

OLD MISSION PENINSULA SCHOOL

Regular Board Meeting – Minutes

Friday, June 28, 2019 8:30am

Meeting held at:

Old Mission Peninsula School

2699 Island View Road, Traverse City, MI 49686

1. CALL TO ORDER

Amanda Igra called the meeting to order at 8:32 a.m.

2. ROLL CALL

Roll call was held.

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

Non-Board Members Attending:

Rick Couturier, OMPS Head of School

Matt Missias GVSU

Matt Cawood, GVSU

Todd Avis, NCSI

Lee Gardner, OMPEF

3. APPROVAL OF THE AGENDA

Shipman proposes an addition to the agenda: Veritas Accounting services contract update as item 10.k.

Motion made by Wunsch and supported by Seah 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 Proposed 2019-2020 General Operating Budget

Motion by Shipman and supported by Coleman to close the regular meeting and open the public hearing. The motion was approved unanimously.

Igra asked if any members of the public would like to speak regarding the proposed budget. There was no public comment.

Motion by Wunsch and supported by Coleman to close the public hearing and reopen the regular meeting. The motion was approved unanimously.

6. MEETING MINUTES

a. Approval of May 17, 2019 Regular Meeting Minutes

Motion made by Seah and supported by Smiley to approve the May 17, 2019 Regular Meeting Minutes as presented. The motion was approved unanimously.

7. MANAGEMENT REPORT(S)

a. Leadership Monthly Report – Couturier reported on school activities and operations:

~ The amendments to the 2019-2020 School Calendar were discussed.

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- ~ Staffing: interviews have been happening over the last several weeks and there are some very strong candidates for the teaching position openings.
- ~ July office hours – Monday through Thursday 8:15-3:15, closed Fridays
- ~ A school orientation for the public is planned for late August.

8. OMPEF REPORT

Gardner reported that the foundation is focusing on supporting the school in achieving long term goals, and looks forward to working together.

9. GVSU REPORT

Missias thanked Matt Cawood for his time working with the OMPS Board.

Noted the recently approved GVSU Contract Amendment will be due in the next few months but sees that it is on the agenda today and so OMPS is on schedule for moving forward with that process.

Mentioned that the GVSU School Support Team will be reaching out to Couturier and Igra to plan for additional support activities, including on-site visits.

Matt Cawood administered the oath of office for Seah and Smiley for their renewed 3 year terms on the OMPS School Board.

10. DISCUSSION ITEM(S)

a. Communications/Marketing Committee Update

Igra – Reminded the board that the Cherry Festival Float represents our school and community and is an important marketing opportunity. Encourages board members to participate.

Seah – Friday Night Live booked for August 9 and 16. We need materials and people.

Igra – discussed plans to schedule a marketing meeting.

b. Annual Audit Update

Igra and Shipman have been speaking to additional auditing firms and are working on gathering proposals. Shipman suggests the board authorize the finance committee to evaluate and secure an auditing firm to provide annual financial audit services and bring the services contract back to board for ratification.

Motion made by Wunsch and supported by Smiley to authorize the finance committee to identify and engage a qualified firm to provide annual audit services up to \$10,000.

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

c. HR Contract Update

Shipman requested this item be placed on the agenda. Notes that OMPS has now completed the first year of operations, and now that we are more aware of our needs should we consider looking at the range of services other HR firms can offer? Coleman agreed that it's best practice to look at where we're at and look at what our needs are now that we're through year one. The board consensus was to look at the services offered by other firms.

d. Amended 2019-2020 School Calendar and Day Schedule

Staff provided an amended 2019-2020 School Calendar and draft Day Schedule for the board to review.

Motion made by Wunsch and supported by Seah to approve the amended 2019-2020 School Calendar and draft Day Schedule. The motion was approved unanimously.

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e. Amended 2018-2019 General Operating Budget

Shipman – this is a restatement of the current fiscal year budget. Coleman and Shipman, with the support of the OMPS Office Manager, have worked with Veritas to provide the data needed for the amendment, which adjusts for a more accurate representation of the actual expenses as we come up to closing out the first year of operations. Shipman reviewed assumptions within the presented budget and highlighted some of the notable items.

Motion made by Wunsch and supported by Seah to approve the Final Amendment to the Operating Budget Resolution for the 2018-2019 Fiscal Year as presented. The motion was approved unanimously.

f. Proposed 2019-2020 General Operating Budget

Coleman and Shipman have worked with Veritas and the school leadership team to develop the proposed 2019-2020 General Operating Budget. Note that Veritas is available by phone if the board would like to ask questions. Shipman and Coleman reviewed certain assumptions and details included in the presented budget.

Motion made by Coleman and supported by Seah to approve the Operating Budget Resolution for the 2019-2020 Fiscal Year as presented. The motion was approved unanimously.

g. Charter Contract Amendment

Shipman – As noted by Missias, the GVSU Board of Directors voted to amend the Charter Contract Terms and Conditions and Method of Selection (which also impacts the school bylaws and articles of incorporation). Most of the changes are due to changes in state law. Shipman confirmed that board legal counsel has reviewed the Bylaws and Articles of Incorporation and provided recommended adjustments, which have subsequently been reviewed by the GVSU Charter Schools Office. Once the Articles are approved, our legal counsel will file them with the State of Michigan.

Motion made by Smiley and supported by Wunsch to approve the Charter Contract Amendment and restated OMPS Articles of Incorporation and Bylaws as presented. The motion was approved unanimously.

h. Board Policy Updates

Shipman – NCSI has provided the attached Board Policy Update package for board review and approval. Shipman and former Interim Head of School Erica Walsh previously had a meeting with Peggy Yates of NCSI to go through and customize the policies to OMPS' individual needs.

Motion made by Wunsch and supported by Smiley to approve the Board Policy Updates as presented. The motion was approved unanimously.

i. 2019-2020 Board Calendar

Shipman – this is a board meeting calendar that runs through to the end of the new fiscal year.

Motion made by Shipman and supported by Smiley to approve the 2019-2020 Board Calendar resolution as presented. The motion was approved unanimously.

j. Annual Meeting Resolutions

Shipman – the Annual Meeting resolutions presented here are an annual requirement each year.

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Motion made by Wunsch and supported by Smiley to nominate Igra for President, Seah for Vice-President, and Shipman for Secretary/Treasurer and include these nominations in the Annual Meeting Resolutions. The motion was approved unanimously.

Motion made by Wunsch and supported by Smiley to approve the Annual Meeting Resolutions as discussed. The motion was approved unanimously.

k. Veritas Service Agreement

Shipman – the previously approved hours for the Veritas Service Agreement have been utilized and additional hours need to be added to the contract to work on closing out 2018-2019, supporting the annual audit process and providing support for beginning of 2019-2020 fiscal year.

Motion made by Seah and supported by Smiley to approve the addition of up to \$2,500 to the Veritas Accounting Services agreement with oversight of the Treasurer.

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

11. PUBLIC COMMENT ON NON-AGENDA ITEMS:

Vicky Shurly – parent of alumni and grandparent of current student and wants to congratulate school on first year success.

Vicki Shurly – as the PCL Director, highlighted the partnering activities occurring this summer between the school and the library, and would like to continue partnerships as the library transitions to its new space.

Lee Gardner – Is looking forward to more combined work between the boards to market the success of the school and increase enrollment for the coming year.

12. ADJOURNMENT

Motion to adjourn made by Wunsch and supported by Seah.

The meeting was adjourned at 9:23 a.m.



Board Secretary