

**OLD MISSION PENINSULA SCHOOL**

*Board Meeting Minutes*

*Thursday, February 15, 2018 6:00pm*

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Meeting held at:

Peninsula Township Hall

13235 Center Rd, Traverse City, MI 49686

1. CALL TO ORDER

Michael Smiley called the meeting to order at 6:03 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL

Roll call was held.

The following board members were present: Michael Smiley (President), Jen Coleman (Vice President), Isaiah Wunsch (Treasurer), Amanda Igra.

The following board members were not present: Susie Shipman (excused), Erica Walsh (excused), Becky Seah (excused).

Non-Board Members Attending:

Candace Sorensen, CS3 Law PLLC – Legal Counsel

Dan Warren – Grand Valley State University (GVSU)

3. APPROVAL OF THE AGENDA

Dan Warren suggested an amendment to the agenda, the addition of 9d, the reappointment resolution for Amanda Igra and Jen Coleman.

Jen Coleman suggested the addition of 9e, open seating for enrollment.

Motion made by Isaiah Wunsch and supported by Amanda Igra to approve the agenda as amended. The motion was approved unanimously.

4. PUBLIC COMMENT ON AGENDA ITEMS

None.

5. MEETING MINUTES

a. Approval of January 18, 2018 Regular Meeting Minutes

Motion made by Jen Coleman and supported by Michael Smiley to approve the minutes of the January 18, 2018 regular board meeting as presented. The motion was approved unanimously.

b. Acceptance of January 11, 2018, January 26, 2018 and February 9, 2018 Finance Committee Meeting Minutes

Motion was made by Isaiah Wunsch and supported by Michael Smiley to accept the January 11, January 26, and February 9, 2018 Finance Committee Meeting Minutes. The motion was approved unanimously.

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#### 6. MANAGEMENT REPORTS

##### a. Staffing Update

Jen Coleman summarized the staffing work group's progress on the search for school leadership.

##### b. Budget Report

Isaiah Wunsch: Finance committee working on budget for the upcoming school year.

##### c. Site/Facility Update – Lease

Jen Coleman: Lease agreement being reviewed between the school and the foundation. More details to come, also working out the relationship between the school and library for one year.

##### d. NCSI/GVSU Education Session Update

Bill Pistulka: Discussed the work session that took place in the previous week. Worked between the board and foundation and different roles and responsibilities, as well as how the community will be included. Also discussed the creation of a school leadership team.

##### e. OMPEF Report

None.

#### 7. GVSU REPORT

Dan Warren: Shared the importance of getting systems in place, obtaining management company, and that the board will need to develop oversight of them. Advised the board to focus on school leadership hires, and then focus on curriculum, assessments, and the implementation of EL. Warren also invited the board to the Annual Principals Meeting on 3/7 in Grand Rapids, gave a reminder of the board reception, and asked if we are receiving his emails. Also invited the board to a golf outing and a baseball outing.

#### 8. DISCUSSION ITEM(S)

##### a. Finance Committee report regarding personnel management

Coleman: Discussed looking at three different personnel management companies.

Wunsch: Delivered recommendation to use Black Pearl Management Company.

Candace: Found Black Pearl to be flexible and can start March 1st, although will not pay any fees until they make the first hire. Agreed to a reduced fee until May 30th.

Termination of 30 days, and a one year contract set for auto renew.

This contract will not cover substitute teachers, and the board will have to find another company to handle subs. Black Pearl also does not provide background checks, the

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board will need to handle this as well. Candace suggested a company to work on background checks.

The contract with Black Pearl has been reviewed by Alyson Murphy at GVSU.

Isaiah Wunsch made a motion to approve the contract, supported by Amanda Igra. There was a roll call vote and the motion was supported unanimously.

b. Enrollment/Marketing update

Coleman: working on budget and numbers for the school year. Coleman recapped the enrollment process and shared that materials will be available in both English and Spanish. Warren recommends a special meeting for enrollment.

c. OMPEF Proposal for assistance

None. Warren suggests to table this until the March meeting.

9. ACTION ITEM(S)

a. Correction to Schedule 7-5: adjust dates for Open Enrollment Period and Notice – 2018-2019 School Year Only

Candace suggests language to amend: The open enrollment period for the 2018-2019 school year shall run a minimum of two weeks after receiving the school code. Isaiah Wunsch made a motion to accept the recommended amendment, supported by Amanda Igra. The motion was approved unanimously.

b. Approval of Resolution for Finance Committee to Authorize Personnel Management Agreement

(This action item was completed during discussion of Item 8. a.)

c. Acceptance of OMPEF Startup Gift

Isaiah Wunsch moved to table 9.c., supported by Mike Smiley. The motion was approved unanimously.

d. Reappointment resolution for Amanda Igra and Jen Coleman

Isaiah Wunsch moved to nominate/ reappoint Amanda Igra and Jen Coleman for the years 2018-2021, supported by Amanda Igra. The motion was approved unanimously.

e. Open seating for enrollment

Coleman: talked about how many seats are available per grade level. We don't have to hit 190 to be self-sustaining.

Isaiah Wunsch made a motion to approve the open seating chart, supported by Jen Coleman, the motion was approved unanimously

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10. PUBLIC COMMENT ON NON-AGENDA ITEMS

Lisa Baker Lawrence - works at AccessPoint and expressed gratitude to the board.

Jaclyn Clever, 11425 Southview

Inquired about safety upgrades to the school. Coleman addressed her comment and said the lease has not been finalized so could not speak to that specifically. Bill Pistulka also shared that the facility person will take this into account at the changeover.

11. ADJOURNMENT

Motion to adjourn made by Isaiah Wunsch and supported by Jen Coleman.

The meeting was adjourned at 7:04 p.m.

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



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Board Secretary