

# OLD MISSION PENINSULA SCHOOL

## *Board Meeting Minutes*

*Thursday, May 17, 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 6:08 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 and Treasurer), Isaiah Wunsch, Susie Shipman (Secretary), Amanda Igra, Becky Seah and Erica Walsh.

Non-Board Members Attending:

Dan Warren – Grand Valley State University (GVSU)

Bill Pistulka – National Charter Schools Institute (NCSI)

Dena Schweitzer, Director of Academics (OMPS)

Jeremy Stringer, Director of Operations (OMPS)

Candy and Lee Gardner – OMPEF

### 3. APPROVAL OF THE AGENDA

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

### 4. PUBLIC COMMENT ON AGENDA ITEMS: None.

### 5. MEETING MINUTES

a. Approval of April 19, 2018 Regular Meeting Minutes

b. Approval of May 4, 2018 Special Meeting Minutes

c. Acceptance of May 8, 2018 Finance Committee Meeting Minutes

Motion was made by Shipman and supported by Coleman to approve the minutes of the April 19, 2018 Regular Board Meeting and the May 4, 2018 Special Meeting as presented and accept the May 8, 2018 Finance Committee Meeting Minutes as presented. The motion was approved unanimously.

### 6. MANAGEMENT REPORTS

#### a. Staffing Update

Schweitzer: Staff have completed a review of the first round of Spark Hire candidates (46 applicants) and have narrowed down the applicants to move forward to live interviews. Stringer noted that Spark Hire is effective both for the hiring process and for marketing of OMPS.

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b. Enrollment/Marketing Update

Schweitzer: Packets are still coming in. Seah is assisting by communicating with parents about packet submissions. Stringer is now working on updating the website  
Parent meeting on past Tuesday had ~25 parents attending, including new faces in the local school community. There was a lot of good discussion at the meeting.

c. Budget Update

Coleman summarized the illustrative budget presented in the meeting packet. The Finance Committee will be working to produce a final draft budget for the June budget hearing and annual budget approval at the regular meeting.  
Pistulka noted that school revenue sharing update at the State of Michigan is coming up soon, which will finalize the per pupil funding for the 2018-2019 school year.  
Pistulka provided an educational presentation and materials as an Introduction to School Budgeting.  
Coleman noted that NCSI is assisting with projections, since there is no history upon which to base the budget, and also noted that the operational budget does not include startup costs.

d. Site/Facility Update

i) Preschool Update

The OMPS Angel Care Preschool has had good marketing outcomes this week through media stories.

ii) Before and After Care Update

Leadership is working on further development of a Before and After School Care Program.

iii) Summer Camp Update

Betsy Rudolph is continuing to recruit campers for both 3 day and week long sessions.

e. OMPEF Report:

Gardner reported that OMPEF continues to work on Preschool, Summer Camp and making sure the building is ready for occupancy. OMPEF is coordinating with Stringer on items such as food services and other projects that can now be managed by school staff.

Gardner noted that another fundraising mailing is currently being organized.

7. GVSU REPORT

Dan Warren:

Coleman and Igra were sworn in as Board Members and provided their Signatures for the Oath of Office.

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Warren notes that as a followup to previous meeting discussions, committee meetings are not required to be posted as public meetings, but the board may choose to do so anyways.

Warren reminded the board that June 21 is the GVSU Golf Outing and the board was welcome to attend.

8. DISCUSSION ITEM(S)

a. Finance Committee Report Regarding Insurance

Smiley reported on Insurance Broker discussions held by the Finance Committee, and the key components that led the committee to make a recommendation.

Smiley noted that the board will need to carry out an annual review process for the board to evaluate its insurance needs and review the carrier's rating (requirement of Charter Contract).

