



# HCCS BOARD OF TRUSTEES

Regular Meeting – Wednesday, September 21, 2022 – 5:30 PM – Conference Room

Public Zoom Link: <https://zoom.us/j/94923924857>

- I. **Call to Order & Roll Call**
  - a. Called to order at 5:36pm by Sherry McKay. Attendance: Sherry McKay, Mary Johnson, Bridgette Carr (arrived during principal's report), Dillon Hendrick, Craig Leonard (arrived after approval of the minutes), Mouna Mana (present online), Laura Pasek, Woodrow Williams; Administration in attendance: Kevin Kelly, Schranda Battle
- II. **Changes or Additions to the Agenda**
- III. **Approval of Previous Meeting Minutes** - so motioned, seconded. All present in favor.
- IV. **Public Comment** - No comment
- V. **Board Correspondence** - None noted
- VI. **Presentations:** None
- VII. **Reports**
  - a. Director's Report -
    - i. Successful first few weeks. Preparing for count day with an accurate enrollment list.
    - ii. Met with Naomi Norman with WISD - good meeting, amiable relationship with the WISD.
  - b. President's Report
    - i. The month has flown by! Committee meetings are starting. Encourage community participation in the Foundation meetings.
    - ii. Clarification: The board makes and reports decisions in 2 places: 1) a BOT meeting, or 2) at an executive committee meeting. If a decision isn't communicated in one of those ways it is not a board decision. Interactions as board members are interactions as individuals and not to be taken as an action or conversation by the board.
  - c. Treasurer's Report
    - i. Kevin speaking on Bridgette's behalf: Business report in board packet. Kevin will be meeting with the accountant for the budget amendment process before the October meeting.
  - d. Authorizer Report - None
  - e. Principal's Report -
    - i. NWEA (Northwest Evaluation Association) - schoolwide screener - is coming up. Meetings on Friday (Schranda and Lesley from ISD) to prepare to launch testing. Testing is expected to start with K/1 and move up in grade levels.
    - ii. Classroom observations have begun with real time feedback on Friday. This prepares for formal evaluations.
    - iii. Staff meetings - first official meeting today went well.
    - iv. Powerschool implementation is a part of a board initiative from last year.
  - f. Equity Report
    - i. Kevin: Committed to short and long term vision of D&E in how we hire, teach, and train. Equity committee is an independent advisory committee. Kevin hopes to find a home for the committee by the end of the year. Committee has played a key role in some of the hiring decisions.
  - g. Teacher's Report - Mary Bassett
    - i. Powerschool is being used for attendance and classtag for parent communication.
    - ii. Camp was great for relationship building for middle school. The financial support allowed everyone who wanted to go to camp to go.
  - h. Student Representative Report - currently an open position
  - i. Parent-Teacher Organization Report - Mary Johnson

*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.*

- i. Walk and Run a thon has been launched! Takes place 10/1/22. Students have 7 hours to walk the track and raise money for the PTO (largest fundraiser and makes all the PTO actions possible!)
- j. HC Foundation Report - Craig Leonard
  - i. New website is up and new logo is in use! Brainstorming ideas on large fundraising events (giving tuesday), grant work, volunteers needed.
  - ii. Laura: Can grantwork allow for extending the bike path into the neighborhood?
- k. Committee Reports as Applicable - written reports will be online by next meeting
  - i. Finance - Bridgette
    - 1. Met twice (9/9, 9/15) since last meeting - beginning conversations on salary framework for staff positions, address inconsistencies in some of the frameworks
    - 2. Bridgette, Mary, Sherry, Kevin, Sara Hoffman (not present but in future)
  - ii. Governance - Sherry
    - 1. Not met yet but TBD and wil meet soon. Working on recommendations for board policy keeping.
    - 2. Sherry, Laura, Dillon, with Kevin as attendee
  - iii. Advancement - Mary
    - 1. Met 9/14
    - 2. Woodrow, Mouna, Sherry, Mary
    - 3. Formed annual goals which includes a marketing plan, metrics, displaying staff accolades, feedback board for parents

#### **VIII. Discussion Items**

- a. Organization Reporting / Org Chart - exhaustive audit of admin duties & responsibilities - ongoing process. Expecting a chart after final office staff hiring

#### **IX. Closed Session for the Purposes of Periodic Evaluation of Public Agent**

- a. Motion. Seconded. Roll Call vote - all vote yes.
- b. Zoom link closed and Mouna moved to phone call. Mary Bassett has left the room.

#### **X. Return to Open Session - so moved, seconded**

#### **XI. Action Items**

- a. Pandemic Response - motion, seconded
  - i. Discussion: Dillon: Our policy is not following CDC guidelines. I'd like to clarify that in our policy and flush out the school's policy. Discussion on legal issues around policies, what other schools are doing, masking with medically fragile students in the building, changes in policy since last board meeting
  - ii. Clarification on what is considered an exposure and how notification policies are sent out
  - iii. Finding a location for the pandemic response update - suggestion to content in the governance committee.
- b. Sex Education Advisory Board Policy Review
  - i. Board policy 2418 - Establish a SEAB
    - 1. Determine terms of service, number of members, selection process that reflects student population. Board members should be able to be committee members if selected and without quorum. ½ of the members must be parents of students.
    - 2. Motion to establish the Honey Creek Sex Education Advisory Board compliant to board policy 2418 and to appoint Sarah Hakala and Noah Hagan as co-chairs for the 2022-23 school year. The SEAB shall have between 7-15 members, who serve for 2 year terms with one option to renew. Members shall complete a written application and be appointed by the co-chairs.
      - a. Matt Melear question: Are parents notified about documentation from SEAB?
      - b. Vote: All present in favor
- c. Non-Certified Compensation Recommendations - Motion, seconded
  - i. For new hires and current staff, Reviewed by finance committee

*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. All present in favor
- d. Critical Shortage List Recommendation
  - i. Reviewed by the finance committee and subject to annual review - the contents of this change have been communicated to the staff as a whole.
  - ii. Motion to approve, seconded. All present in favor.
- e. Board Nomination – Matt Melear (“Muh-Leer”)
  - i. Nominated for a 1 year term. Would need to be sworn in with the WISD on tuesday
  - ii. Motion to approve, seconded. All present in favor
- f. Hiring Recommendations & Internal Transfers - so moved, seconded - all present in favor
  - i. Archer Neal – K/1 Team
  - ii. Candice Harris, Administrative Assistant
  - iii. Patch Harrison, Instructional Assistant
  - iv. Jesse Harrison, Instructional Assistant
- g. August Payables - Woodrow leaves at this point
  - i. Discussion: Mary requests details on payments. Kevin will email details to the board “within 24 hours”
  - ii. Moving forward all checks will be approved and signed directly by Kevin
  - iii. Long term: feedback on what kinds of details are available for checks in order to remain confidential

**XII. Acknowledgements & Thank You’s**

**XIII. Public Comment**

- a. Sue can answer questions about aftercare staffing and August checks, because she signs the checks

**XIV. Adjournment 7:50**

**Next meeting in the cafeteria**