



HCCS BOARD OF TRUSTEES

Regular Meeting – Wednesday, June 21 – 5:30 PM – Room #144

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

- I. **Call to Order & Roll Call - Sherry called the meeting to order at 5:33PM**
 - a. **Present: Sherry, Mary, Dillon, Mouna, Matt, Woodrow**
 - b. **Absent: Bridgette, Laura, Craig**
 - c. **Admins and Liaisons: Kevin, Sue, Thaddeus**
- II. **Changes or Additions to the Agenda - None**
- III. **Approval of Previous Meeting Minutes - Motion to approve, seconded - All present in favor**
- IV. **Public Comment -**
 - a. **Abby Adams:** As a parent it's hard to know when the meetings are happening. It's not on the google calendar or the main calendar/main page of the school website. Would encourage some coordination to get folks engaged in an easier way. Auto-feed in would help with those who subscribe to the calendar.
 - b. **Sherry:** Add on: We've confirmed roles and responsibilities and so it will be posted on all of the calendars moving forward.
- V. **Board Correspondence:**
 - a. **Email from Heidi Ellis** - will be included as an attachment to the end of the minutes.
- VI. **Presentations: None**
- VII. **Reports**
 - a. **Director's Report** - Thank you to the board, staff, and parents - graduations were very heartwarming and the last day of school ended the year with a lot of smiles. That doesn't happen by accident.
 - b. **President's Report** - Echo the same sentiments - the last few days of school you could really see the collaboration between administration, teachers, students, and the families. It was very warming to see and something we want to continue to encourage. As mentioned at our last meeting - I'd like to continue our appreciation for all our board members who are ending their terms for different reasons. **Matt:** Thank you for the long hours working in governance and your impeccable attendance and readiness for all the discussions. **Mary:** Personally say that you inspired me for board work and general involvement in the community. You set a very high standard and I hope that we continue that. I hope that Matt and Mary will accept continued committee work. We're working hard to make progress. Thanks to both of you. **Craig and Bridgette** are ending their terms - we thank both of them again as well. Unfortunately, we have an additional change in the board membership - **Woodrow** has announced his resignation from the board effective today. I just want to let you know how much we appreciate you diving into board activities with us - being willing to try different ways to help the school. Just because this might not work out with different constraints there are so many ways parents can be engaged and make a difference.
 - i. **Woodrow given the floor:** Thoroughly enjoyed this time. Being involved in local things, guide the direction of things that have an impact on the things that affect me and the greater community. When I committed to the board I didn't anticipate going back to school or getting engaged - these changes have drastically changed by time. I'm not one to put forth a half effort toward anything and if I can't put forth all of my effort I would like to step aside and make room for those who can. Something I need to do but don't necessarily want to do.
 - ii. **Sherry:** To maintain our minimum membership for the trustees the governance committee will be discussing the next step to fill the remaining 2 years of **Woodrow's** open term.
 - c. **Parent-Teacher Organization Report** - Closing the year. Our books closed on 6/30/23 - 9 days to turn in receipts for reimbursement. The new executive committee is onboarding. We closed our collections for teachers/staff and dispersed that out - a slight decrease in giving this year. A few possible reasons:

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- communication in general, a lot of newer families not knowing about the tradition of end of year giving. Look for emails on the welcome back picnic in late august! We bought a shed for PTO storage.
- d. Summer Camp Director's Report - Camp starts Monday! Staff has been here this week for optional planning time. Fully staffed. Camp is full - we moved everyone off the waitlist for the most part. A few openings left and we could fill a few more days - but it's a balance with staff and room space. Averaging 68 people per day with some at 80 - if we go above 80 we'd need another room. Several subs are hired, the pool will be an option (with extra staff to cover swimming ratios). Family orientation is tomorrow night from 5:30-7PM.
 - e. Teacher's report - Thank the community for the end of year collections. Here to learn about the experience as the faculty liaison.
 - f. Committee Reports as Applicable
 - i. Finance - Defer to second reading action items
 - ii. Governance - Defer to action items. We did receive the spring policy updates and at next Wednesday's governance meeting we'll do the committee review before coming to the board in the August meeting.
 - iii. Advancement - Continued work on a survey. Sherry and Mary will meet to get that off the ground as a committee member going forward. We're going to meet this week sometime. Mouna has been working in advancement - the survey is a collaborative effort for general board polling as well as specific suggestions for specific initiatives moving forward. This will help us work closely with Kevin for strategic planning.

