

OLD MISSION PENINSULA SCHOOL

Regular Board Meeting – Minutes

Friday, March 15, 2019 8:30am

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 8:36 a.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 absent.

Non-Board Members Attending:

Matt Cawood, GVSU

Todd Avis, NCSI

Allison O'Keefe, OMPEF

Sarah Kroupa, OMPEF

Quinn Raftery, OMPEF

Mike Jager, Public

3. APPROVAL OF THE AGENDA

Motion made by Coleman 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 February 8, 2019 Regular Meeting Minutes

b. Approval of February 8, 2019 Special Meeting Minutes

c. Acceptance of March 8, 2019 Finance Committee Minutes

Motion made by Igra and supported by Seah to approve the February 8, 2019 Regular Meeting Minutes, approve the February 8, 2019 Special Meeting Minutes as presented. The motion was approved unanimously.

Motion made by Coleman and supported by Seah to accept the March 8, 2019 Finance Committee Minutes as presented. The motion was approved unanimously.

6. MANAGEMENT REPORT(S)

a. Leadership Monthly Report

Schweitzer reported on school activities:

~ Enrollment update 97% of current students returning

~ New enrollment inquiries are still being received

~ Mentoring: is required for teachers in their first 3 years of teaching, and a mentor stipend of \$500 is typically provided. Is requesting the board approves the provision of stipends to mentors.

~ Evaluations for teaching staff went well

~ Black Pearl is requesting to offer contracts to teaching staff

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- ~ Grateful to staff for their hard work –reenrollment is directly tied to how hard staff have worked
- ~ Charter School Grant narrative was submitted for the preliminary review. Shipman thanks Schweitzer and Coleman for the hard work within the short timeframe for submission and thanked the grant writer for her work.
- ~ EOP was completed and was approved by law enforcement staff for submission to the State of the Michigan safety schools grant. Thanked Shipman for work putting EOP together and thanked Corey Phelps for assistance gathering quotes.

7. OMPEF REPORT

O’Keefe: reported on OMPEF activities:

- ~ Noted that OMPEF is continuing to focus on primarily fundraising
- ~ Board member Kroupa remains closely involved in working with Angel Care and Preschool and Child Care
- ~ Board member Phelps is working with the architect (and OMPS Board and staff team) on plans for school expansion
- ~ Working on building a collaborative fundraising program with the PTO
- ~ Marketing: continuing to meet with Ideastream on marketing – township newsletter, GT Woman, Ticker, Old Mission Living, postcards for camp, website support

8. GVSU REPORT

Cawood

- ~ Reported that the nominated board member for the vacancy is on the agenda for April 26 GVSU Board Meeting.
- ~ Reminded board about the GVSU school board member reception, and provided postcards.
- ~ Verification of citizenship for board members is due by June 12.
- ~ Reviewed the GVSU board training grant and reminded board that he will provide a training for the OMPS board following the April meeting.
- ~ Notes that a charter contract amendment is coming – the board can expect this for May meeting.
- ~ Smiley asks about the climate for charter schools with the new administration – Cawood noted that the state is proposing an increase to per pupil funding.

9. DISCUSSION ITEM(S)

a. Marketing Update

O’Keefe reported on marketing in the OMPEF section.

Coleman – Thanked Ideastream for providing a marketing plan on short notice for the charter school grant.

Igra – met with a group of parents to kick off a communication committee.

Cawood – spoke with Jager about marketing ideas – specifically targeted marketing.

Jager to join marketing committee as a member of the public.

Coleman notes making a personal connection has proven to be very effective for recruitment.

b. Emergency Operations Plan and School Safety Grant Update

Schweitzer reported in leadership report.

c. EL Network School Proposal

Schweitzer reviewed the EL Network School Proposal. Board questions included discussion of the cost, interest in knowing how teachers feel currently about becoming a network school.

Coleman: Cost is significant, would like more information on the flexibility of the proposal to be selective regarding needs, for example, number of spots for conferences/training.

