

OLD MISSION PENINSULA SCHOOL

Annual Board Meeting – Minutes

Friday, August 21, 2020 8:30am

Meeting held at:

Via Zoom at:

<https://zoom.us/j/6382772649?pwd=dUExaW5YckVKMDZqeFB5NnhYNFhqZz09>

Meeting ID: 638 277 2649

Passcode: 3SherD

1. CALL TO ORDER

Becky Seah called the meeting to order at 8:32 a.m.

2. ROLL CALL

Roll call was held.

The following board members were present: Becky Seah (Vice-President), Susie Shipman (Secretary/Treasurer), Jen Coleman, Mike Smiley and Mike Jager. Amanda Igra (President) joined at 8:46am.

Non-Board Members Attending:

Danielle Clayton and Renee Kolle, OMPS Co-Principals

Matt Missias, GVSU

Kelley Davis, Veritas Accounting

Monnie Peters, OMPEF

Peggy Yates, NCSI

3. APPROVAL OF THE AGENDA

Shipman requested an amendment to add action item for Approval of 4th Quarter Financial Reports as Business item 10. b.

Motion made by Coleman and supported by Seah to approve the agenda as amended.

Roll call vote: Seah: yes, Shipman: yes, Coleman: yes, Smiley: yes, Jager: yes. The motion was approved.

4. PUBLIC COMMENT ON AGENDA ITEMS

Deborah Hartley commented on the limitation of available seats for online students and mentioned that she's had others ask her questions about this.

5. MEETING MINUTES

a. August 7, 2020 Special Meeting Minutes

Motion made by Shipman and supported by Coleman to approve the August 7, 2020 Special Meeting Minutes as presented.

Roll call vote: Seah: yes, Shipman: yes, Coleman: yes, Smiley: yes, Jager: yes. The motion was approved.

6. OMPEF UPDATE

Monnie Peters reports that a fundraising appeal has gone out to past donors and that there is a new board member joining the OMPEF board.

7. OMPS PTO UPDATE

Debra Hartley has met with Kolle and Clayton to plan for the year to come given the challenge of the inability to engage with parents in the traditional formats. Track and trail will happen but in a different format. Now that there is more information on how the year will proceed, it is possible to plan and adjust PTO involvement and activities.

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8. GVSU REPORT

Missias wants to highlight the work being done to get the COVID planning work completed, acknowledging the NCSI support to help make that happen.

State aid funding is a net increase, but the calculations are complicated because of the federal funds included.

Extended learning COVID plan needs to be submitted to GVSU by Oct. 1. Board must re-certify the plan every month so this should be a standing item on agendas going forward.

Executive order for virtual meetings extends to 28 days past the current state of emergency, so OMPS can continue going ahead with online meetings for the time being.

9. MANAGEMENT REPORT(S)

a. Leadership Monthly Report

Kolle thanked everyone for all of the support that they have had to date. The current focus is based on 3 main goals:

- (1) Ensure students and families have safe and healthy environment to learn.
- (2) Utilize outdoor space for outdoor learning (for safety and health this year, but an ongoing goal of OMPS). Carolyn Mammen is nearly complete outdoor teaching certified and will be training the rest of the OMPS teaching staff.
- (3) Ensure the team at OMPS will feel secure and supported – Clayton and Kolle have made an effort to include the teachers in planning for the year as a part of implementing this goal.

10. BUSINESS

a. Michigan Charter Schools Grant Report

Shipman notes that items are rolling into the school, and that there has been a shifted focus to try and secure items that will assist in the COVID-related instructional plans, such as outdoor learning.

Davis reviewed the current financial status of grant spending and notes that grant purchasing is on track to be completed within the grant timeline concluding in a few months.

b. Monthly Financial Reports

Davis reviewed the financial reports including the end of 19-20 FY with a \$200,000 fund balance.

Davis reviewed the state aid calculation for the current year and explained the specifics for how the state cut of \$150 for FY19-20 and federal backfill will be calculated.

Smiley asked about current cash flow. Davis reports that OMPS is in a good position for cash flow. The gap in state aid for September will be managed by the loan from Chemical Bank that the board approved previously.

