

OLD MISSION PENINSULA SCHOOL

Board Meeting Minutes

Thursday, January 18, 2018 6:00pm

Meeting held at:

Peninsula Township Hall

13235 Center Rd, Traverse City, MI 49686

1. CALL TO ORDER

Jen Coleman called the meeting to order at 6:01 p.m.

2. ROLL CALL

Roll call was held.

The following board members were present: Jen Coleman (Vice President), Isaiah Wunsch (Treasurer), Susie Shipman (Secretary), Amanda Igra, Becky Seah, Erica Walsh.

The following board members were not present: Michael Smiley (excused).

Non-Board Members Attending:

Candace Sorensen, CS3 Law PLLC – Legal Counsel

Dan Warren – Grand Valley State University (GVSU)

3. APPROVAL OF THE AGENDA

Motion made by Isaiah Wunsch and supported by Becky Seah to approve the agenda as presented. The motion was approved unanimously.

4. PUBLIC COMMENT ON AGENDA ITEMS

None.

5. MEETING MINUTES

a. Approval of December 7, 2017 Organizational Meeting Minutes

Shipman noted one clerical error in the spelling of December in the header.

Motion made by Erica Walsh and supported by Becky Seah to approve the corrected minutes. The motion was approved unanimously.

b. Acceptance of December 21, 2017 Finance Committee Minutes

Motion made by Isaiah Wunsch and supported by Becky Seah to accept the Finance Committee minutes as presented. The motion was approved unanimously.

6. MANAGEMENT REPORTS

a. Staffing Update

Coleman: A workgroup is planning to meet tomorrow to begin discussions on hiring of school leaders. Becky Seah has offered to handle administration of incoming applications and responses.

b. Budget Report

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Wunsch: Reviewed the provided general budget overview and the budget that was submitted to GVSU. Discussed revenue and expenditures and how student enrollment impacts the revenue. Noted that 163 students has been identified as the optimal number of enrollees for optimal operations. Discussed the option of asking OMPEF to support fund balance contributions and startup costs, including staff costs, until state funding is received in late October of 2018.

c. OMPEF Report

Corey Phelps, Vice-President of OMPEF, provided a report on the activities of OMPEF since December, including that 3 new board members have been seated, that monthly transition meetings with Christine Thomas-Hill of the district are continuing and are going well, that OMPEF is close to finalizing hiring of a summer camp director and that food service options are being considered.

7. GVSU REPORT

Dan Warren reviewed the process for moving forward on the charter contract, and the role he and Alyson Murphy play in facilitating completion of the contract. Noted that document management will be important on an ongoing basis. An invitation to the annual reception to honor board members was extended.

8. DISCUSSION ITEM(S)

a. Finance Committee report regarding bank selection

The Committee met and reviewed local banking options. The Committee recommended the board consider Chemical Bank based on inquiries the committee made of each bank. It was noted that the costs are similar between each of the banks, but Chemical Bank was interested in working with the school and offered the best processes for doing so.

b. Finance Committee report options for personnel management

Coleman: Reviewed criteria and considerations being used to determine a good fit and that a brief proposal from one group is being evaluated by the Finance Committee.
Warren: Stated that GVSU has several management companies in their school portfolio and that this may be a resource to utilize as the process moves forward.
Wunsch: Discussed the possible options for management and how the use of some third party management could support compliance and regulatory elements, noting that in the optimal model the school leadership, along with the school board, would still set the school culture and have line of sight control.
Walsh: Stated that her former school operated this way and she found it to be a very pragmatic approach, protecting the school from human resources liability but allowing a high level of control. Walsh asked about the range of fees and Coleman stated that all of the companies that have been consulted are less than 5%, but this amount is also based on the set of services requested.

c. School Lease

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Coleman: The plan is to finalize the lease at the February meeting.

Sorensen: Is recommending that a 7 year lease be pursued, so that the lease matches the charter contract. Sorensen noted that rates are highly variable and that the OMPS situation is unique since the supporting foundation will own the school and property. A market value lease may support OMPS having more control vs. if the rate is less than market value, OMPEF may want more say.

Sorensen discussed ensuring that agreements regarding the use of the building be based on legal provisions and be arranged so that the school is protected.

Sorensen suggested it may best if the school leases the entire facility and then could have facility use agreements as a process to allow other uses by the community or by OMPEF, for example, for the summer camp. This arrangement could be supported by writing cooperative language outlining mutual intent into the lease. The library as a sub-lease will need to be discussed further.

Coleman: Notes that the school is more likely to have a greater need for short notice events than the community or OMPEF would have for outside events and activities.

Sorensen discussed some of the limitations the board should consider regarding facility use agreements and that it may be possible to use a policy that events should serve the mission and vision of the school. She will share a standard facility use agreement with the board as a starting point.

9. ACTION ITEM(S)

a. Approval of Charter Contract Terms and Conditions

Sorensen reviewed several parts of the Charter Contract and highlighted that the statutes listed in sections 8.3, 8.4 and 8.7 are most important for the School Board to read and understand. Sorensen also distributed examples of the final portions of the contract that remain to be approved at a future meeting.

A motion was made by Isaiah Wunsch and supported by Erica Walsh to approve the presented Resolution of the Board of Directors for Approval of Charter Contract. The motion was approved unanimously.

b. Approval of Organizational Resolutions

i. Depository of Funds

A motion was made by Susie Shipman and supported by Becky Seah that Chemical Bank be selected as the depository for funds of the school. The motion was approved unanimously.

c. Approval of Schedule 7-2: Curriculum

Coleman: Alyson Murphy of GVSU provided a required addendum to the Schedule 7-2.

A motion was made by Susie Shipman and supported by Jen Coleman to approve Schedule 7-2: Curriculum, with the addition of the provided online addendum added as page one of the schedule. The motion was approved unanimously.

d. Approval of Schedule 7-3: Description of Staff Responsibilities

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Coleman: There is a recommended language change for the Director of Operations and Director of Academics positions under the Requirements/Qualifications sections to replace current language with the statement that the applicant "Meet or be working toward state requirements for the School Administrator Certificate".

Coleman: Alyson Murphy of GVSU provided a required addendum to the Schedule 7-3.

A motion was made by Susie Shipman and supported by Erica Walsh to approve Schedule 7-3: Description of Staff Responsibilities as amended, and with the provided addendum added at the beginning of the schedule. The motion was approved unanimously.

- e. Approval of Address and Description of Proposed Physical Plant for Schedule 7-8: Address and Description of Proposed Physical Plant; Lease or Deed for Proposed Site; and Occupancy Certificate

A motion was made by Isaiah Wunsch and supported by Amanda Igra to approve the presented Address and Description of Proposed Physical Plant for Schedule 7-8. The motion was approved unanimously.

10. PUBLIC COMMENT ON NON-AGENDA ITEMS

Jim Goenner of National Charter Schools Institute introduced himself and expressed his enthusiasm for the new school. He noted that by forging a stronger community relationship through community use of the school, OMPS will be establishing an innovative model for other schools.

Candace Sorensen noted that she had also provided some additional resources for board members.

Susie Shipman stated that she will be absent for the next meeting.

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:16 p.m.

**Next Meeting:
Thursday, February 15, 2018 at 6:00 p.m.**



Board Secretary