

# OLD MISSION PENINSULA SCHOOL

## *Board Meeting Minutes*

*Friday, June 29, 2018 6:00pm*

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Meeting held at:  
The Peninsula Township Hall  
13235 Center Road, Traverse City, MI 49686

1. CALL TO ORDER

Michael Smiley called the meeting to order at 6:05 p.m.

2. ROLL CALL

Roll call was held.

The following board members were present: Michael Smiley (President), Jen Coleman (Vice-President and Treasurer), Susie Shipman (Secretary), Isaiah Wunsch, Erica Walsh, Amanda Igra and Becky Seah.

Non-Board Members Attending:

Dena Schweitzer, OMPS Director of Academics

Jeremy Stringer, OMPS Director of Operations

Dan Warren, GVSU

Betsy Rudolph, Camp Island View

Todd Avis

3. APPROVAL OF THE AGENDA

Smiley noted that the agenda date should read Friday rather than Thursday. Shipman added that the agenda should be a regular meeting rather than annual meeting.

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

4. PUBLIC COMMENT ON AGENDA ITEMS: None.

5. PUBLIC HEARING – Old Mission Peninsula School 2018-2019 General Operating Budget

Motion made by Wunsch and supported by Coleman to close the Regular Board Meeting. The motion was approved unanimously.

Motion made by Wunsch and supported by Coleman to open the Public Hearing for the 2018-2019 General Operating Budget. The motion was approved unanimously.

Coleman described the process by which the budget was developed. Coleman further explained that the presented budget is a conservative budget and that it is based on enrollment of 130 students. The budget also includes a financial gift from OMPEF and reflects the adjustment to the lease terms with OMPEF for the lease of the school building. The separation of the startup expenditures from the operating budget was also outlined.

Smiley called for comments and noted that no members of the public offered comments on the budget.

Motion made by Wunsch and supported by Shipman to close the Public Hearing for the 2018-2019 General Operating Budget. The motion was approved unanimously.

Motion made by Wunsch and supported by Coleman to re-open the Regular Board Meeting. The motion was approved unanimously.

6. MEETING MINUTES

- a. Approval of May 17, 2018 Regular Meeting Minutes

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- b. Approval of June 7, 2018 and June 21, 2018 Special Meeting Minutes
- c. Acceptance of June 7, 2018 and June 24, 2018 Finance Committee Meeting Minutes

Motion made by Walsh and supported by Seah to approve and accept the minutes as presented. The motion was approved unanimously.

### 7. MANAGEMENT REPORT(S)

- a. Leadership Monthly Report (Schweitzer/Stringer)

Academics: Schweitzer explained that she participated in EL Professional Development recently and she learned a great deal. Schweitzer is looking into options for safe schools PD and is preparing for summer PD for the incoming staff. She noted that the EL curriculum has arrived and thanked the volunteers who assisted in sorting and preparing curriculum grade packages for incoming teaching staff. Schweitzer provided a staffing update: there are now two signed contracts, and they are awaiting background checks for several other positions.

Operations: Stringer noted that the walkthrough with the district was successfully completed today, and that OMPEF and the school are now in possession of the building and the keys to the building. It was a successful handover and the district facilities staff left the interior of the building in good condition.

Stringer summarized upcoming staffing goals including hiring of an office manager and custodial/maintenance staff.

American Waste delivered waste bins today.

Some kitchen equipment purchases have been made. Stringer is working with OMPEF to complete the kitchen equipment provisioning.

Stringer also explained that the Peninsula Community Library staff have been a great partner during the building transition.

- i) Introduction of Todd Avis - Avis introduced himself and shared his background. Avis explained his plans and strategies for working with staff and the board to prepare for September 4th.

- b. Enrollment/Marketing Update

Schweitzer: Enrollment packets are continuing to come in. Shipman: is working with foundation members on both short term and long term marketing projects. The board participated in a general discussion regarding marketing.

- c. Site/Facility Update

- ii) Childcare and Preschool – Smiley is working with legal counsel to formulate a sub-lease and is working with OMPEF to understand the discussions that have already occurred. The School Board will need to continue working with Angel Care to establish mutually agreeable lease terms.

