



HCCS BOARD OF TRUSTEES

Regular Meeting – Wednesday, December 20 – 5:30 PM – Room #144

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

- I. **Call to Order & Roll Call - Sherry Called to order at 5:33PM**
 - a. **Present: Sherry, Laura, Dillon, Mouna, Vincent, Daniel, Jordan. No absences. Admin present: Kevin & Lindsay and Sue when ASP closed.**
- II. **Changes or Additions to the Agenda - None**
- III. **Approval of Previous Meeting Minutes - Motion to approve, seconded. Approved with formatting modification to add standard header.**
- IV. **Public Comment - None**
- V. **Board Correspondence - None**
- VI. **Presentations: Learning Loss & Multiple Tiered Systems of Support; Deirde Piper & Cheryl Quinn**
- VII. **Reports**
 - a. **President's Report - Sherry**
 - i. Capturing the state of honey creek in relation to learning loss - students as well as staff as well as the transitions of administration and the new building - the landscape of all of this change needs to be recognized as we implement things like MTSS and others - we need to bend and not break and that is what Kevin is here to help us do.
 - ii. Looking ahead to 24/25 we're looking at budgeting, election, and strategic planning. We need to understand the role of the board in the background and in policies while recognizing the day-to-day work is happening in Kevin's care.
 - iii. Information on interventions need to be accessible to the parents in the community.
 - b. **Director's Report - Kevin**
 - i. Opening enrollment on 2/21. We'd like to maintain 249 students. We're offering tours to prospective families for mid-year enrollment (no later than 1/10).
 - ii. Heartfelt thank you to the PTO for their generous support and for the attention that goes beyond what is normally done or expected.
 - c. **Service Learning Report: MLK Jr. Service Learning Day - Sue**
 - i. History of service learning at Honey Creek.
 1. Service learning grant for 6 years - by the end of the grant period the goal was to have service learning institutionalized at the school without the need to be supported by the grant funding. Mini grants were funded for a period of time (written by the students).
 2. Once the grant funding organization was no longer needed and changes happened over time much was lost. We are recommitting ourselves to our service learning roots. Last year we had a service learning assembly where several students earned the presidential service awards.
 3. Since May we've had 5 students who have earned the Gold Award with 100+ hours of service. HC will host an MLK assembly where these students will give a small talk on their service projects as well as MLK legacy. Assembly at 11:15 with sack lunches for students who are staying with service learning stations (building care kits, speak-up at school pocket cards, HC Todd Parr book) informed by parents, teachers, and the community at large and funded by a grant (with help from Taryn Gal in the Equity Committee). Marta will work on a window peace mural.
 4. Kevin will be publishing information in the newsletters.
 - d. **Parent-Teacher Organization Report - None but a lot of valuable activity this time of year.**
 - e. **Foundation Report: 2024 Annual Campaign - Memo in the board packet from Foundation President Hillary Baldwin**

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- i. Kicking off an annual process for fundraising. Overall Goal: \$50,000 - \$25,000 in the quiet phase (2/1-3/31) and \$25,000 in the active phase (4/1-4/30) using matching funds for every dollar donated.
- ii. Non-tax dollars that can be used for extra learning opportunities (field trips, guest educators and opportunities, investment in new gardening and outdoor educational opportunities with WISD).
 - 1. Goals of \$17,500 each for extra learning opportunities (field trips that aren't already baked into the HC experience), and Supplemental Support for Art, Music, Media & Technology)
 - 2. \$15,000 for Investment in the Honey Creek Foundation Endowment.
- iii. This fundraising program will be brought through all the board committees.
- f. Committee Reports as Applicable
 - i. Finance - Laura
 - 1. The next two meetings will be trainings.
 - ii. Governance -Sherry
 - 1. Policy updates, finalizing many of the recommendations from last meeting
 - 2. Curricula review for SEAB
 - iii. Strategic Planning - Sherry
 - 1. Stepping back to emphasize our process for strategic planning in order to establish a plan by the end of this board term.
 - 2. Capturing high level questions and input from the community.

VIII. Discussion Items

- a. Annual Report of Personnel - Bound Handout provided to the board (internal operational document). Kevin has led this with support from the finance committee.
 - i. Kevin: This should be an annual set piece for the board. These are numbers in flux because this organization is in flux. This is a foundational document that should be archived. Prior administration hired and compensated staff without board knowledge or approval. The level of transparency we're committed to now is immeasurable compared to the history of the organization.
 - ii. Sherry: The requirement from the state of Michigan is to have an organizational chart reviewed from the board. This is a monumental step and goes above and beyond the requirement. Finance has requested information like this because such a significant portion of our budget is compensation - it's important to understand what is current staffing, open positions, how compensation is done, etc. Kevin inherited a lot of behind the scenes administration work. This information helps the finance committee.
 - iii. Kevin draws attention to certification - defining alternative certification, giving background information on permits, etc.
 - 1. Staff certification at 72% would have been very low a decade ago but is a pretty typical number now given the teacher's shortage.
 - 2. Certification state databases have a lag and are not updated in real time.
 - 3. Sherry: The board is not responsible for clarifying or confirming the certification status of staff. Those questions should be directed to Kevin.
- b. Pandemic Response Update
 - i. Kevin would recommend the possibility of coming back to the school year in January with a proactive medium risk level considering the community trends.

IX. Action Items

- a. Substitute Teacher Compensation Recommendation
 - i. Second reading with no changes. Motioned to approve, seconded and approved unanimously.

X. Acknowledgements & Thank You's

- a. **Sherry: Thank you again to Deirde and Cheryl for the presentation and to the folks preparing for upcoming presentations. Continued thanks to the PTO for the holiday gift giving. We have a strong**

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PTO and foundation and that's been a real critical part of HC. As the 4th arm of the school - thank you to all the board members for your work. Thank you to the administration.

- b. Laura: Preemptively thanks the board for making up quorum for her upcoming absences.
- c. Dan: Thank you to Jordan for joining the board.
- d. Jordan: Thank you to the board and looking forward to learning and participating.
- e. Mouna: Thank you to Sue and Kevin for championing the service learning. It's such a powerful reflection of the school's culture and identity.
- f. Vincent: Second all these acknowledgements.

XI. Public Comment -

- a. Abby Adams: Appreciates seeing the gears clicking with the board, admin and teams. Thank you to Sue for knitting together the project based and service learning. Thank you for such a clear pandemic response. It continues to be important; it's wonderful to have invested that time wisely. Feedback: 1) Foundation: Tapping into the alumni population has had a lot of time spent in the past - when a family leaves HC their focus is on preparing for college. 2) Retention Issues: Concerning to hear as someone who cares a lot about the school.

XII. Adjournment - 7:41PM