There was discussion about insurance coverage needs for Before and After Care and Summer Camp. [Note: Angel Care has their own coverage as they are a licensed entity]

b. Facility Use Agreement Introduction

The board was provided with a draft agreement, and Coleman stated that legal counsel has been asked to provide review and recommendations.

c. Additional Job Descriptions

Schweitzer reviewed the job descriptions provided for Music Teacher, PE Teacher, Art Teacher and Lead Custodian.

d. Startup Expenditures: Professional Development, Curriculum, Technology

Costs for EL materials and PD were summarized by Schweitzer:

\$35,000 included two days PD for K-6 and 2 additional days for K-2, one day for character development

\$39,500 includes 2 additional strategic planning sessions, 12 virtual

PD can't be held in TC, needs to be held in between Detroit/TC. Suggestion is Grand Rapids. Total is \$74,500 plus additional funds for travel to PD sessions.

Schweitzer stated that current needs include the Math in Focus Curriculum, EL PD and travel costs and the Grade 6 Curriculum.

Math in Focus (Grade K to 5) \$36,447. Board discussed approving expenditure up to \$37,000.

EL PD \$35,000 plus travel costs. Board discussed approving expenditure up to \$40,000.

Grade 6 Curriculum \$521.31. Board discussed approving expenditure up to \$550.

9. ACTION ITEM(S)

a. Approval of Bid Policies and Administrative Guidelines

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Motion made by Coleman and supported by Smiley to table Bid Policies and Administrative Guidelines to a future meeting. The motion was approved unanimously.

b. Scheduling of Annual Budget Hearing

Motion made by Coleman and supported by Walsh to schedule the annual budget hearing for the 2018-2019 School Year Budget for 6pm on June 21, 2018. The motion was approved unanimously.

Shipman to post legal notice in the Record Eagle.

c. Approval of Annual Resolutions

1) Election of Board Officers

President: Shipman nominates Smiley  
Vice-president Seah nominates Coleman  
Treasurer: Wunsch nominates Coleman  
Secretary: Walsh nominates Shipman

All nominations supported by Smiley.

Motion made by Seah and supported by Wunsch to elect the Board Officers as nominated. The motion was approved unanimously.

- 2) Designation of Chief Administrative Officer
- 3) Designation of Legal Counsel
- 4) Appointment of FOIA Officer
- 5) Designation of AHERA Contact
- 6) Designation of Title VI, Title IX, and Section 504 Coordinator

Motion made by Shipman and supported by Coleman to amend the resolution to be the Director of Academics. The motion was approved unanimously.

- 7) Approval of Board Meeting Calendar
- 8) Approval of School Year Calendar

Motion made by Shipman and supported by Coleman to table Item 8: Approval of School Year Calendar. The motion was approved unanimously.

Motion made by Wunsch and supported by Seah to approve the Annual Resolutions as presented and amended. The motion was approved unanimously.

d. Swearing in of Appointed Board Members and Signatures for Oath of Office

This was completed during Item 7.

e. Approval of Additional Job Descriptions

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Motion made by Wunsch and supported by Seah to approve the job descriptions for Music Teacher, PE Teacher, Art Teacher and Lead Custodian. The motion was approved unanimously.

f. Approval of Insurance Broker

Motion made by Shipman and supported by Seah to approve General Agency and Employers Mutual Casualty Company as the school insurance broker and authorize Smiley to complete the application. The motion was approved unanimously.

g. Approval of Startup Expenditures

Motion made by Shipman and supported by Wunsch to approve startup expenditures including:

Up to \$40,000 for summer EL PD and travel expense

Up to \$37,000 for Math in Focus Curriculum and PD

Up to \$550 for 6<sup>th</sup> Grade EL Curriculum

Total of \$77,550

and authorize the President and Treasurer to complete the purchases.

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

10. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.

11. ADJOURNMENT

Motion to adjourn made by Seah and supported by Walsh.

The meeting was adjourned at 8:19 p.m.

**Next Meeting:  
Thursday, June 21, 2018 at 6:00 p.m.**



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Board Secretary