

OLD MISSION PENINSULA SCHOOL
Regular Board Meeting – Minutes
Thursday, December 20, 2018 6:00pm

Meeting held at:
Old Mission Peninsula School
2699 Island View Road, Traverse City, MI 49686

1. CALL TO ORDER

Mike Smiley called the meeting to order at 6:00 p.m.

2. ROLL CALL

Roll call was held.

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

Non-Board Members Attending:

Matt Cawood, GVSU
Allison O'Keefe, OMPEF
Lee Gardner, Public

3. APPROVAL OF THE AGENDA

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

4. PUBLIC COMMENT ON AGENDA ITEMS: None.

5. MEETING MINUTES

- a. Approval of November 15, 2018 Regular Meeting Minutes
- b. Acceptance of December 10, 2018 Finance Committee Notes.

Shipman proposes to correct the minutes to add language about the discussion of expansion to 7th and 8th grade and the discussion of making a request to GVSU for consideration of a charter contract amendment to include 7th and 8th grade.

Motion made by Shipman and supported by Seah to approve the November 15, 2018 Regular Meeting Minutes as amended and accept the December 10, 2018 Finance Committee Notes as presented. The motion was approved unanimously.

6. MANAGEMENT REPORT(S)

- a. Leadership Monthly Report

Schweitzer reported on school activities:

- ~ NWEA testing coming up and will run for three weeks in January
- ~ 4 new students are enrolled for January 2019
- ~ Section 104D grant was received but will go back to GVSU as they paid for the testing
- ~ Deputy Brian Abring now has permission from the GTC Sherriff's Department to have office space within the school
- ~ There will be a security walk-through with law enforcement and emergency management personnel on January 5
- ~ Panther Tales was launched as a regular Friday newsletter for OMPS families

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7. OMPEF REPORT

O'Keefe: reported on OMPEF activities:

- ~ O'Keefe reported that a \$100,000 donation was received this week bringing the total from the fall donor letter campaign to \$128,000
- ~ O'Keefe is working with Shipman and Seah on marketing efforts
- ~ Ornament sales are underway and going fast
- ~ O'Keefe reported that she has resigned as OMPEF President but will stay on as a board member as of the start of 2019, when Amanda Renkiewicz will take over as President of the foundation

8. GVSU REPORT

Cawood reported on HB 5526, which establishes a letter grade system for charter schools. Cawood reminded the board about the GVSU Academic Grant. Schweitzer thanked Cawood and GVSU for application assistance for an OMPS teacher to apply for a grant and receive assistance to attend a conference.

9. DISCUSSION ITEM(S)

a. Recruitment Committee Update

Seah and Shipman reported on the status of candidates for the school board. They are speaking and meeting with a small group of people about their interest, expectations for board membership and about the process. They expect to be able to make a recommendation for nomination at either the January or February board meeting.

b. Finance Committee Update

Coleman reported on items outlined in the Finance Committee Meeting Notes as presented in the packet. Coleman reported that federal funds have been provided to the State in support of the starting up of new charter schools and that it is expected that OMPS will qualify for application. The Board discussed putting together a grant application in the early part of 2019. Coleman to followup on timelines and process.

c. Marketing Update

Seah reported on discussion with Idea Stream on open house ideas including a Saturday morning event and collaborating with the PTO, library and staff to put on a great event.

d. Charter Contract Amendment for Grade Expansion

Shipman noted that the charter contract amendment request will be considered at the February GVSU Board of Directors meeting and that until the results of the request are known, OMPS can say an amendment to expand is being pursued, but not yet advertise that we are offering 7th Grade for 2019-2020.

e. 2019 Board Meeting Schedule – potential to adjust day/time

The Board discussed moving meetings to the third Friday of each month at 8:30am, starting in January 2019. The location would remain the school.

Motion by Shipman and supported by Seah to add agenda item 10.i. to approve a change to the OMPS regular meeting date and time. The motion was approved unanimously.

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f. Lunch Program Review

Shipman reviewed a rough estimate of lunch program expense and income for September through the end of November. The board discussed the need to strategize to find additional revenue opportunities to supplement to the lunch program.

Seah and Schweitzer outlined the need to adjust the meal pricing to fulfill the nutritional requirements for free and reduced lunch funding.

g. Academic Committee Reconstitution

Smiley introduced the item, explaining that the committee needs to come back together to address both short and long term review and evaluation needs. The committee would look for feedback from a wide range of involved parties.

i. Appointment of Committee Members

Motion by Coleman and supported by Shipman to add agenda item 10.j. to approve an update to the Academic Committee membership. The motion was approved unanimously.

ii. Discussion of purpose: Review of organizational and staffing needs; Coordinate with Director of Academics and Black Pearl as needed for evaluation of first half of school year.