VIII. Discussion Items / Budget Hearing

- a. 2023 Board Election Certification - distribution of default report of 2023 board election from qualtrics.
 - i. Sherry: We don't have clear procedures outlined on how to handle election results. The governance committee will outline what we have done this year. After the board election we did announce the results of the top two vote getters. This report is the most complete and transparent result reporting that would be on file on the shared drive for the board. For transparency, we suggest putting a link to election results with this included in case anyone in the community is interested.
 - ii. Mouna: clarification - Sherry: we're continuing to publicize the top vote getters for the election but this information will be available on the board website - not included in the community wide election results email. We want people to have access to transparent data but we don't want that data to be weaponized.
 - iii. Laura: Echo what Sherry said - in addition to transparency and compliance - is this something that the brave people who run for the board are comfortable with?
 - iv. Matt: I don't feel any qualms about this being a public document, if that's what people are nervous about. Another way to do it would be vote totals for the top 2 (with withdrawals) then ranked after that - it might keep people from focusing on small numbers, which might not feel great. True you put yourself out there, and it's fair information, but it may not be necessary.
 1. Sherry: We can sketch out custom reports in qualtrics at the governance committee.

IX. Action Items

- a. Appointment of Temporary Meeting Chair
 - i. Public Comment: None
 - ii. Motion for a temporary meeting officer: Kevin, seconded. All present in favor.
- b. Election of Board Officers for the 2023-24 Fiscal Year
 - i. President (Resumes Chairpersonship)
 1. Sherry nominated by Mary, seconded by Dillon. Sherry will be willing to assume. All present in favor.
 2. Motion by Dillon, seconded by Mouna to make Sherry meeting chair: All present in favor.
 - ii. Vice President/Treasurer - proposed combined position, consistent with MI state law and MASB, and our bylaws.
 1. Sherry nominates Laura Pasek, second for Laura (Mary)

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2. Mouna nominates Dillon Hendrick, second for Dillon (Matt).
 3. Both would be fine serving if the other is not interested.
 4. Sherry Motion to table: Mary, seconded Woodrow.
- iii. Secretary
1. Mary nominates Dillon, seconded for Dillon (Matt).
 2. Clarification from Woodrow: new trustees aren't sworn in yet - are they allowed to vote or be nominated? Sherry: Not yet and we encourage officers to come from experienced trustees.
 3. All present in favor.
 4. Motion to resume VP/Treasurer election. Officers may not serve 3 roles and the president may not serve in more than one role. If the P is not able to serve, the VP assumes the role and the Treasurer/VP role would be to be re-assigned.
 5. Laura Pasek elected to VP/Treasurer with all present in favor.
- iv. Committee Assignments
1. Finance
 2. Governance
 3. Strategic Planning & Development
 - a. School Advancement renamed Strategic Planning & Development
 4. Motioned by Mouna, seconded by Woodrow. All present in favor.
 - a. Sherry: Standardize committee meetings to Wednesdays at 5:30PM - to provide consistency for members and the community. We will be sending a call for committee members soon.
- c. 2023-24 Initial Budget - 2nd reading (Reviewed at the June 7th meeting initially)
- i. Sherry: Summary provided that gives key information about the budget and accounting in general - will be added to over time.
 1. We use new world erp software from Tyler Tech. It is under contract through the WISD giving us a significant discount. Similar to Qualtrics has standard and customized reports. Kevin and the account manager have worked hard to provide a lot of transparency. Adam is our account manager for Rehman. We pay a premium for their account services but we get a lot for it. When we have compensation paid directly to staff we have a lot of indirect fees - the contract with Rehman is a one time invoice.
 2. We will bring in house payroll and accounts payable.
 3. Budget format: kevin and adam have been working to standardize the account codes. Historically there's been a lot of add-on information. The 1022 Bulletin on the overview page is the standardized coding that we're working toward as a school. We aren't there yet but we're getting there.
 4. Business Report: 1 page summary in the board packet (cover page), followed by a schedule of revenues and expenditures - requires two readings before approval. Going forward as trustees we're expecting questions at the first reading so there's time for Kevin and Adam to provide answers before the second reading and approval. Approval is bundled into the minutes approval.
 5. Typically there are amendments - at least a year end and usually a mid-year amendment. Initial budget passed prior to June 30, then again in Nov/Dec, final required no later than June 30. Amendments require 2 readings as well.
 6. 2 endowment funds linked to the school (not linked to the HC foundation), linked to the Ann Arbor Community Foundation.
 7. Expenditure Categories: 2 main places we spend money are the lease for the building and salaries. Key categories are listed on the schedule. Fund balances less than 5% are of concern and may be reported to the state with actions required. 10-15% is a comfortable place to fall.
 - ii. Matt: These numbers represent the annual totals? Is there a way to track these numbers throughout the year? Kevin: Cashflow is the biggest concern. The state pay up in 11 payments

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(skipping a month). The monthly business reports in the board packets will show the tracking of these numbers throughout the year.

