

OLD MISSION PENINSULA SCHOOL

Regular Board Meeting – Minutes

Friday, August 16, 2019 8:30am

Meeting held at:

Old Mission Peninsula School

2699 Island View Road, Traverse City, MI 49686

1. CALL TO ORDER

Amanda Igra called the meeting to order at 8:33 a.m.

2. ROLL CALL

Roll call was held.

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

Non-Board Members Attending:

Rick Couturier, OMPS Head of School

Beth Simon, OMPS Assistant Principal

Matt Missias GVSU

Lee Gardner, OMPEF

3. APPROVAL OF THE AGENDA

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

4. PUBLIC COMMENT ON AGENDA ITEMS: None.

5. MEETING MINUTES

a. Approval of June 28, 2019 Regular Meeting Minutes

b. Approval of July 31, 2019 Regular Meeting Minutes

Motion made by Seah and supported by Jager to approve the June 28, 2019 Regular Meeting Minutes and July 31, 2019 Special Meeting Minutes as presented. The motion was approved unanimously.

6. MANAGEMENT REPORT(S)

a. Leadership Monthly Report – Couturier reported on school activities and operations:

- ~ Couturier introduced Beth Simon, the new Assistant Principal. Simon explained her family connection to the region and outlined her background as a teacher, educator in instructional technology and administrator in Texas.
- ~ Couturier noted that today is Office Manager Paula Brooks' last day and that she has done a great job for the school and wants to thank her for her professionalism and hard work.
- ~ Couturier welcomed Darla Eimer as the new office manager, who comes from the TBSISD with a strong skill set.
- ~ All teachers have been hired except second grade, but interviews are underway for that last position.
- ~ Before and After Care program staffing is coming together.
- ~ Library wall panel installation for creating the middle school campus area is going to occur after the start of school, but a creative solution will be arranged in the interim to manage the space.
- ~ Additions to the curriculum for the coming year are about to be ordered.
- ~ The school open house is scheduled for August 27th at 5:30 p.m.

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- ~ Igra thanked Couturier for the hard work and professionalism he has demonstrated this summer as he has taken charge of the school.

7. OMPEF REPORT

- ~ The foundation continues to focus on donor relations and communication.
- ~ OMPEF is taking on the Boots and Bling fundraiser for this fall.
- ~ The foundation is working with school administration to plan for grandparents and special friends days.
- ~ Shipman thanked OMPEF for their contributions through the summer and early fall when state aid falls off.

8. GVSU REPORT

Missias reported that GVSU is focused on community outreach, and is encouraging all schools to engage in their communities.

The GVSU football day is not happening this year, but GVSU is focusing on more of a local, specific approach for their engagement with boards.

9. DISCUSSION ITEM(S)

a. Communications/Marketing Committee Update

Seah reported on Friday Night Live participation. One week is done and there are two more Fridays. Event project is a focused on the importance of bees and their habitat needs and wildflowers being grown to provide food for bees.

Jager reported that the new rack cards were ready for Friday Night Live and were being distributed.

Jager reported that there are radio and news media interviews being lined up and ads have been placed in magazines and on the Ticker.

b. Annual Audit Update

Smiley outlined the Finance Committee process for making the recommendation of an audit firm. The committee considered the experience of each firm working with small charter schools, their responsiveness, and pricing.

Motion made by Wunsch and supported by Smiley to engage Croskey Lanni to perform financial audit services as proposed for OMPS for three years based on a fee structure of \$8,500 per year and authorize the executive committee to finalize the audit contract.

Roll Call vote: Igra: yes, Shipman: yes, Seah: yes, Smiley: yes, Jager: yes.

c. Job Descriptions

Couturier reviewed the job descriptions as presented. Shipman noted that it's a role of the board to approve all job descriptions and send them to GVSU to be included as a part of the charter contract.

Motion made by Shipman and supported by Seah to approve the job descriptions as presented. The motion was approved unanimously.

d. School Safety Liaison

Shipman reviewed the School Safety Liaison compliance reporting item, referencing the Michigan State Police document outlining the changes made in the legislature in March 2019.

Motion made by Smiley and supported by Jager to designate the Head of School, Rick Couturier, as the OMPS School Safety Liaison. The motion was approved unanimously.

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e. Quarterly Financial Reports

Shipman introduced Kelley Davis of Veritas Accounting (via telephone) to review the financial reporting package. Davis explained the reporting packet, including the narrative, the summary dashboard, and the more detailed financial reports. Shipman thanked Veritas for their work so far through the year end and budgeting process.

Motion made by Seah and supported by Smiley to approve the 4th Quarter 2018-2019 Financial Report as presented. The motion was approved unanimously.

10. PUBLIC COMMENT ON NON-AGENDA ITEMS:

Vicki Shurly: Announces that the new PCL building opening is scheduled for September 7. Tim Carroll is bringing historical furniture and artefacts for the history room. Over 1000 donors have donated 2.5 million dollars. Shurly reviewed the coming grand opening event and upcoming programming. Shurly met with PTO about future collaboration, including the pumpkin walk. Is communicating with Couturier about collaboration for reading programming.

11. ADJOURNMENT

Motion to adjourn made by Seah and supported by Smiley.

The meeting was adjourned at 9:26 a.m.



Board Secretary