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Academic Committee to work with staff on further evaluation of the proposal.

d. Michigan Charter Schools Grant Update

Schweitzer reported in leadership report. Coleman emphasized that the submission went in, but for the final submission, more board involvement is needed.

e. OMPEF Request for Funds

Shipman reviewed the request, which asked for funds to support the grant writer work for the Charter School Grant and confirmed with OMPEF that the request has been approved. Shipman thanked OMPEF for their continued support.

f. Board Policy – Staff Technology Acceptable Use and Safety

Schweitzer reviewed the policy as provided from National Charter School Institute. Shipman noted there are references within the policy to other policies we don't currently have. Schweitzer will reach out to NCSI to inquire about the referenced policies. Smiley reviewed action items within the policy as noted by legal counsel. Need to consult with IT consultant on safeguards, and electronic acknowledgement for use according to policy.

g. Employee Handbook

Coleman has questions that need answers – will work offline to complete.

h. Middle School Expansion Project Update

Avis reviewed the items on the outline. Is working with Phelps/architect on space development. Board supported the project as outlined and thanked Avis for providing it.

i. Michigan Tech Update

Coleman reported that teacher Carolyn Mammen is going to meet with Michigan Tech representative about building a relationship with OMPS. Coleman is requesting that a board member join the meeting to learn more about the proposition.

j. MASB Membership

Smiley discussed the resources available through the Michigan Association of School Boards and felt it was a good idea for the OMPS board to become a member. Shipman inquired this week as to the membership fee but no response was received. Smiley will follow up.

k. Teaching Staff Contracts for 2019-2020

Schweitzer presented the recommendation for contract offers – the total increase that is proposed is \$15, 070, of which a percentage is an increase on base salary and a percentage is a first year bonus.

l. Mentor Stipend

Schweitzer reported in leadership report.

m. Board Officer Elections

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Smiley provided notice to the board of his resignation as board president, and notes that Amanda Igra has offered to serve as president. Coleman and Shipman noted they are willing to continue to serve in their current roles for another term.

10. ACTION ITEM(S)

a. Approval of OMPS Emergency Operations Plan

Motion made by Seah and supported by Smiley to approve the OMPS Emergency Operations Plan as presented. The motion was approved unanimously.

b. Ratification of Services Agreement – Progressive Ed Group

Motion made by Coleman and supported by Seah to ratify the Services Agreement with Progressive Ed Group for grant writing services as presented. The motion was approved unanimously.

c. Ratification of OMPEF Request for Funds

Motion made by Coleman and supported by Seah to ratify the OMPEF Request for Funds of \$3,000 as presented. The motion was approved unanimously.

d. Approval of Board Policy – Staff Technology Acceptable Use and Safety

Motion made by Igra and supported by Seah to table the Board Policy – Staff Technology Acceptable Use and Safety. The motion was approved unanimously.

e. Acknowledgement of Employee Handbook

Motion made by Smiley and supported by Coleman to table acknowledgement of the Employee Handbook as presented. The motion was approved unanimously.

f. Approval of Middle School Teacher Job Description

Motion made by Coleman and supported by Smiley to approve the Middle School Teacher Job Description as presented. The motion was approved unanimously.

g. Approval to Become a Member of MASB

Motion made by Smiley and supported by Igra to approve the OMPS Board becoming a Member of MASB, with membership fees not to exceed \$2,000. The motion was approved unanimously.

h. Approval of Teaching Staff Contracts for 2019-2020

Motion made by Coleman and supported by Smiley to approve extension of Teaching Staff Contracts for 2019-2020 as recommended by the Director of Academics with total increase not to exceed \$18,000. The motion was approved unanimously.

i. Approval of Mentor Stipend

Motion made by Smiley and supported by Coleman to approve payment of Mentor Stipends in the amount of \$500 per mentor. The motion was approved unanimously.

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j. Board Officer Elections

Motion made by Smiley and supported by Seah to nominate Amanda Igra as OMPS Board President, Coleman as OMPS Board Vice President and Treasurer and Shipman as Secretary, effective immediately. The motion was approved unanimously.

11. PUBLIC COMMENT ON NON-AGENDA ITEMS:

Allison O’Keefe suggests that knowing the grade specific enrollment numbers would be helpful in marketing and recruitment efforts. Schweitzer will provide.

Sarah Kroupa is asking for the OMPS board to provide representation for communication with Angel Care. Kroupa also reported that she became aware of a conflict with a teacher and parent and noted her concern that the resolution was unsatisfactory to the parent.

Shipman would like to thank all of the OMPS families and crew that submitted survey responses. The board is going to review the surveys in detail and is grateful for the feedback.

Shipman would like to thank Mike Smiley for his service as board president.

Quinn Raftery wanted to highlight the efforts underway to evaluate the use of space in the school with the middle school expansion in mind. Notes the need to consider Angel Care.

12. ADJOURNMENT

Motion to adjourn made by Shipman and supported by Seah.

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



Board Secretary