

# OLD MISSION PENINSULA SCHOOL

## Annual Board Meeting – Minutes

Friday, June 18, 2021 8:30am

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Meeting held at:

Old Mission Peninsula School

2699 Island View Road, Traverse City, MI 49686

And via Zoom at:

<https://zoom.us/j/99659370772?pwd=dlorWXIxNHU4aHhtM2FaVlh0RmRIQT09>

Meeting ID: 996 5937 0772

Passcode: 3SherD

### 1. CALL TO ORDER

Amanda Igra called the meeting to order at 8:42 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, Mike Jager and Geoff Streit.

Non-Board Members Attending:

Danielle Clayton and Renee Kolle, OMPS Co-Principals

Matt Missias, GVSU

Kelley Davis, Veritas Accounting

Monnie Peters, OMPEF

### 3. APPROVAL OF THE AGENDA

Motion made by Streit 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. May 21, 2021 Regular Meeting Minutes

Motion made by Streit and supported by Smiley to approve the May 21, 2021 Regular Meeting Minutes as presented. The motion was approved unanimously.

### 6. OMPEF UPDATE

Peters reports that the last few weeks have been busy with lease renewal discussions. Notes that a significant change was to link the rent amount to pupil count in a percentage format. OMPEF approved the lease draft on Wednesday. They are in the midst of the Gratitude Project fundraising effort, and Jen Wilson has been the driver moving that effort forward. Monnie wants to thank Ashley Van Horne for bringing 9&10 News to OMPS for Carnival Day earlier this week. Success is going to be tied to building a reputation that OMPS is a destination school that people want to bring their families to for their education. OMPEF looks forward to working with OMPS to bring more kids to the school.

### 7. OMPS PTO UPDATE

No report this month.

### 8. GVSU REPORT

Missias reported:

- The OMPS board have completed board trainings, so the requirements for the academic grant from GVSU have been met.
- Covid learning plans expire end of this month. Going forward this can be removed from the agenda.

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- Notes that with some members leaving mid-term, the OMPS board will be short on members until GVSU can complete the approval process for the nominated members. Missias will be following up this summer to ensure board member administrative items are up to date.
- The GVSU Charter School Office annual report is coming out later this month.
- State budget update: talks are ongoing, and GVSU is recommending boards use a conservative approach. An increase is expected but it's not clear what that increase will be at this time.
- Reminds OMPS that there is still a \$1,000 technology grant available for OMPS to utilize.

### 9. MANAGEMENT REPORT(S)

#### a. Leadership Monthly Report:

Clayton: Clayton reports that the last day of school was Wednesday and that Carnival Day was a success and students, families and staff had a great day. It was exciting to see people in person. Given the challenges, it has been a fantastic year.

Clayton and Kolle are already busy already working on plans for next year. A current enrollment update was provided, noting that they are expecting more fluctuation, which is normal.

Preschool enrollment is between 11 and 15 kids each day. Program Director Leah Derris has been wonderful leading that program this year.

Clayton provided NWEA results:

82% of students tested made growth from Fall to Spring in Reading.

92% of students tested made growth from Fall to Spring in Math.

\*\* This does not reflect students that started attending OMPS after the Fall window of NWEA. This also does not include students that attended OMPS virtually.

### 10. BUSINESS

#### a. Extended COVID-19 Learning Plan Report

Clayton stated that no changes to the plan are recommended at this time.

Proposed Action Item: Recertify Extended COVID-19 Learning Plan

Motion made by Seah and supported by Smiley to recertify the current Extended COVID-19 Learning Plan. The motion was approved unanimously.

#### b. Michigan Charter Schools Grant Report

Davis reported that spending has begun on Phase 2, which includes playground equipment, curriculum, sports gear and other miscellaneous items.

#### c. Monthly Financial Report

Davis reviewed the monthly report, noting that a sufficient fund balance has been built up, meaning that borrowing during the summer months will not be necessary. OMPS is 91% of the way through the fiscal year; revenue is on track; expenses are tracking lower because of how salaries are paid out over the summer. The lunch program continues to perform well.

#### d. 2021-2022 OMPEF Amendment to Lease Agreement

Shipman outlined the changes from the original 3 year lease that expires at the end of the month: the new lease is for four years, which lines up with the end of OMPS' current Charter Contract with GVSU; the rent payment is tied to per pupil funding, allowing for fluctuation if there are changes in either or both of the state aid per pupil amount and OMPS enrolled student numbers; the monthly rent rate begins in the coming year at 2% of the per pupil funding portion of state revenue in the budget, and increases by 0.75% over the course of the 4 year lease; a lease renewal clause included a notation that rent will not exceed 5% of per pupil funds for a given year, and the clause is also subject to renewal of the OMPS Charter Contract with GVSU; maintenance costs payment responsibilities for OMPS and OMPEF are outlined in more detail, providing clarification.

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Shipman stated that OMPEF intends to set aside the rent payments to create a building maintenance fund so that when larger scale repairs are needed, a sufficient fund will be available to cover those costs.

