

OLD MISSION PENINSULA SCHOOL

Regular Board Meeting – Minutes

Friday, February 8, 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 8:51 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 excused.

Non-Board Members Attending:

Matt Cawood, GVSU (via telephone)

Carly Snider, OMPS Grade 6 Teacher

Allison O'Keefe, OMPEF

Mike Jager, Public

Lee and Candy Gardner, Public

3. APPROVAL OF THE AGENDA

Motion made by Igra and supported by Coleman to approve the agenda as presented. The motion was approved unanimously.

4. PUBLIC COMMENT ON AGENDA ITEMS: None.

5. MEETING MINUTES

a. Approval of January 18, 2019 Regular Meeting Minutes

Motion made by Coleman and supported by Seah to approve the January 18, 2019 Regular Meeting Minutes presented. The motion was approved unanimously.

6. MANAGEMENT REPORT(S)

a. Leadership Monthly Report

Schweitzer reported on school activities:

- ~ EL Education – staff applied for \$500 Better World grant and were awarded a grant. Staff are planning a beach cleanup .
- ~ Entry door card reader – donations have gone to OMPEF and OMPEF has agreed to purchase the system for the school
- ~ WIDA testing to start next week
- ~ EL Education has extended an offer for OMPS to become an EL Education network school
- ~ Reenrollment forms are currently coming in
- ~ Coleman notes that we need to make sure documents are translated into Spanish

7. OMPEF REPORT

O'Keefe: reported on OMPEF activities:

- ~ Noted that the last donation drive brought in \$130,000
- ~ ~\$630,000 to date has been donated to the school from OMPEF

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~ OMPEF is having a Boathouse Fundraiser dinner on March 12

8. GVSU REPORT

Cawood thanks Seah and Smiley for submitting their applications for board member renewal. GVSU is preparing an authorizer letter for OMPS to include in our Charter school grant application.

9. DISCUSSION ITEM(S)

a. Recruitment Committee Update

Seah and Shipman introduced Mike Jager as their recommendation for board nomination. Jager introduced himself and Cawood reviewed the process for completing the application with GVSU and the timeline for approval.

b. Marketing Update

Seah/O'Keefe reported that Idea Stream has been putting out articles and ads in the media and in publications. Some flyers have been printed and distributed. O'Keefe presented to the teaching staff at a staff meeting about the importance of staff in aiding recruitment. Open House is coming up on Saturday. Teachers are coming and there are a lot of activities planned.

c. Academic Committee Update

Smiley reported that the committee met, including Dena, and discussed planning around evaluations, 7th grade survey, which had 55 family responses, with $\frac{3}{4}$ expressing interest in the expansion (insert more), and assistance from NCSI.

d. Quarterly Financial Statements – 2nd Quarter

Coleman reviewed the 2nd Quarter Financial Statement, including income, expenses, and projections for the next quarter.

e. MI State of Emergency and Waiver

Board reviewed the situation with the snow days and the waiver offered by the State of Michigan. Igra noted that parents are asking about this and OMPS will need to be able to respond to questions. Coleman noted that there are children that benefit from maintaining as many instructional days as possible. Board will continue this as a discussion item within the Academic Committee.

f. Emergency Operations Plan Update and School Safety Grant

Schweitzer and Shipman are working on completing an EOP for OMPS. Schweitzer is working with an OMPEF member and community member on other items required for the grant application.

g. Board Policy – Internet Usage

The policy has been requested from National Charter School Institute and the board will have the policy for review at the next meeting.

h. NCSI Agreement for Services

Smiley is asking for board approval for NCSI to be on contract with OMPS for support services. Smiley reviewed the proposed support services as outlined in the proposal.

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i. Employee Handbook

The Employee Handbook still needs work. Coleman will work with Schweitzer and Black Pearl to work through the details.

Motion made by Coleman and supported by Seah to amend the agenda to add Michigan Charter Schools Grant as discussion item 9. j. and Approval of Michigan Charter Schools Grant as action item 10.g. The motion was approved unanimously.

j. Michigan Charter Schools Grant

Schweitzer outlined the Michigan Charter Schools Grant opportunity and noted that she is working on gathering initial documents for the application. Schweitzer reviewed some initial timelines and expressed the need to move forward with an intent document in the next week.

10. ACTION ITEM(S)

a. Approval of Board Member Nomination Resolution

Motion made by Smiley and supported by Seah to approve the Resolution to Nominate Mike Jager to the OMPS Board of Directors for the remainder of the vacated term, expiring 6/30/2020. The motion was approved unanimously.

b. Approval of Quarterly Financial Statements – 2nd Quarter

Motion made by Shipman and supported by Seah to approve of the Quarterly Financial Statements – 2nd Quarter as presented. The motion was approved unanimously.

c. Approval of Board Policy – Internet Usage

Motion made by Coleman and supported by Seah to table the Policy – Internet Usage to a future meeting. The motion was approved unanimously.

d. Approval of NCSI Agreement for Services

Motion made by Smiley and supported by Seah to approve the NCSI Agreement for Services, not to exceed \$3,000 per month, subject to final legal approval. The motion was approved unanimously.

e. Acknowledgement of Employee Handbook

Motion made by Shipman and supported by Seah to table acknowledgement of the Employee Handbook. The motion was approved unanimously.

f. Approval of Invoices

Motion made by Smiley and supported by Coleman to approve the CS3 Law invoice up to \$2408.36, with final amount to be confirmed based on payments that have already been made. Roll Call vote: Smiley: yes, Coleman: yes, Shipman: yes, Seah: yes, Igra: yes.

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- g. Approval of Michigan Charter Schools Grant

Motion made by Shipman and supported by Seah to approve pursuit of the Michigan Charter Schools Grant and authorize Smiley to sign documents related to submission of the Michigan Charter schools grant application. The motion was approved unanimously.

11. PUBLIC COMMENT ON NON-AGENDA ITEMS:

O’Keefe noted that Sarah Kroupa is working with Angel Care to improve marketing.

Presentation by Carly Snider regarding a 6th Grade Field Trip to NYC. Snider and board discussed various fundraising pursuits to support the trip including coffee sales and sale of OMPS spirit wear. Board expressed support for Snider’s field trip proposal and fundraising efforts.

12. ADJOURNMENT

Motion to adjourn made by Seah and supported by Coleman.

The meeting was adjourned at 10:09 a.m.

Board Secretary