Action Item: Approval of 4th Quarter Financial Reports

Motion made by Shipman and supported by Igra to approve the 4th Quarter Financial Reports as presented.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Smiley: yes, Jager: yes. The motion was approved.

c. Committee Reports

The Personnel Committee report – Igra and Sanford from Axios met with Kolle and Clayton for a regular leadership meeting.

The Academic Committee and Finance Committees did not have reports.

d. OMPS Preschool Update

Shipman reports that Program Director Aubrey Henschell is doing a great job setting up the program.

Clayton reported that a Preschool Assistant, who is also a new parent at OMPS, has been hired.

Enrollment is going well, though there are some seats still available for both full and part time schedules.

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e. Amendment to 2020-2021 School Calendar

Seah explained that the days requirement needed to be adjusted to so that instructional days total 180.

Action Item: Approve Amendment to 2020-2021 School Calendar

Motion made by Seah and supported by Smiley to approve the Amendment to the 2020-2021 School Calendar as presented.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Smiley: yes, Jager: yes. The motion was approved.

f. Amendment to COVID-19 Preparedness and Response Plan

Clayton explained that the plan needed to be amended to include the soft start for the school year to support the social/emotional needs of the students, staff and families. Having a transition will assist students and staff to adapt to the new safety mitigation procedures.

Smiley asked about BATA bus plan – Clayton reported that BATA is planning to run a normal schedule for the bus to OMPS, students required to wear masks and other safety protocols.

Action Item: Approve Amendment to COVID-19 Preparedness and Response Plan

Motion made by Seah and supported by Smiley to approve the Amendment to COVID-19 Preparedness and Response Plan as presented.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Smiley: yes, Jager: yes. The motion was approved.

g. OMPS K12 Online Program Course Catalog

Igra reminded board that this course catalog approval is similar to how the board previously approved the course catalog for in person classes. This is a compliance item for the MDE.

Action Item: Approve K12 Online Program Course Catalog

Motion made by Shipman and supported by Seah to approve the Approve K12 Online Program Course Catalog as presented.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Smiley: yes, Jager: yes. The motion was approved.

h. Board Policy Update

Peggy Yates of NCSI provided an update on the new Title IX policy. OMPS will need to approve the new Title IX policy at the September board meeting.

Yates explained some of the key elements of the policy including mandatory reporting and investigations. Leadership team and Yates have also reviewed an additional 5 policies that will also be ready for approval at the September board meeting.

i. OMPS Student Handbook 20-21

Clayton explained that the discipline policy in this year's handbook was updated to better outline for parents the steps that will be followed in the event of a discipline incident involving their child.

Shipman noted that new K12 course catalog just approved is included within the Student Handbook.

Action Item: Approve OMPS Student Handbook 2020-2021

Motion made by Shipman and supported by Smiley to approve the OMPS Student Handbook 2020-2021 as presented.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Smiley: yes, Jager: yes. The motion was approved.

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j. Approve OMPS K12 Online Program 2020-2021 Seat Schedule

Igra noted that just like how we approve a seat schedule for in person classes, we need to do so for the online offering.

Shipman stated that the recommendation from K12 based on their experience over the years is to allocate one teacher for every 30 students. With OMPS able to hire one teacher, it's logical to set a 30-student maximum. OMPS is not in a position financially to be able to hire two teachers exclusively for the online program.

Coleman explained that she's done a lot of research on online programs and the K12 program is known to be one of the best available.

Action Item: Approve OMPS K12 Online Program 2020-2021 Seat Schedule

Motion made by Igra and supported by Jager to approve the OMPS K12 Online Program 2020-2021 Seat Schedule of 30 seats.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Smiley: yes, Jager: yes. The motion was approved.

11. PUBLIC COMMENT ON NON-AGENDA ITEMS

Emily Davies – was asked to serve on the board of OMPS, family has decided to move, Davies would like to step aside for board membership in light of this change.

12. ADJOURNMENT

Motion to adjourn made by Seah and supported by Jager.

Roll call vote: Igra: yes, Seah: yes, Shipman: yes, Coleman: yes, Smiley: yes, Jager: yes. The motion was approved.

The meeting was adjourned at 9:28 a.m.



Board Secretary