Shipman noted that once both entities have a better understanding of long-term maintenance needs and cost estimates, that once a healthy cash balance is achieved, OMPEF expressed a goal of lowering and/or eliminating rent payments.

Proposed Action Item: Approve 2021-2022 OMPEF Amendment to Lease Agreement

Motion made by Smiley and supported by Seah to approve the 2021-2025 Lease Agreement as presented and authorize the board president to sign the new lease. The motion was approved unanimously.

Motion made by Shipman and supported by Smiley to close the regular board meeting. The motion was approved unanimously.

Motion made by Smiley and supported by Igra to open the Budget Public Hearing. The motion was approved unanimously.

e. Final Amendment 2020-2021 General Operating Budget

Davis reviewed the final budget amendment. Most changes are moving items around. Areas of savings are moving many supplies into the grant. Plowing costs for the year were very low for the year. Overall change to fund balance from Amendment #1 was minimal. Closing fund balance is \$316,836.

Igra asked for public comment – none.

Proposed Action Item: Approve Final Amendment 2020-2021 General Operating Budget

Motion made by Streit and supported by Seah to approve the Final Amendment 2020-2021 General Operating Budget as presented. The motion was approved unanimously.

f. 2021-2022 General Operating Budget

Davis presented a budget overview showing basis of budget figures. Notes state aid funding amount in this proposed budget was set at an additional \$100 per pupil and enrollment was set at 160 students. Staffing is the largest expense, and Davis notes that a modest salary increase for staff was built into the budget. No borrowing is necessary this summer, which is a savings of approximately \$10,000.

Risks: student count under 160, state aid lower than expected.

Opportunities: Student count above 160, state approves an increase greater than budgeted, and also there are two more rounds of ESSER funding which would be a great help for supplementing learning expenses.

Davis outlined the revenue and expense summaries, noting that the increase to fund balance in this budget is \$5033.

Igra asked for public comment – none.

Proposed Action Item: Approve 2021-2022 General Operating Budget

Motion made by Streit and supported by Seah to approve the 2021-2022 General Operating Budget as presented. The motion was approved unanimously.

Motion made by Shipman and supported by Seah to close the Budget Public Hearing. The motion was approved unanimously.

Motion made by Seah and supported by Igra to reopen the regular board meeting. The motion was approved unanimously.

g. Annual Meeting Resolutions

Igra reviewed the resolutions as presented and asked for nominations for president, vice-president, secretary and treasurer roles. Seah nominated Igra for President. Igra nominated Seah for Vice-president and Shipman to continue as Secretary/Treasurer, noting that Shipman has expressed a desire to hand off the Secretary role once the new members are sworn in later this year.

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Proposed Action Item: Approve Annual Meeting Resolutions

Motion made by Streit and supported by Seah to approve the board officer nominations and Annual Meeting Resolutions as presented. The motion was approved unanimously.

h. Board Policy Updates – Spring 2021

Igra suggests tabling the item as the policy updates are not yet finalized.

Proposed Action Item: Approve Board Policy Updates – Spring 2021

Motion made by Igra and supported by Smiley to table the Board Policy Updates – Spring 2021 to a future meeting. The motion was approved unanimously.

i. 2021 Copier/Printer and Maintenance Service Request for Proposal

Shipman explained that the RFP is necessary to meet procurement requirements for federal and state grant funds and the schedule for distribution, bid-opening and review/award. Clayton noted a small error in an email address that needs correcting.

Proposed Action Item: Approve 2021 Copier/Printer and Maintenance Service Request for Proposal

Motion made by Seah and supported by Smiley to approve the 2021 Copier/Printer and Maintenance Service Request for Proposal as amended. The motion was approved unanimously.

j. Administrator Evaluation Process

Igra explains there are administration review requirements that must be met and proposes that Paul Bauer from the ISD support our evaluation this year. Would like to utilize the Marzano process. Bauer would help with process and format. Proposes that Executive Committee work with Bauer to complete the process and then the report would come back to the board.

Proposed Action Item: Approve Administrator Evaluation Process

Motion made by Seah and supported by Smiley to approve the Administrator Evaluation Process as presented. The motion was approved unanimously.

k. Committee Reports

The Finance Committee (Shipman, Streit, Igra) met with Davis for a detailed review of the proposed budget for the 2021-2022 School Year.

The Executive Committee, taking the recommendation for a meeting technology item from GVSU, would like to purchase an Owl Labs Meeting Owl Pro, which is a 360-degree camera, mic, and speaker that also works with the Zoom platform for meetings. The board consensus was to purchase the Owl Pro with the GVSU technology grant funds.


11. PUBLIC COMMENT ON NON-AGENDA ITEMS

John Sanford, Axios HR: wants to note that OMPS has had a great year and he wants to commend the leaders and staff for navigating this year successfully. Sanford noted that while there are new Covid-19 regulations, MIOSHA rules are still in place and workplaces are still subject to these rules. Sanford pointed out that masks are not required for those who are vaccinated.

12. ADJOURNMENT

Motion to adjourn made by Seah and supported by Smiley. The motion was approved unanimously.

The meeting was adjourned at 9:30 a.m.



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Board Secretary