- iii) Before and After Care – Schweitzer summarized that a team is working on this, including development of a survey to determine the needs of parents and review of the regulations and application process.

- iv) Summer Camp – Betsy Rudolph: Staff training occurred this week and it went very well. The camp staff are excited about the school site. She had a GVSU staff member onsite to work with the staff team. Marketing is ongoing and registrations are continuing to come in.

- v) Transportation – Stringer: 74 people have responded to the transportation survey and 80% would like transportation as an option. Stringer has passed along this information to BATA. He is waiting for confirmation that BATA will expand their routing and come up the peninsula. This would be the same model that Woodland School utilizes, and BATA is well versed in the transportation of schoolchildren. Stringer also notes that this is an OMPEF-led initiative.

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- d. Ribbon Cutting Event – Igra, Seah and Shipman reviewed the plans and schedule for the Ribbon Cutting Ceremony and Park Picnic Celebration on Sunday, July 1.
8. OMPEF REPORT – None
9. GVSU REPORT – Warren apologized that he will not be able to be present at the July 1<sup>st</sup> events. Warren expressed his observation that the board has grown into their positions since being seated in December and he sees good progress at the board level.
10. DISCUSSION ITEM(S)
  - a. Additional Job Descriptions  
The included Foreign Language Teacher position description was reviewed. Schweitzer noted that the position is intended to be part-time, for 2 days per week, and that further discussion of the position will occur with the academic committee.
  - b. Correspondence from OMPEF re: gift and lease amendment – Coleman acknowledged receipt of the \$160,000 gift provided by OMPEF and recognized the generosity of the foundation in their support of the school.
  - c. Angel Care Child Care Inc. Sublease – The sublease was discussed under item 7.
  - d. 2018-2019 General Operating Budget – No further discussion occurred outside of that which took place during the public hearing.
11. ACTION ITEM(S)
  - a. Approval of Annual Resolutions
    - 1) Approval of School Year Calendar  
  
Schweitzer explained the adjustments made to the calendar presented from the previously approved calendar.  
Motion made by Shipman and supported by Seah to approve the School year Calendar as presented. The motion was approved unanimously.
  - b. Approval of Additional Job Descriptions  
Motion made by Coleman and supported by Wunsch to approve the Foreign Language Teacher Job Description as presented. The motion was approved unanimously.
  - c. Acceptance of OMPEF Gift  
Motion made by Shipman and supported by Seah to accept the Gift of Funds from OMPEF as presented in their letter to OMPS dated June 22, 2018. The motion was approved unanimously.
  - d. Approval of OMPEF Lease Amendment  
Motion made by Wunsch and supported by Seah to authorize the finance committee to amend the lease agreement to be consistent with the OMPEF letter dated June 22, 2018. The motion was approved unanimously.
  - e. Approval of Angel Care Child Care Inc. Sublease  
Motion made by Smiley and supported by Wunsch to authorize the finance committee to finalize the sublease terms and bring final sublease back to the board. The motion was approved unanimously.
  - f. Approval of 2018-2019 General Operating Budget  
Motion made by Wunsch and supported by Walsh to approve the OMPS 2018-2019 General Operating Budget. The motion was approved unanimously.

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g. Approval of Invoices

Motion made by Wunsch and supported by Seah to approve invoices as presented and authorize additional payment to Presque Isle up to \$500 for additional background checks. Roll Call vote: Smiley: yes, Coleman: yes, Shipman: yes, Wunsch: yes, Igra: yes, Seah: yes, Walsh: yes.

12. PUBLIC COMMENT ON NON-AGENDA ITEMS:

Schweitzer: wants to thank board for all the assistance.

Warren: thanks school board for working well together and being prepared and professional at meetings.

Shipman: notes that GVSU assisted in the July 1 event press release and it was sent out a few days ago.

13. ADJOURNMENT

Motion to adjourn made by Igra and supported by Wunsch.

The meeting was adjourned at 7:15 p.m.



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Board Secretary