

# OLD MISSION PENINSULA SCHOOL

## *Regular Board Meeting – Minutes*

*Friday, January 18, 2019 8:30am*

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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 8:34 a.m.

### 2. ROLL CALL

Roll call was held.

The following board members were present: Michael Smiley (President), Jen Coleman (Vice President/Treasurer), Amanda Igra, Becky Seah and Isaiah Wunsch. Shipman (Secretary) arrived 8:35a.m.

Non-Board Members Attending:

Matt Cawood, GVSU (via telephone)

Sarah Kroupa, OMPEF

Candy and Lee Gardner, Public

Jane Boursaw, Old Mission Gazette

### 3. APPROVAL OF THE AGENDA

Motion made by Wunsch and supported by Seah to approve the agenda with the following amendments: move Item 8 GVSU report to the top and Item 10.c. will not be actionable. The motion was approved unanimously.

### 4. PUBLIC COMMENT ON AGENDA ITEMS: None.

### 5. MEETING MINUTES

#### a. Approval of December 20, 2018 Regular Meeting Minutes

Motion made by Smiley and supported by Seah to approve the December 20, 2018 Regular Meeting Minutes presented. The motion was approved unanimously.

### 6. MANAGEMENT REPORT(S)

#### a. Leadership Monthly Report

Schweitzer reported on school activities:

- ~ Floors in hallways and cafeteria were waxed and polished
- ~ Schweitzer, Corey Phelps and Shipman met in early January with GTC Emergency Management and GTC Sheriff's Dept.
- ~ Thank you to Cathy Potter for donation of two horseshoe table
- ~ 6 new students enrolled for the new year K11245
- ~ Kindergarten roundup is being planned and scheduled depending on the health department schedule
- ~ Volleyball team has begun their ongoing use of the gym under a facility use agreement
- ~ Coming events: Sled Race Feb1, Carnival Feb 22, 100<sup>th</sup> day celebration

### 7. OMPEF REPORT

Kroupa: reported on OMPEF activities:

- ~ Noted that Renkiewicz has begun her term as president of the foundation

## OLD MISSION PENINSULA SCHOOL

### *Regular Board Meeting – Minutes*

*Friday, January 18, 2019 8:30am*

---

- ~ O'Keefe to stay on and focus on fundraising, along with Quinn Raftery
- ~ Architect John Dancer has met with members of the school board and foundation in December about optimizing the school space as the school grows and the uses change (eg. PCL departing in 2019)
- ~ OMPEF has moved forward with approving the Dancer planning proposal – will work with the board and staff to move forward looking at options
- ~ Fundraiser at the Boathouse is now set for March 12
- ~ Additional fundraisers are being discussed
- ~ Grant applications are being worked on
- ~ OMPEF was pleased with the holiday open gym response and would like to do this again
- ~ There was discussion about clarifying supervision requirements
- ~ Coleman suggests Finance Committee look at Facility Use liability and protections for open gym

#### 8. GVSU REPORT

Cawood noted that for the board reappointment nominations made at the last meeting, Smiley and Seah should complete the reappointment applications and forward to him. Cawood reminds board of the process for the application for the board vacancy and the deadline for getting that nomination to GVSU. Cawood wants to invite the board to GVSU's board receptions on April 16 in Grand Rapids or April 15 in Detroit.

#### 9. DISCUSSION ITEM(S)

##### a. Recruitment Committee Update

Seah reported that she and Shipman have met with 3 candidates, all of whom would be great candidates. Each offers strengths and expressed interest in being a board member now or in the future. One is a parent with marketing experience, one is a former educator, and one is a former educator, administrator, and current educational consultant. The board discussed next steps, and Cawood suggested the board consider having the recommended candidate come to the February board meeting and meet the board.

##### b. Marketing Update

Seah reported on a meeting she and Allison O'Keefe had with Idea Stream to publicize events and enrollment. Seah described the planned Saturday morning February 9 Open House. Seah outlined a range of marketing items, including a press release for the grant awarded to Carolyn Mammen. Schweitzer noted that she'd like to thank Seah for her work on the website.

##### c. Academic Committee Update

Smiley reported that the committee discussed a broad range of items including evaluation of the school and who, how and when to seek input. Survey questions are being developed. The committee is looking at job descriptions and roles. For example, an outside contract currently handles finances, but a long-term solution should be considered. Seah reported on survey question development, including a survey to go out very soon regarding grade expansion.

##### d. Offered Seats Schedule 2019-2020

Coleman discussed current enrollment and what it meant going forward as each grade moves up. The board discussed options for maximum class size for the upper and lower grades, considering current and projected enrollment, fiscal stability and the importance of maintaining small class size as one of the hallmarks of the school. Coleman summarized a scenario of enrollment that would set maximum class size for one teacher at 18 for Kindergarten to grade 3 and 22 for grade 4 to grade 7.

**OLD MISSION PENINSULA SCHOOL**

*Regular Board Meeting – Minutes*

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---

e. Quarterly Financial Statements – 2<sup>nd</sup> Quarter

Coleman reviewed the financial status and the challenge of school accounting for items that are split between startup and the start of the fiscal year. There are additional questions she has to have answered before the reporting can be presented to the board. Coleman also reported on the status of the maintenance and central services accounts.

10. ACTION ITEM(S)

a. Approval of Resolution to Pursue Charter Contract Amendment to Expand to 7th Grade for 2019-2020 School Year

Motion made by Igra and supported by Seah to approve the Resolution to Pursue a Charter Contract Amendment to Expand to 7th Grade for 2019-2020 School Year. The motion was approved unanimously.

b. Approval of Offered Seats Schedule 2019-2020

Motion made by Wunsch and supported by Seah to approve the Offered Seats Schedule for 2019-2020 as below

Kindergarten up to 36

Grade 1 up to 36

Grade 2 up to 36

Grade 3 up to 36

Grade 4 up to 44

Grade 5 up to 44

Grade 6 up to 22

Grade 7 (contingent on approval by GVSU) up to 22

Total of 276

The motion was approved unanimously.

c. Approval of Quarterly Financial Statements – 2nd Quarter

Motion made by Wunsch and supported by Seah to table approval of the Quarterly Financial Statements – 2nd Quarter to a future meeting. The motion was approved unanimously.

d. Approval of Invoices

Motion made by Wunsch and supported by Smiley to approve the CS3 Law invoice up to \$1253.36, with final amount to be confirmed based on payments that have already been made.

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

11. PUBLIC COMMENT ON NON-AGENDA ITEMS:

Jane Boursaw, Old Mission Gazette, 12875 Bluff Road

Asked about where to find minutes and agendas. (Shipman to add agendas to the website)

Asked Sarah about OMPEF activities.

Noted that she is still getting positive comments about the Veteran's day.

Boursaw also offered for school news and events to come to the Gazette so that the school could take advantage of expanded distribution. The board thanked Boursaw for her support.

**OLD MISSION PENINSULA SCHOOL**

*Regular Board Meeting – Minutes*

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---

Lee Gardner 11500 Snowfield Court

Asked if the current enrollment number of 135 includes the January 2019 enrollments. (Schweitzer confirmed that it does)

12. ADJOURNMENT

Motion to adjourn made by Igra and supported by Seah.

The meeting was adjourned at 10:07 a.m.

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Board Secretary