

OLD MISSION PENINSULA SCHOOL

Regular Board Meeting – Minutes

Friday, September 20, 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 8:33 a.m.

2. ROLL CALL

Roll call was held.

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

Non-Board Members Attending:

Rick Couturier, OMPS Head of School

Matt Missias GVSU

Lee Gardner, OMPEF

Ali Kozan OMPS PTO

3. APPROVAL OF THE AGENDA

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

4. PUBLIC COMMENT ON AGENDA ITEMS: None.

5. MEETING MINUTES

a. Approval of August 16, 2019 Regular Meeting Minutes

Shipman noted a spelling error that will be corrected.

Motion made by Smiley and supported by Igra to approve the August 16, 2019 Regular Meeting Minutes as amended. The motion was approved unanimously.

6. MANAGEMENT REPORT(S)

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

- ~ Couturier wishes to thank board, the PTO, OMPEF, teaching staff and families.
- ~ Wants to thank GVSU for the visit yesterday.
- ~ Enrollment is at 177.
- ~ Couturier did CPI training this week.
- ~ Start of new school year went very well, the open house was a very successful event.
- ~ Has been working with OMPEF to plan for the special friends day.
- ~ An impromptu fire drill occurred when a student experimented with a fire alarm.
- ~ Pick up and drop off is going well and getting smoother each day.
- ~ PD is ongoing, and MTSS and AIMSweb are being implemented to provide progress monitoring and plan for appropriate interventions. TBAISD has been on campus and is very helpful for literacy support.
- ~ Science and Social Studies curriculums have arrived and staff are excited to begin using the materials.

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7. OMPEF REPORT

- ~ The foundation has a few events coming up: grandparents and special friends days.
- ~ Donor signs are being installed throughout the school.
- ~ OMPEF is taking on the Boots & Bling fundraiser for this fall – event to take place on November 9.
- ~ The foundation attended the last PTO meeting where there was a lot of discussion around collaboration and having more communication about supporting students, staff and the overall needs of the school. Ali Kozan of the PTO concurred.

8. GVSU REPORT

- ~ Missias reported on GVSU site tour at OMPS yesterday: GVSU staff were able to see classrooms in session and also spend time discussing school operations and instructional planning.
- ~ Missias read a statement provided by GVSU to all of its schools about welcoming the community into schools.
- ~ School performance reports have been redesigned and will be coming out soon.
- ~ Football tailgate event is not happening this year. GVSU is encouraging schools to put together their own events and GVSU will provide support.
- ~ Notes that all board membership is up to date and no action is needed.

9. DISCUSSION ITEM(S)

a. Academic Committee Report – HR Services

Igra reported that Seah, who has been in contact with another HR firm, is still waiting for a quote before the committee can provide a report and/or recommendation to the board.

b. GTACS Food Service Contract for 2019-2020

Shipman reviewed the provided contract and noted the small change in hourly salary cost, which is a GTACS staff increase of just under 2%. The remainder of the contract remains the same as last year.

Motion made by Shipman and supported by Smiley to approve the GTACS Food Service Contract as presented for 2019-2020. The motion was approved unanimously.

c. Theresa Corcoran Contract for Supplemental Food Services

Shipman introduced a proposal to enter into a separate contract with Theresa Corcoran for the additional services she provides alongside the delivery of the GTACS hot lunch program. The proposal is based on several factors including the additional services (ie. the salad and sandwich bar) and cost savings she is providing by shopping competitively and reducing waste. Shipman plans to closely follow food costs this first month of operations to see how cost savings are being realized. Board members requested to have more detailed food service budget information before proceeding.

d. Deputy Board Secretary

Shipman explained the reasoning in asking for designation of a deputy secretary: the Michigan LARA annual corporate reporting system did not allow dual entry of a board treasurer/secretary, so Seah was listed as Secretary. Shipman is requesting that there be a member designated as a deputy secretary. Igra reminded the board that members holding dual roles is undesirable for the longer term. Missias referenced the board bylaws and made a suggestion for an alternative solution.

Motion made by Wunsch and supported by Smiley to table this item until further options can be explored. The motion was approved unanimously.

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e. Quarterly Financial Reports

Shipman introduced Kelley Davis of Veritas Accounting (via telephone) to review the financial reporting package. Davis noted that the financial audit for 18-19 is about to begin and summarized the current financial position of the school. Davis reviewed the provided financial reports.

10. PUBLIC COMMENT ON NON-AGENDA ITEMS:

Lee Gardner – noted that OMPEF would like to welcome board members and staff to attend the upcoming donor events.

11. ADJOURNMENT

Motion to adjourn made by Shipman and supported by Wunsch.

The meeting was adjourned at 9:33 a.m.



Board Secretary