

OLD MISSION PENINSULA SCHOOL

Annual Board Meeting – Minutes

Friday, June 16, 2023 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 8:31 a.m.

2. ROLL CALL

Roll call was held.

The following board members were present: Amanda Igra (President), Chris Johnston (Vice President), Susie Shipman (Secretary/Treasurer), and Shaina LaFond. Geoff Streit, Jen Kuhar and Will Gibb were excused.

Non-Board Members Attending:

Renee Kolle, OMPS Co-Principal

Matt Missias, GVSU

Kelley Davis, Veritas Accounting (remotely)

Monnie Peters, OMPEF

Joy Stehlik, Axios HR

3. APPROVAL OF THE AGENDA

Motion made by LaFond and supported by Johnston to approve the agenda as presented. The motion was approved unanimously.

4. PUBLIC COMMENT ON AGENDA ITEMS – None

5. MEETING MINUTES

a. May 19, 2023 Regular Meeting Minutes

b. June 4, 2023 Special Meeting Minutes

Shipman noted a correction to a name in the May 19 minutes.

Motion made by Johnston and supported by LaFond to approve the May 19, 2023 Regular Meeting Minutes as corrected and the June 4, 2023 Special Meeting Minutes as presented. The motion was approved unanimously.

6. OMPEF UPDATE

Peters: Reported that an OMPEF fundraising flyer is going to be included in the race packet for the Cherry Festival half marathon that starts at OMPS and also that a bulk mail newsletter is going out towards the end of the month.

7. OMPS PTO UPDATE

- No update at this meeting. Igra noted the PTO has done a fantastic job this year to support OMPS kids and teachers.

8. GVSU REPORT

Missias provided the following report from GVSU:

- OMPS is up for renewal of the school charter contract in 2025. GVSU will renew our contract a year early, in 2024, since OMPS does not present any renewal concerns.
- Transitions at the GVSU CSO: Don Cooper is leaving and joining Gerald R Ford Foundation in approximately a month. Rob Kimball will be the interim while they search for a new director. Alyson Murphy is also leaving to move west at the end of the summer.
- Shipman notes that Don Cooper was integral to the startup of OMPS, providing essential guidance and support in the startup process and that Alyson Murphy has been a critical contact for compliance guidance over the years.

OLD MISSION PENINSULA SCHOOL

Annual Board Meeting – Minutes

Friday, June 16, 2023 8:30am

- Reminds OMPS to submit highlights for inclusion in school performance reports (OMPS has completed).
- Professional education – reminder that GVSU has many great offerings: there is a series for secondary teachers, and they are hoping to expand to primary.
- Reminder of upcoming board training: Best board practices for efficient committee structure.
- Budget negotiations are looking optimistic for the per pupil state aid level.

9. MANAGEMENT REPORT(S)

a. Leadership Monthly Report:

Kolle reported:

- Thanks board members for support these last few weeks with the changes coming to school leadership. Reports that the staff managed the last weeks of school very well.
- School calendar update will come to the board next month. Some small adjustments were made to bring it more in line with the district calendar.
- Landscape materials have been delivered – Farmer Warren will help to spread with his equipment. Kolle asks the board to consider providing some compensation for all of his help over the years.
- Some small gaps in staffing for coming year are being worked on.
- Panther Project has been cancelled so that Kolle and support staff can focus on leadership transition for the coming school year.

10. BUSINESS

a. Monthly Financial Report – May

Davis reports tracking of expense categories and income is almost exactly as expected.

b. Final Amendment 2022-2023 General Operating Budget

Davis reminds the board that this final amendment to the current year budget always takes place in June to square up to current circumstances.

Davis summarized:

- Approved budget increase to fund balance was \$102,846. Final amendment increase to fund balance is \$110,820
- Grant funds not fully received/expended in the current year, including state safety grant and learning loss grant, are moved over to next year.
- Additional janitorial expense was offset by other categories being lower.
- Reminds the board that the debt service category is a relatively new special accounting standard: the OMPS lease is treated as a debt payment, not a lease payment.
- Transfer to food service was high due to slightly lower food sales and some investment in equipment.

Davis explained the expenses for general administration vs school administration categories: general administration is largely legal expenses and charter contract fee; school administration includes leadership and office manager salaries, copiers, office supplies, school insurance.

Proposed Action Item: Approve Final Amendment 2022-2023 General Operating Budget

Motion made by LaFond and supported by Johnston to approve the Final Amendment to the 2022-2023 General Operating Budget as presented. The motion was approved unanimously.

c. 2023-2024 General Operating Budget

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

Motion made by LaFond and supported by Johnston to open the budget hearing. The motion was approved unanimously.

