



Honey Creek Community School Board of Trustees

Regular Meeting – Wed, July 17, 2024 –5:30 PM – Room #144

Public Zoom Link: <https://zoom.us/j/96422657430>

School Policy and Principles: [Board Policy](#), [Belief Statements](#) and [Statement on Social Justice](#)

1. Call to Order & Roll Call - 5:35pm Sherry (Non-voting), Dillon, Laura, Mouna, Daniel, Vincent. Jordan Absent.
2. Changes or Additions to the Agenda - None
3. Public Comment
 - a. William Meurer - See attached statement.
4. Board Correspondence
 - a. Email from Karen Bailey - See attached statement
5. Reports
 - a. President's Report - No official report. The results of the board election and memo of election were not sent from the Director's office to the WISD. Therefore Sherry was not sworn in at their last board meeting. She will be sworn in at their July 30th meeting. Dillon (VP) is conducting today's meeting.
 - b. Director's Report - Sue
 - i. Financial: Camp Scholarships
 1. Awarded: \$3,632 in FY '23-'24: \$1860 in 2023 and \$1772 in 2024. Awarded \$1238.80 so far in FY '24-'25
 - ii. Blackbaud up for renewal
 1. Contract dates 7/27/24-7/26/27 for \$6,626.36
 2. Confirming whether this has been placed with Rehmann and Power School. Waiting to here from Rehmann if they need data from it. Jess (IT), Al & Shelley (Former admin) have said we did not.
 - iii. School Status - Service date 8/31/2024- 8/30/2025 - bill for \$1500 - confirming with Jess (IT)
 - iv. Formal Foundation Presentation
 1. \$25K was given to the school from the foundation in 2024. A formal presentation is in the works.
 - v. Stipends
 1. Need job descriptions and deliverables for staff stipends
 2. Changes so that they cannot be earned by administration
 3. Must be approved by the Finance Committee & Board
 - vi. Kapnick - scheduling policy review meeting for next week
 - vii. State Reporting
 1. CEPI: We have received several emails regarding CEPI reporting irregularities. David Spitzley from WISD reassures that WISD receives these emails as well and they handle these reports for HC and we needn't worry.
 2. COVD: Michelle Grisham from WISD is our contact when we need to report a COVID case.
 - viii. Safety & Facilities
 1. New Turk was installed under the gazebo on the playground.
 2. A request was made to spray for any wasp or bee nests in the sand; no nests were found.
 3. We have begun using traffic slowing signs near the playground gate.

ix. Other

1. SCECHS - '23-'24 SCECHs have been submitted to MOECS. Staff have until July 29th to complete their evaluations to receive credit.
2. '24-'25 Yearlong DPPD Plan has been submitted and approved with a start date of August 12, 2024.

c. Committee Reports

i. Finance - Laura

1. Thank you to Jess, Kamalika, and Sue for their assistance on payables and invoicing.
2. Working proactively to ensure that our financial processes will go smoothly, especially looking forward to actual expenses (now that the per pupil funding is out, and as hiring continues), and looking at our annual financial audit
3. Received a formal whistleblower complaint that we are investigating relating to credit card spending and the school's Amazon account - working with Rehmann - the accounting firm.

ii. Governance - Daniel

1. Our primary task right now is focusing on the Director Search.
2. We also received correspondence from Mark Weinberg from the National Charter Schools Institute regarding the Administrative Guidelines that have been incomplete for a year. His goal is to provide the incoming Director with a complete set of guidelines for school operations, which usually takes days to complete.

iii. Curriculum and Classroom Supports - Mouna

1. Meeting regularly - focus on special education
2. Exploring New teacher mentorship

6. Discussion Items

a. Staff Liaison(s) to the Board, 2024-2025 - Sherry

- i. We are pleased to welcome Olivia Fink (Social Worker) and Alexa Korpall (K/1 Classroom Teacher) to the role of staff liaison to the board for the 2024-2025 school year. This year's liaisons were elected following a nomination process open to all HC staff. We appreciate the work of the staff to establish a process and ensure transparency in who they select to be in this role. We look forward to increasing these lines of communication.
- ii. Both individuals are eligible for the stipend amount of \$1000 per the current compensation policy adopted Jun 26, 2024 .

b. Administrative Updates to School Calendar, 2024-2025 - Sherry

- i. Basic housekeeping, formatting corrections; no major changes to calendar.

c. Hiring Updates - Dillon

- i. We've had an unprecedented number of early elementary candidates apply. Tomorrow (Thursday) we're conducting another round of interviews with 4 applicants - bringing us to 9 or 10 all together. We've done some 2nd round interview - model lessons.
- ii. We are still looking for MS Math, PE, and Special Ed in addition to the early elementary positions - with one hiring recommendation below in action items.
- iii. We've been working on more robust and assertive recruitment options.
- iv. We have a broad based interview committee ranging from 4-12 people depending on availability. We've established an interim hiring process which includes:
 1. 1st interview resulting in no recommendation or a recommendation for a 2nd interview.
 2. 2nd interview - in the case of early elementary it involved teaching a model lesson to student volunteers (4-8 kids ranging in age and ability) - based on a math standard - followed by a reflection on their performance.

3. If the interview committee recommends we move forward in the hiring process we then complete a reference check, verify teaching certification, determine salary step, come to the board for approval, and then offer an employment contact.
7. Action Items
 - a. Hiring Recommendation - Laura motions to approve the hiring recommendation. Daniel seconds. All present in favor (Sherry not voting).
 - i. Ella Brooks - K-5 classroom teacher with placement to be determined.
8. Presentations - Switch from Board Zoom to WISD Zoom and moved from #144 to the cafeteria.
 - a. Director Search Updates and Facilitated Community Interviews - Naomi Norman and Cheri Vannatter (Superintendent and Deputy Superintendent, Washtenaw Intermediate School District)
 - i. Joe Griffith (Internal Candidate)
 - ii. Sue Hofbauer (Internal Candidate)
9. Acknowledgements & Thank You's
 - a. Dillon: Thank you to Naomi and Cherie with the WISD for all their work during this Director Search. We would not be able to do this without you.
 - b. Sherry: Thank you to our internal candidates Sue and Joe for their time and coming to answer questions with the Staff on Monday and tonight with the community.
 - c. Daniel: Thank you to the community who showed up here tonight in person and online so that we can get input and make these decisions together.
 - d. Vincent: Thank you to the staff for taking time in July during their break to be involved in this process and the staff hiring process.
 - e. Laura: Thank you to equity for their questions and for having a representative here tonight and all the work they do.
10. Public Comment
 - a. Will Meurer clarified his role as a volunteer on the SEAB which he omitted in his earlier statement.
11. Adjournment - 8:07PM.

This is not a public meeting; rather it is a meeting of the Honey Creek Board of Trustees held in public. Provision for public comment is available at the beginning and the end of the meeting. Public comment is limited to three minutes. Speakers must be recognized by the Board President and state their name and address for the official record. Complaints concerning school personnel or students cannot be discussed in an open meeting unless done in compliance with Public Act 267 of 1967. Such complaints should be forwarded to the Executive Director unless he/she is the subject of the complaint in which case it should be processed through the Board President. Upon request, we shall make all reasonable accommodations for a disabled person to attend this meeting.