed that some schools hire an accounting firm and that it may be worthwhile to investigate this as a service that could be contracted by the board.  
Smiley confirmed that OMPEF provided the funds that the school board had requested at the last board meeting.

e. Site/Facility Update

i) Lease

Smiley noted that the lease with OMPEF was signed.  
Coleman: A future meeting is being discussed regarding insurance needs/requirements.

ii) Fire Inspection:

Shipman reported that she attended the inspection with OMPEF members and the inspector found only a few items needing correction aside from some ongoing behavioral issues such as propping open fire doors and leaving ceiling panels open. TCAPS has already made some of the required corrections to bring the building into compliance. Shipman suggests school leadership meet with inspector for an educational tour or in the event of a followup inspection.  
Coleman noted that the inspection is a part of the occupancy permit process that needs to be completed over the next few months.  
Stringer reported that he'd been in contact with the cafeteria inspector at GT County and the application process appears to be straightforward.

iii) School Ribbon Cutting

Seah reported that there is an OMPEF meeting coming up to continue to organize the events and that the PTO is working alongside OMPEF. Coleman suggested that we needed to get the final date out to interested parties in a save the date as soon as possible.

**OLD MISSION PENINSULA SCHOOL**

*Board Meeting Minutes*

*Thursday, April 19, 2018 6:00pm*

---

- f. OMPEF Report: No members were present to report.

7. GVSU REPORT

Dan Warren: Thanked Coleman for attending the GVSU Board Reception and encouraged the board to attend in the future.

Warren opened up the discussion regarding the structural layout and functioning of OMPS, given that OMPS intends to have a self-managed non-profit operational model. Warren stated that by contract with GVSU, the board is the responsible entity; however, the board should understand that it will be delegating.

Goal: board is policy driven, leadership runs the school. Note that school leaders should always be involved in discussions of strategic planning, vision, school goals...

HR functions for OMPS are completed by Black Pearl (BP), and the board needs to understand the extent of those services. They do personal and payroll paperwork, state compliance, legal requirements for employees, FICA, etc., but the board needs to have an understanding of the role of BP in staff evaluation, including administration. There needs to be a clearly stated board-administrator relationship. Everyone at the school needs to understand who they report to.

Note on the approved instructional model: the contract with GVSU states that EL is our curriculum implementation philosophy.

Coleman asked about the current logistics for the current startup phase, and in particular, how the board can provide support to leadership. Consensus is that leadership will reach out to board members when they need help on particular items.

8. DISCUSSION ITEM(S)

- a. Finance Committee report regarding Bid Policies and Administrative Guidelines *and Startup Expenditures*

Coleman: The Bid Policies and Administrative Guidelines still need to be customized for OMPS and the board might consider tabling this item once again.

Startup expenditures: The board discussed various needs and costs for startup operations, including the cost of computers for school leaders.

- b. OMPS Organizational Functional Structure – Note: This was covered under Item 7.

9. ACTION ITEM(S)

- a. Approval of Bid Policies and Administrative Guidelines

Motion made by Coleman and supported by Wunsch to table Bid Policies and Administrative Guidelines to a future meeting. The motion was approved unanimously.

- b. Approval of Credit Card Policy

Motion made by Wunsch and supported by Igra to approve the Credit Card Policy as presented and authorize school leaders to open credit cards with the board-approved

**OLD MISSION PENINSULA SCHOOL**

*Board Meeting Minutes*

*Thursday, April 19, 2018 6:00pm*

---

bank, subject to monthly spending limits not to exceed \$2,500. The motion was approved unanimously.

Note: School Leadership will be providing policy-aligned guidelines to the board.

c. Approval of Staff Phone Policy

Motion made by Coleman and supported by Seah to reject approval of a Staff Phone Policy. The motion was approved unanimously.

This item was identified as needing to be moved over to be a responsibility of Black Pearl as an HR function.

d. Approval of Payment of Invoices

Smiley reviewed the invoices in the packet.

Motion made by Shipman and supported by Seah to approve payment of the invoices as presented, subject to receipt of an engagement letter from CS3 Law.

Roll Call vote: Smiley: yes, Coleman: yes, Wunsch: yes, Shipman: yes, Seah: yes, Igra: yes.

e. Approval of Startup Expenditures

Motion made by Igra and supported by Wunsch to approve purchase by school leaders of computers not to exceed \$4,000.00.

Roll Call vote: Smiley: yes, Coleman: yes, Wunsch: yes, Shipman: yes, Seah: yes, Igra: yes.

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

11. ADJOURNMENT

Motion to adjourn made by Igra and supported by Coleman.

The meeting was adjourned at 8:43 p.m.

**Next Meeting:  
Thursday, May 17, 2018 at 6:00 p.m.**



---

Board Secretary