OLD MISSION PENINSULA SCHOOL

Annual Board Meeting – Minutes

Friday, June 16, 2023 8:30am

Davis summarized the main elements of the budget as presented:

- Enrollment of 147 and per pupil funding at \$9,518/pupil.
- Staffing at 12.5 FTE including specials
- Includes 1 teacher plus two assistants for preschool program
- Includes interventionist support and a full-time floating sub
- Includes a salary increase for all staff
- Includes \$30,000 for technology upgrades based on a five-year replacement plan completed this year
- Additional marketing budget is included to assist in raising awareness of what OMPS offers within the larger community
- Of \$1.7 million in projected expenditures, \$1 million goes right to classrooms
- Projected increase to fund balance is \$24,945
- Budget doesn't include additional supports that may be a part of the state budget for funding different areas of the budget
- Revenue change from the previous budget includes a reduction in ESSER funds
- Food service might be slightly different as the new chef comes in
- No borrowing is required to bridge the funding gap months

The board did not have questions and there was no public comment. Igra thanked Davis for continuing to keep OMPS on track.

Proposed Action Item: Approve 2023-2024 General Operating Budget

Motion made by LaFond and supported by Johnston to approve the 2023-2024 General Operating Budget as presented. The motion was approved unanimously.

Motion made by Johnston and supported by LaFond to close the budget hearing. The motion was approved unanimously.

Motion made by Shipman and supported by LaFond to reopen the regular meeting. The motion was approved unanimously.

d. Proposed 2023-2024 Board Calendar

Igra: notes the calendar presented follows the same schedule of monthly board dates and times as the current year.

Action Item: Approve 2023-2024 Board Calendar

Motion made by LaFond and supported by Johnston to approve the 2023-2024 Board Calendar as presented. The motion was approved unanimously.

e. Annual Meeting Resolutions

Shipman noted that some resolutions have been adjusted to state titles vs names of individuals as in previous versions of the resolutions. Missias confirmed that using titles is a better practice for these resolutions. Igra proposed the executive positions for the board remain the same for now and if desired, the board can reevaluate executive positions at a future meeting where the full board is present.

Proposed Action Item: Approve Annual Meeting Resolutions

Motion made by LaFond and supported by Shipman to maintain the current executive membership and approve the Annual Meeting Resolutions as presented. The motion was approved unanimously.

f. 2023-2024 Insurance Proposal – General Agency Company

Igra notes the summary presented is for the same insurance coverage OMPS has had for the last five years. Shipman reminds the board that student and staff numbers will need to be updated with the insurance carrier in September.

Proposed Action Item: Approve 2023-2024 Insurance Proposal – General Agency Company

OLD MISSION PENINSULA SCHOOL

Annual Board Meeting – Minutes

Friday, June 16, 2023 8:30am

Motion made by LaFond and supported by Johnston to Approve the 2023-2024 Insurance Proposal as presented. The motion was approved unanimously.

g. OMPS Leadership Staffing Update

Igra asks board for thoughts on the interview process for principal applicants. Board consensus to rotate board members through interviews as people are available.

Shipman notes staffing challenges and timing of contract end dates for administration. Suggests continuing administration through temporary contracts into the summer months or until a new principal is hired.

Johnston notes that contracts need to be separated. Consensus to have Axios move forward with developing hourly contracts as needed.

The Axios recruitment proposal was summarized by Chris from Axios, including that if OMPS doesn't hire a candidate through Axios' recruitment services, there is no cost to OMPS.

Board consensus to interview applicants coming through the existing posting effort and if in the next month a candidate hasn't been identified, to revisit the Axios proposal.

LaFond asks about a response when applications are submitted. Kolle confirms there is an automatic response to applications.

11. Committee Reports

i) Strategic Planning Committee – LaFond asks people to submit answers to the date and time poll.

ii) Nominating Committee

Motion made by Johnston and supported by LaFond to nominate Jen Kuhar for board membership renewal for the new term beginning July 1, 2023 and ending June 30, 2026, and request approval by GVSU. The motion was approved unanimously.

12. PUBLIC COMMENT ON NON-AGENDA ITEMS –

Shipman acknowledges that the school is closing out its fifth year. Wants to thank staff, leadership and board for all the hard work that goes into making OMPS the wonderful school it is.

Kolle suggests that five-year staff receive an acknowledgement.

Missias congratulates the board and notes OMPS is a GVSU model school in their charter portfolio.

Shipman suggests Todd Avis would be a good potential support for the board for principal interviews.

Peters asks for updates to talking points for fundraising efforts.

13. ADJOURNMENT

Motion to adjourn made by LaFond and supported by Johnston. The motion was approved unanimously.

The meeting was adjourned at 9:43 a.m.



Board Secretary