

# **OLD MISSION PENINSULA SCHOOL**

## *Board Meeting Minutes*

*Thursday, March 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 6:00 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), Susie Shipman (Secretary), Amanda Igra and Becky Seah.

The following board members were not present: Erica Walsh (excused).

Non-Board Members Attending:

Dan Warren – Grand Valley State University (GVSU)

Corey Phelps and Sarah Kroupa (OMPEF)

### 3. APPROVAL OF THE AGENDA

Motion made by Wunsch and supported by Shipman to insert a new action item: 9.f. Approval of Startup Curriculum Costs. The motion was approved unanimously.

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

### 4. PUBLIC COMMENT ON AGENDA ITEMS

None.

### 5. MEETING MINUTES

a. Approval of February 15, 2018 Regular Meeting Minutes

b. Acceptance of February 15, 2018 Finance Committee Meeting Minutes

Motion was made by Wunsch and supported by Seah to approve the minutes of the February 15, 2018 Regular Board Meeting as presented and accept the February 15, 2018 Finance Committee Meeting Minutes as presented. The motion was approved unanimously.

### 6. MANAGEMENT REPORTS

a. Staffing Update

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Coleman: We have been working with Black Pearl and have completed the paperwork for the DOO and DOA. Employment contracts are contingent on background check results.

Note (Smiley): Black Pearl contract was executed.

Coleman: Have been speaking to some local people about some of the other positions expected to be posted in the future.

Teacher posting is up on website, MAPSA, GVSU Charter Schools Office site.

Applications are being received. Goal is to have the employment workgroup start interviewing in April.

#### b. Budget Report

Wunsch: Budget numbers for staffing will be most of our budget (74-76%). Have fairly firm numbers for DOO and DOA now, rest of staffing numbers are coming soon, this will be informed by the expected number of classrooms. Discussions with ISD are underway for costs of Para Pros. Projected staffing costs are at the higher end of the spectrum for teachers so that funds for higher experience levels can be managed. We are working with Black Pearl on benefits packages. Lease: as we develop first year budget, attempting to be transparent about costs, including a fair market lease amount, so that we are comfortable looking at a 5 to 10 year timeline for costs.

Warren: notes that adoption of an annual budget will be coming up in May/June. This can be amended as the year proceeds. It is important to be realistic about funds and not include projected donations (unless they are in hand) from the foundation as part of the budget.

#### c. Site/Facility Update – Lease

Wunsch: \$80,000-\$100,000 per year is the projected lease amount, based on cost including lease payments, utilities, insurance.

This is approximately 5-6% of budget, which is at the low end for a school.

Phelps (OMPEF): school walkthrough with regional fire and safety coordinator is scheduled for 10:00 am on March 29, 2018. Wunsch suggests talking to the Peninsula Township Fire staff person that has inspection qualifications prior to the official inspection.

TCAPS is sending out their site/safety manager, and the school architect will also be on site for the inspection.

#### d. Website Update

Shipman: worked with the website developers to get the preliminary school site up and running, including a fillable enrollment application, school board information and job postings, which can also be submitting through the website. The site will evolve as more content is available to add leading up to the school opening. Jen notes the school video is being completed and will soon be ready for posting to the website.

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e. OMPEF Report

Phelps: Signage for the school (and library) at corners of Island View Road is being worked on, and OMPEF is coordinating with the library on this project.

Media contact for OMPEF is Board Member Amanda Renkiewicz.

OMPEF is continuing discussions with Angel Care to move forward with pre-K.

Working on July 1, 2018 ribbon cutting event with community celebration at Bowers Harbor Park.

7. GVSU REPORT

Dan Warren: reminded board about GVSU events coming up. Suggests a representative from Black Pearl come and speak to the full board about the role of Black Pearl. Also, a representative from EL Education might be a good presentation for the general education of the board. Need to understand board roles and responsibilities given the limited management by Black Pearl and overall self-managed non-profit structure, which is a structure that places significant responsibility on the school administrators. Board should expect more committee demands, and anticipate working closely with the administrators on a committee level. OMPS will need to put systems in place to ensure successful management and oversight structure and communication. Coleman suggests an education session in May to discuss arrangement between Board, Staff, and Black Pearl.

8. DISCUSSION ITEM(S)

a. Finance Committee report regarding Bid Policies and Administrative Guidelines

Smiley: NCSI provided some policies to use as a template. Need to look at more detail what numbers and pieces of information are appropriate for our organization. Finance committee will provide final document for review by the board at a coming meeting.

b. Enrollment/Marketing update – Discuss Media/PR Workgroup

Enrollment Update: Seah/Shipman: the Open Enrollment period was launched on March 8<sup>th</sup> after receipt of the school number from the State of Michigan. Open Enrollment will continue to March 22. Email and online enrollments are coming in and they are tracking enrollments by grade. Hardcopy enrollment forms are available in multiple locations. Additional in person enrollment opportunities are planned for after this board meeting and again on Sunday at the Jolly Pumpkin. Shipman offered to arrange for the assistance of a disinterested third party and use of Township Hall in the event a lottery is needed for any of the grades once the Open Enrollment period has closed.

Marketing – Media/PR Workgroup: Coleman: Finance committee suggests they tackle this workgroup and work with OMPEF media contact (Amanda Renkiewicz).

c. OMPEF Proposal for assistance

The OMPS Board would like to formally request funds in the amount of \$300,000.

This amount would be utilized for startup costs including staffing, curriculum purchase and professional training. Phelps requested that OMPS submit a written request.

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9. ACTION ITEM(S)

a. Approval of Contract for Background Checks

Smiley: notes that the cost for Presque Isle to perform each background check is \$35, a lower cost than other providers.

Coleman: Presque Isle has been doing school staff background checks for a long time and they are already known to Black Pearl, which is a benefit.

Motion made by Coleman and supported by Wunsch to approve the contract as reviewed and authorize Mike Smiley to sign the contract. The motion was approved unanimously.

b. Approval of Lease Agreement

Wunsch reviewed structure of lease arrangements.

Smiley: notes that lease payments would start in November.

Motion by Wunsch and supported by Shipman to approve the lease agreement with total annual lease expenditure amount not to exceed \$100,000, authorize negotiation by the OMPS Finance Committee of final details with OMPEF and legal counsel, and authorize Smiley to sign the final Lease Agreement.

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

c. Approval of Amendment to Charter Contract

Warren reviewed the changes, noted that there are a few more changes than is typical coming out this year, but there are always updates. GVSU makes sure that their standards are aligned with the state.

Motion made by Wunsch and supported by Smiley to approve the amendment to the Charter Contract as presented. The motion was approved unanimously.

d. Approval of Bid Policies and Administrative Guidelines

- i) Instructions to Bidders
- ii) Bidding
- iii) Procurement – Federal Grants/Funds
- iv) New Construction, Renovation
- v) Purchasing

This item was tabled to a future meeting.

e. Acceptance of OMPEF Startup Gift

Motion made by Coleman and supported by Smiley to approve acceptance of a startup gift of up to \$300,000 from OMPEF, to fund startup costs including but not limited to curriculum purchase, initial hires and professional development. The motion was approved unanimously.

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f. Approval of Startup Curriculum Costs

Motion made by Shipman and supported by Smiley to approve curriculum expenditures not to exceed \$100,000, contingent on receipt of OMPEF startup gift funds.

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

10. PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

11. ADJOURNMENT

Motion to adjourn made by Shipman and supported by Wunsch.

The meeting was adjourned at 7:27 p.m.

**Next Meeting:  
Thursday, April 19, 2018 at 6:00 p.m.**



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Board Secretary