

OLD MISSION PENINSULA SCHOOL

Regular Board Meeting – Minutes

Thursday, October 18, 2018 6:00pm

Meeting held at:

Old Mission Peninsula School

2699 Island View Road, Traverse City, MI 49686

1. CALL TO ORDER

Michael Smiley called the meeting to order at 6:03 p.m.

2. ROLL CALL

Roll call was held.

The following board members were present: Michael Smiley (President), Susie Shipman (Secretary) Amanda Igra and Becky Seah.

The following board members were absent (excused): Jen Coleman, Isaiah Wunsch and Erica Walsh.

Non-Board Members Attending:

Matt Cawood, GVSU

3. APPROVAL OF THE AGENDA

Motion made by Igra and supported by Seah to amend the agenda to add discussion of corporate reporting as item 9g. The motion was approved unanimously.

4. PUBLIC COMMENT ON AGENDA ITEMS: None.

5. MEETING MINUTES

- a. Approval of August 16, 2018 Regular Meeting Minutes, August 30, 2018 Special Meeting Minutes, September 7, 2018 Special Meeting Minutes and September 20 Regular Meeting Minutes.

Note – corrections were made on the September 7, 2018 minutes to items 7a and 7d.

Motion made by Igra and supported by Seah to approve the minutes as amended. The motion was approved unanimously.

6. MANAGEMENT REPORT(S)

- a. Leadership Monthly Report

Shipman reported on the following operational items on behalf of Schweitzer:

NWEA testing is complete and there are parent-teacher conferences next week to review results. Staff worked with TBAISD to break down the data to drive instruction.

A MDE representative toured the school recently as part of their regular reaching out to Michigan schools.

Staff and a few board members met with local emergency managers including the Grand Traverse County Sheriff's department, Peninsula Township fire department, and Grand Traverse County Emergency Coordinator to discuss the first lockdown drill. Emergency personnel were present and participated in the first lockdown drill, which went very well. The team is continuing to revise Emergency Operations Plans.

The OMPS lunch program is going very well.

A water purification project was completed with the assistance of skilled parent volunteers.

Wings of Wonder is coming in December, also, music teacher Laura Axelson will be doing a top ten winter songs countdown in December leading up to the holidays.

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The PTO has been very active, with a successful Track & Trail fundraiser, a Veteran's Day ceremony scheduled and the Boots and Bling fundraiser coming up as well.

Smiley noted there was a request received by Schweitzer through GVSU for a local political candidate to tour the school in late October and that Schweitzer had requested the board discuss this request. Board members discussed the request and there was consensus that while all sitting political leaders are welcome at the school, the request to visit with such close proximity to an election might be perceived as a political activity, which is prohibited under the approved OMPS Facility Use Policy. The board agreed that the request should be respectfully declined at this time.

7. OMPEF REPORT – A representative from OMPEF was not present to provide a report.
8. GVSU REPORT
Matt Cawood reported that GVSU is currently finalizing school performance reports. An academic Grant of \$20 per child is available for next year, half of which is based on academic performance, and half is based on the board participation in training opportunities from now to June 30, 2019. Matt will keep the board informed of training opportunities. Matt reviewed some aspects of state testing, describing the growth assessment within NWEA even in the first year and noted that MSTEP provides growth over the years but in year one will provide a view of proficiency.
9. DISCUSSION ITEM(S)
 - a. OMPS Employee Handbook – Need to confirm with Coleman regarding her discussion with Black Pearl. Smiley noted that the role of OMPS legal counsel will be to review the employee handbook against OMPS board policies to ensure consistency.
 - b. Criminal History Record Registration Form
The board reviewed the form and discussed the current system of background checks being done by Presque Isle. Designation of OMPS admin staff was discussed. The consensus was to reach out to GVSU and legal counsel to determine whether the designee was required to be changed or if the current system could be maintained. Shipman to reach out to legal counsel and GVSU and report back.
 - c. Board Membership Update.
Board member Erica Walsh has stated that she needs to resign. The board discussed the process for accepting the resignation once GVSU has been informed by Erica of her resignation. The discussion continued regarding forming a recruiting committee to reach out to potential board members. Shipman confirmed that Coleman, as Vice President of the board, is the current chair of the nominating committee.
 - d. Finance Committee Update
Smiley reported that the Finance Committee has not had the opportunity to meet since the last board meeting and so there is no update. Smiley also reported that the previously discussed sublease item is still pending finalization.
 - e. Maintenance Contracts
The board reviewed three proposals: Oliver and Company for outdoor maintenance including snowplowing, Affinity Technology Group for IT services, and Johnson Controls, for a building technology Planned Service Agreement including two preventative maintenance visits annually.
 - f. Startup Expenditures – There were no startup expenditures proposed for discussion.
 - g. Corporate reporting – Shipman reported that with the assistance of legal counsel, the 2018 Annual Report was made to the State of Michigan Department of Licensing and Regulatory Affairs on September 27, 2018.

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10. ACTION ITEM(S)

- a. Acknowledgement of Employee Handbook
Motion made by Igra and supported by Seah to table acknowledgement of Employee Handbook to a future meeting. The motion was approved unanimously.
- b. Approval of Criminal History Record Registration Form
Motion made by Seah and supported by Igra to table this item to a future meeting. The motion was approved unanimously.
- c. Approval of Quarterly Financial Statements – 1st Quarter
Motion made by Seah and supported by Igra to table this item to a future meeting. The motion was approved unanimously.
- d. Approval of Maintenance Contracts

Oliver and Company
Motion by Igra and supported by Seah to enter into a contract with Oliver and Company for maintenance service including snowplowing, from the date the agreement is signed through to September 1, 2019, subject to legal counsel review, and authorize the board president to execute the agreement. The motion was approved unanimously.

Affinity Technology Group
Motion by Shipman and supported by Seah to enter into a contract with Affinity Technology Group, subject to finalization by the Finance Committee and legal counsel review, and authorize the board president to execute the agreement. The motion was approved unanimously.

Johnson Controls
Motion by Shipman and supported by Seah approve the contract with Johnson Controls subject to legal counsel review and authorize board president to execute. The motion was approved unanimously.
- e. Approval of Startup Expenditures
Motion made by Shipman and supported by Seah to table to a future meeting. The motion was approved unanimously.

11. PUBLIC COMMENT ON NON-AGENDA ITEMS:

Ken Musson. 8680 Peninsula Drive. Mr. Musson thanked the board members for serving.

12. ADJOURNMENT

Motion to adjourn made by Seah and supported by Igra.

The meeting was adjourned at 7:18 p.m.



Board Secretary