

OLD MISSION PENINSULA SCHOOL

Regular Board Meeting – Minutes

Friday, April 26, 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 8:35 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) and Isaiah Wunsch. Michael Smiley and Becky Seah were excused.

Non-Board Members Attending:

Erica Walsh, School Leader (Interim)

Matt Cawood, GVSU

Todd Avis, NCSI

Amanda Renkiewicz and Sarah Kroupa, OMPEF

3. APPROVAL OF THE AGENDA

Motion made by Wunsch 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 March 20, 2019 Special Meeting Minutes

Motion made by Wunsch and supported by Igra to approve the March 20, 2019 Special Meeting Minutes as presented. The motion was approved unanimously.

6. MANAGEMENT REPORT(S)

a. Leadership Monthly Report

Walsh stated that she has been in the school for just one week and she is impressed by the professional and passionate teaching staff and the community of children and families that fill the school.

Walsh reported on school activities:

- ~ Has been having one on one meetings with each staff member to learn more about them and the status of curriculum delivery to students
- ~ A curriculum committee has been formed to include review of the EL curriculum, social studies and science
- ~ A behavioral support plan is now in place
- ~ The OMPS Talent Show is today
- ~ The 6th Grade New York trip is coming up
- ~ Also noted that 6th Graders are going to be planting geraniums with the Friendly Garden Club

7. OMPEF REPORT

Amanda Renkiewicz, OMPEF Board President, reported on OMPEF activities:

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- ~ Noted that foundation is focusing on grant opportunities this month
- ~ Received a \$6,000 grant from the Old Mission Women's Club
- ~ Planning their August golf fundraiser

8. GVSU REPORT

Cawood noted that in his experience, the best school leaders always started the school day by welcoming their kids and families as he observed Erica Walsh doing.

GVSU is having their meeting board meeting today and approval of the new OMPS board member, Mike Jager, is on the agenda and expected to pass.

Still needs citizenship verification for a few members of the OMPS Board.

Charter contract amendment is being developed and will probably be ready for the June board meeting.

Notes that OMPS needs to begin the process to engage an auditing firm to complete the annual school audit between July and October.

GVSU is changing their OMPS representative in a few months but Cawood will still be available, including providing training.

9. DISCUSSION ITEM(S)

a. Communications Committee Update

Ian Jones reported on communications strategies, needs, and requests for the board from the committee. The committee would like a board contact to be designated to work with them. The committee is also asking for clear direction on whether the committee is to focus on internal and/or external communication. The committee is supporting a teacher/staff privacy policy to protect staff from after hours contact on their personal phones and email accounts. Currently Igra is the communications committee lead for the board. Shipman suggests that with the new energy and initiative of the communications committee, the current marketing and enrollment committee (the last meeting was Seah, Shipman and Jager) should be rolled into communications and the focus should include both internal and external communications and marketing. Walsh will participate on the committee as school leader and Igra and Jager will participate as board designees, who will then report back to the board on committee initiatives and activities.

b. Exterior Facilities Projects Update

Walter Lee provided an overview of proposals to more fully utilize the OMPS property for both school year and summer programming, with a focus on the natural resources, science, gardening and composting. An additional goal is to integrate the community more deeply in school activities. Wunsch will participate as board designee.

c. Marketing Update

Shipman reported on the recent Marketing Committee meeting. The committee agreed to request that Idea Stream put together a rack card for OMPS to have a print item that can be distributed in various places in the community.

d. School Safety Grant Update

Shipman reported that OMPS was awarded a School Safety Grant from the MSP in the amount of \$29,868 for window film and an exterior emergency notification system for when children and staff are outside the building. Would like the board to take action to accept the grant, designate Igra as the Authorized Official for the grant, and approve for the work to be scheduled and completed.

e. 2019-2020 School Calendar

Walsh noted that the calendar is being developed and is expecting it to be ready for approval at the May board meeting.

f. Volunteer Driver Policy

Walsh explained why the policy is needed (to safely transport children and to protect the school from liability) and requested approval of the policy.

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g. Quarterly Financial Reports

Coleman reviewed the basis of the financial reports, the status of the financial management arrangement with support personnel at Presque Isle, and income and expense for some of the OMPS programs, including Before and After Care and the Lunch Program.

h. Michigan Charter Schools Grant Update

Coleman reviewed new information about the grant application which is due on April 30 and what it means for the content of the grant submission. OMPS will be pursuing implementation funding of \$850,000 in total.

i. Staffing Update

Shipman summarized the recent changes and current approval status of the Employee Handbook. Black Pearl is now reviewing the Handbook.

j. Middle School Expansion Project Update

Avis reported on facilities and staffing activities related to the Middle School Expansion Project, including investigating upcoming 2019-2020 school year options and longer term options. Foundation and board members have been meeting with the architect and will be meeting with vendors for 2019-2020 school year options.

10. ACTION ITEM(S)

a. Acceptance of School Safety Grant

Motion made by Coleman and supported by Wunsch to accept the MSP School Safety Grant, designate Amanda Igra as the Authorized Official for the grant and authorize the grant activities to be scheduled and completed. The motion was approved unanimously.

b. Approval of 2019-2020 School Calendar

Motion made by Coleman and supported by Wunsch to table Approval of the 2019-2020 School Calendar. The motion was approved unanimously.

c. Approval of Volunteer Driver Policy

Motion made by Wunsch and supported by Coleman to approve the Volunteer Driver Policy as presented. The motion was approved unanimously.

d. Approval of Quarterly Financial Reports

Motion made by Wunsch and supported by Shipman to approve the Quarterly Financial Reports as presented. The motion was approved unanimously.

e. Approval of Michigan Charter Schools Grant Application

Motion made by Shipman and supported by Wunsch to approve the Michigan Charter Schools Grant Application in the amount of \$850,000 as discussed and authorize Igra to sign and submit the application. The motion was approved unanimously.

11. PUBLIC COMMENT ON NON-AGENDA ITEMS:

Jen Coleman – reminds the board and community members attending the meeting to share all of the great things happening at the school with their friends and try to recruit additional students to fill remaining seats.

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Amanda Renkiewicz – noted that OMPEF is looking for new members

Walter Lee – noted some parents aren't yet aware of Panther Tales, and additional effort to communicate the ways that communication happens is important.

12. ADJOURNMENT

Motion to adjourn made by Wunsch and supported by Coleman.

The meeting was adjourned at 10:02 a.m.

Board Secretary