- iii. Kevin: The cost of the salary increases (board approved last year) - 2% increase. There's an annual opportunity to green-light the increase by board. (certified staff only).
 1. Sherry: Finance committee will be working on defined salaries for all staff. Compensation policies approved last year, the governance committee will work to get those policies into board docs so it's transparent for everyone.
- iv. Public Comment
 1. **Sue Hofbauer:** Aftercare is listed under expenses (community service) - so where does the revenue get logged? Federal sources? Would like the answer - but doesn't need to happen right now.
- v. Motion to approve the initial budget for the 2023-2024 school year - Woodrow, Matt
 1. Discussion:
 - a. Mouna: Still feel during this read and the first read I don't feel fully informed about the categories. Basic programs vs. added needs - how does that line up with support services? How are they related and what do they reflect?
 - i. Kevin: The only way to answer that would be to provide several pages of documentation on the line items for each of the categories. When you're on New World it's a lot easier - it expands to show all the budget lines.
 - ii. Mouna: What's the long term projection for the raises? Kevin: If we honored the increase for 10 years it would be 2% increases a year for 10 years.
 - b. Matt: The 2%, I see it on the steps, was it also a vote to adjust each of those numbers under the salary number?
 - i. Kevin: Honoring 3 years of experience coming in + deviation for the critical shortage list where we honor up to 20 years of experience. It's very rare for public school academies to have a public salary schedule. It's a real improvement to employees and a recruitment tool.
 - c. Sherry: The Strategic planning and development committee would be looking at the long term forecast or risks for salary increases. A lot of time over the summer will be spent clarifying the financial details so it's easier to understand - will benefit onboarding.
 2. Vote: All present in favor. Motion has passed. Budget is approved for the 2023/2024 school year.
 - a. Kevin: State requires the school to post budgets within 10 days of passing.
- d. Hiring Recommendations
 - i. Public Comment: None
 - ii. Motion to approve all hiring recommendations (Dillon) - second by Matt - all present in favor.
 - iii. Josh Ball – 2/3 Teacher
 - iv. Madeline Godfrey – 2/3 Teacher
 - v. Anna Stocker – Social Work
 - vi. Lindsay Segrist - Principal

X. Acknowledgements & Thank You's

- a. **Sherry:** Again thank you to all board members ending their terms. Forward thank all community members who are willing to help all the work for next year.
- b. **Woodrow:** Thank you to the board for allowing me to be a part of this. It's been an educational experience. You'll see me around.

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- c. **Matt:** Thank you all for bearing with me and educating me on the process and being cordial about it.
- d. **Mouna:** Thank you for keeping everyone on track. The record is no small feat.
- e. **Sherry:** Thank you Kevin for your first year at Honey Creek. It's been a rollercoaster; I hope you can put your hands up. I think next year will be an eye opening experience for the community. There's been a lot of behind the scenes work that I appreciate and the board appreciates - it's helped mitigate a lot of risk. All that work will be recognized by the community.

XI. Public Comment

- a. **Abby Adams:** Thank Kevin for being a fabulous executive director. Our family is really glad that you're hear and we see how hard you're working. Thank you Bridgette and Craig for serving your terms. Recognizing Mary for all the ups and downs of being on the board. And Woodrow congratulations. And Matt I'm excited you're a part of our school community and will continue to be involved as a room parent. I'm proud to be a part of the community and I wanted to echo the thanks and congratulations.

XII. Adjournment - 6:58PM

Dear HHCS Board,

I would like to extend my thanks to Matt for his service this past school year.

Matt,

Thank you for your kindness and thoughtfulness. It was a joy to work with you In Governance. I very much appreciate that you listened to everyone and took it into consideration. I also appreciate how you brought this thought process back into the board meetings. You acted just as you should have. You listened and brought the concerns of the public to the board.

I especially appreciated that during the sex education discussions you attempted to bring the still forgotten children back to the table... children like mine. You listened to my concerns and brought them to the board meetings. After all, it is only right that EVERY child should be included in this topic and in EVERY discussion. Equity is for everyone. I realize this attempt made you a target during the vote. Unfortunately as in politics, it's usually the uniformed that scream the loudest. And those who try to travel the path of mindfulness are targeted.

Thank you again for your service,

Heidi Ellis