

# OLD MISSION PENINSULA SCHOOL

## *Special Board Meeting – Minutes*

*Wednesday, March 20, 2019 4:45pm*

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Meeting held at:

At the Old Mission Peninsula School  
2699 Island View Road, Traverse City, MI 49686

1. CALL TO ORDER

Amanda Igra called the meeting to order at 4:45 p.m.

2. ROLL CALL

Roll call was held.

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

Non-Board Members Attending:

Dena Schweitzer, OMPS Director of Academics (left after item 6.a.)

Carolyn Mammen, OMPS Teacher (left after item 6.a.)

3. APPROVAL OF THE AGENDA

Motion made by Wunsch and supported by 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 March 15, 2019 Regular Meeting Minutes

b. Approval of March 15, 2019 Special Meeting Minutes

Shipman reviewed a non-substantive correction to the minutes. Motion made by Seah and supported by Smiley to approve the March 15, 2019 Regular Meeting Minutes and the March 15, 2019 Special Meeting Minutes as corrected. The motion was approved unanimously.

6. DISCUSSION ITEM(S)

a. Science Curriculum Proposal – Carolyn Mammen

Mammen presented a proposal for science curriculum and materials. Options for purchasing kits for consumables were discussed. She will continue to refine the proposal for the board to review at future meeting. Mammen outlined the discussions she has had with MI-Star – have a pilot program that OMPS can participate in for 6<sup>th</sup> and 7<sup>th</sup> Grade students.

b. Employee Manual

Coleman reviewed the proposed requests for amendment of the Employee Manual for Black Pearl. Areas that need further clarification and coordination with Black Pearl include Personal/Sick Days, Vacation Days, Short Term Medical Leave and Snow Days

c. Head of School Job Description

The Academic Committee, based on their review of the year to date and discussions regarding the coming second year of operations, is recommending that a job description for a Head of School position with oversight over all academic and operational aspects of the school be approved for the

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2019-2020. The Committee presented a recommended job description for Head of School. The board discussed the position description.

7. ACTION ITEM(S)

a. Approval of Science Curriculum Proposal

Motion made by Smiley and supported by Coleman to table Approval of Science Curriculum Proposal. The motion was approved unanimously.

b. Acknowledgement of Employee Manual

Motion made by Wunsch and supported by Coleman to authorize the board president to finalize acknowledgement of the Employee Manual, subject to receipt of additional relevant information from Black Pearl, review by legal counsel and ratification by the board at a future board meeting. The motion was approved unanimously.

c. Approval of Head of School Job Description

Motion made by Seah and supported by Smiley to approve the Head of School Job Description as presented. The motion was approved unanimously.

8. PUBLIC COMMENT ON NON-AGENDA ITEMS - None

9. ADJOURNMENT

Motion to adjourn made by Wunsch and supported by Seah.

The meeting was adjourned at 5:38 p.m.



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Board Secretary