Smiley read an end of year message from the board. Schweitzer will share with the staff and families.

h. Additional Job Description – School Support/Summer Camp Director

The board reviewed the job description as presented. Coleman recommended a few adjustments to the position description.

i. TBAISD English Learner Service Agreement

Smiley and Schweitzer reviewed the substance of the agreement for the information of the board.

j. Facility Use Fee Schedule

The board discussed the draft fee schedule and recommended changes that would support maintenance costs, and balance being competitive with the going rate in the area but also being reasonable for use by the community. The board discussed a range of per hour gym use fees and the consensus was to set the hourly fee at \$50.

k. Expenditure Request

Schweitzer reviewed the requests for maintenance items:

Floor stripping and waxing of the hallways and cafeteria by Jenny Clean for a total of \$2325

Drywall repair in the childcare room by Tue Painting and Remodeling for a total of \$275

Replacement sensors for HVAC controls by Johnson Controls for a total of \$133.24

Fob access control system for exterior doors by DNA Fusion for a total of \$21,350 and \$725/year

Schweitzer confirmed that there is a donor who would like to fund a large portion of the cost for the access control system installation. She is asking the board to approve the rest of the cost and the annual expense for the access system.

l. Request of Funds from OMPEF

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Shipman outlined the current OMPEF funds request and the process that determined the amounts for each of the requested items and explained that OMPEF had already approved the request, noting that it was going to be subject to the approval of the OMPS Board.

10. ACTION ITEM(S)

a. Approval of Invoices

Motion made by Igra and supported by Seah to approve the invoices as presented. The motion was approved unanimously.

b. Approval of Additional Job Description – School Support/Summer Camp Director

Motion made by Coleman and supported by Seah to approve the School Support/Summer Camp Director Job Description as amended. The motion was approved unanimously.

c. Ratification of TBAISD English Learner Service Agreement

Motion made by Coleman and supported by Seah to ratify TBAISD English Learner Service Agreement as presented. The motion was approved unanimously.

d. Approval of Facility Use Fee Schedule

Motion made by Smiley and supported by Seah to approve the Facility Use Fee Schedule as amended. The motion was approved unanimously.

e. Approval of Expenditure Request

Motion made by Coleman and supported by Igra to approve the expenditure request as follows:

~Floor stripping and waxing of the hallways and cafeteria by Jenny Clean for a total of \$2325

~Drywall repair in the childcare room by Tue Painting and Remodeling for a total of \$275

~Replacement sensors for HVAC controls by Johnson Controls for a total of \$133.24

~Fob access control system by DNA Fusion for a total up to \$5,000 and up to \$1,000/year

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

f. Approval of Request of Funds from OMPEF

Motion made by Smiley and supported by Seah to request funds in the amount of \$62,000 from OMPEF to support:

~snow removal, outdoor maintenance, IT support, printing and floor waxing (\$32,000)

~science curriculum and lab supplies (\$25,000)

~recess supervision support (\$3,000)

~summer camp marketing and materials (\$2,000)

The motion was approved unanimously.

g. Nomination of New Board Member

Motion to table the nomination to a future board meeting made by Coleman and supported by Seah. The motion was approved unanimously.

h. Board Reappointment of Rebecca Seah and Michael Smiley

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Motion made by Igra and supported by Coleman to approve the Nomination Resolution to reappoint Rebecca Seah and Michael Smiley to the OMPS Board of Directors for additional 3 year terms starting June 30, 2019. The motion was approved unanimously.

i. Approval of Resolution to Change the OMPS Regular Meeting Schedule

Motion made by Igra and supported by Shipman to adjust the OMPS Regular Board Meeting date and time to the third Friday of each month at 8:30am, starting in January 2019. The motion was approved unanimously.

j. Approve an update to membership of the OMPS Academic Committee

Motion made by Igra and supported by Coleman to nominate Igra, Seah and Smiley to serve as Academic Committee members. The motion was approved unanimously.

11. PUBLIC COMMENT ON NON-AGENDA ITEMS:

None.

12. ADJOURNMENT

Motion to adjourn made by Igra and supported by Seah.

The meeting was adjourned at 8:13 p.m.



Board Secretary