



HCCS BOARD OF

- I. Call to Order & Roll Call** - Called to order at 5:35pm by Mary Johnson. Attendance: Mary Johnson, Bridgette Carr, Dillon Hendrick, Craig Leonard, Laura Pasek, Matt Melear; Administration in attendance: Kevin Kelly, Schranda Battle, Sue Hofbauer. Liaison: Mary Bassett. Absent: Sherry McKay, Mouna Mana, Woodrow Williams
- II. Changes or Additions to the Agenda** - None.
- III. Approval of Previous Meeting Minutes** - Bridgette moved, Seconded - all approved
- IV. Public Comment**
 - a. Heidi Ellis - Brownie Troop working on their government badge and are attending the meeting tonight.
- V. Board Correspondence** - None
- VI. Presentations:** None
- VII. Reports**
 - a. Director's Report - Enrollment 252 with 4 drops at semester break and 4 replacements lined up. Kevin thanks the PTO and broader community for the holiday festivities.
 - b. President's Report - Presented by Mary Johnson: Special session on 1/11 (5:30pm) - training with emphasis on annual director's evaluation with discussion at the 1/18 meeting. Thank you to the community and well wishes on the break.
 - c. Teacher's Report - Thank you to the PTO and families for the well wishes and holiday cheer. Reading a letter from the Staff (Lauren). Last day of employment 1/31/23.
 - d. Parent-Teacher Organization Report - Wrapped up holiday collections. Next meeting is scheduled for 1/12. Reminder: executive committee is offboarding and the PTO is in need of volunteers for those positions.
 - e. Equity Report - Working on revised version of equity document. Preparing equity training for fall 2023. Sexual education program.
 - f. School Age Program Report -
 - i. Thank you for the generosity from the community. Working with the finance committee discussing finances for the aftercare program. \$30K+ this fall, as well as some no-charge care. 210 students enrolled. 60 families in November. Averaging 34 per day. Max 52 per day.
 - ii. Summer camp: 3000 campers, \$200K+ in revenue. Received child care state grants - money must be spent in specific ways - allowing generated revenue to go into the school's general fund. Fall grant 114K - money has been spent and audited under Willow Run funding. Mandatory staff bonuses were a part of the grant (\$9500), employee pay, rent, cleaning supplies. Working with Spring and Summer grants which must be spent by 7/31/23.
 1. Next grant cycle can reimburse no-charges as an allowable expense.
 - iii. Licensed for 100 students but enrollment is often under that number.
 - iv. Aftercare is not designed to generate revenue but Summer Camp is designed for revenue.
 - v. Staffing full time is 64 hours, but they are short staffed on Wednesdays. Looking into 2 weeks of behind the scenes staffing for summer.
 - vi. Monthly supplies are running about \$250 for snacks.
 - vii. 5 business days for review - Kudos from Kevin for completing the quick turn-around.
 - viii. Thank you to Lauren and Shellee for helping pull the numbers.
 - g. Committee Reports as Applicable
 - i. Finance - (Bridgette) Meeting consistently and addressing compensation policies as well as aftercare and summer camp.

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.

- ii. Governance - (Matt) NCSI proposed policy changes - first reading (in brief) - included in the board packet. Some revisions are recommended best practice, some are to be in compliance with Michigan Law. Full details are available in the electronic version of the packet.
- iii. Advancement - Last meeting was a phone meeting. 3 goals for the next month:
 - 1. 1 page marketing pitch for HC
 - 2. Document explaining the role of the board and how to communicate with board members
 - 3. Feedback system related to offboarding staff.

VIII. Discussion Items

- a. Sex Education Advisory Board Goals, Objectives & Bylaws
 - i. First Reading
 - ii. Staff Liaison needed for the SEAB
 - iii. Teen Outreach Program (Wyman curriculum) was recommended by Schranda. The SEAB is reviewing curriculum with emphasis on getting 8th graders access to educational information before they graduate. Curriculum changes will be brought before the board.
- b. Fall Policy Update Review
 - i. Bridgette: Most people who work seasonally don't receive protections under the law. Recommends using the optional language that extends protections whenever possible.

IX. Action Items

- a. Pandemic Response - No Changes recommended. Clarification in the document - no changes in substance.
- b. Hiring Recommendations - No current hiring recommendations.

X. Acknowledgements & Thank You's

- a. Laura: Thank you girl scouts for being interested in governance!

XI. Public Comment

- a. Dave Melcher - Response to Lauren's letter: Lack of institutional knowledge. Lauren's response was predictable therefore avoidable. What is the benefit to Honey Creek School to not attempt to retain valuable institutional members.

XII. Adjournment

- a. Moved by Mary - Adjourned 6:12pm.