



HCCS BOARD OF TRUSTEES

Regular Meeting – Wednesday, August 17, 2022 – 5:30 PM

Public Zoom Link: <https://zoom.us/j/95380579403>

I. Call to Order & Roll Call

5:36 called to order by Sherry McKay. Board in attendance: Dillon Hendrick, Mouna Mana, Laura Pasek, Woodrow Williams, Bridgette Carr (online), Sherry McKay, Craig Leonard, Mary Johnson, Administration in attendance: Kevin Kelly, Schranda Battle

II. Changes or Additions to the Agenda

One correspondence to add

III. Approval of Previous Meeting Minutes

Not approved this meeting, will do in September

IV. Public Comment Link

No public comment

V. Board Correspondence

Read individually by board members. Written by Anastasia Weindiner regarding masks being optional. Board will take into consideration for future agenda.

VI. Presentations: None

VII. Organizational Items

- a. Appointment of Temporary Meeting Chair - Executive Director, Kevin Kelly, as temporary chair.
- b. Election of Board Officers for the 2022-23 Fiscal Year
 - i. President (Resumes Chairpersonship) - Sherry volunteers. Laura motions. Mary seconds. All present in favor.
 - ii. Vice President - Mary volunteers. Dillon motions. Bridget seconds. All present in favor.
 - iii. Treasurer - Bridget volunteers. Mary motions. Mouna and Craig second. All present in favor.
 - iv. Secretary - Dillon volunteers. Mouna motions. Mary seconds. All present in favor.
 - v. Committee Assignments
 1. Finance - proposal to have treasurer - Bridgette chair finance committee. Laura motions. Dillon seconds. All present in favor.
 2. Governance - Sherry proposed she serves. Mouna motions. Woodrow seconds. All present in favor.
 3. School Advancement committee Chair - Mary volunteers. Mouna motions. Woodrow seconds. All present in favor.
 4. Foundation* - noted because we would like to encourage membership from the trustees to attend foundation meetings.
- c. Deposit Accounts & Signatories - Motion to grant ED Kevin Kelly the authority to establish deposit accounts - so moved, seconded. No discussion. All present in favor.
- d. Contract Negotiations - Motion to grant ED authority to to negotiate contracts - so moved, seconded. No discussion. All present in favor.
- e. Chief Financial Officer - Motion to designate ED as CFO - so moved, seconded. Clarification on the position - codifying existing role. All present in favor.
- f. Title IX Coordinator - Motion to designate Salli Kropp as Title IX Coordinator - so moved, seconded. Discussion on the role. Salli has completed the training and previously served in this role - codifying existing role. All present in favor.
- g. Civil Right Coordinator - Motion to designate ED as CRC - so moved, seconded. Discussion: What is the role? Required by law for receiving tax money and is the contact point for civil right issues. All present in favor.

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- h. Freedom of Information Act Coordinator - Motion to designate ED as FIAC - so moved, seconded. No Discussion. All present in favor.
- i. Legal Counsel - Motion to designate Clark Hill PLC as legal counsel - so moved, seconded. Discussion: Joseph Urban has served as legal counsel from Clark Hill for approx 6 years. All present in favor.
- j. External Auditor - Motion to designate Yeo & Yeo as External Auditor - so moved, seconded. Significant financial savings in using the same auditor each year. Yeo & Yeo has served for 10 years. Kevin would not recommend changing and does not feel the need to have "new eyes" on the school as the organization does its diligence. All present in favor.
- k. Board Meeting Calendar - Change to previously scheduled board meeting in February 2023. It was listed as the 4th wednesday but will be standardized to the 3rd wednesday. Changing from the 22nd to the 15th. Motion to adopt the calendar as presented - so moved, seconded. No additional discussion. All present in favor.
- l. Board Meeting – Method of Public Posting - Motion to post meeting information online and inside the school office - so moved, seconded. Online means on the school website and with additional communication in the Sunday newsletter. Agenda and public comment links are on the website as well. All present in favor.
- m. Conflict of Interest Disclosures - Digital copy will be provided to the board to sign and keep on file regardless of whether there is a conflict of interest by the September meeting. Guidance as to what is considered a conflict will be included. So moved, seconded. All present in favor.
- n. Adjournment to General Meeting - so moved, seconded. All present in favor.

VIII. Reports

- a. Director's Report - floor open to Kevin. Happy to be here. Productive month. Welcoming staff. Staffing committees have been great.
- b. President's Report - floor open to Sherry. Welcome everyone. Looking forward to this year and the forward momentum with Kevin & Schranda. Thank you to the new and leaving trustees.
- c. Treasurer's Report: None
- d. Authorizer Report: None
- e. Principal's Report: - floor open to Schranda. Super happy to be here. Training has gone well with deep learning with the staff. Moving to deeper project based learning and expand the experiences of the community. Two great days of interviews for staffing. Working with Jess to make us fully 1-1 in individualized tech here at the school. Developing a wealth of community resources for staff and students.
- f. Student Representative Report: None
- g. Parent-Teacher Organization Report - floor open to Mary. Welcome picnic combined with first day of school meeting. Recap will be sent out. August 31st. 5:30-7:30 Mill Pond Park. Bring a dish to pass. Committee heads & board members will present themselves. First school event after school starts is the Walk & Run-athon - news to come.
- h. HC Foundation Report - floor open to Craig. Unable to attend the last meeting but Foundation is working on the website updates (logo & branding). Kevin and Hillary Baldwin (president of the Foundation) coming on board - discussing the vision and long term plans.
- i. Committee Reports as Applicable: None

IX. Discussion Items

- a. Pandemic Response - floor open to Kevin. Pandemic response remains a monthly discussion point until the pandemic is over. Continue to operate under CDC, WISD, and Wastenaw Health Department (WHD) recommendations. Isolation for those who have tested positive but not their close contacts per the CDC guidelines. We are tenants of this building and are obliged to follow WISD guidelines which addresses mask use based on local risk level. Kevin does not feel comfortable changing mask guidelines alone. We will wait until the next meeting or hold an emergency meeting to change mask policies if WISD policy changes resulting in voluntary masking across the classrooms.
 - i. How does WISD make their decisions? Memo from WISD was shared in June. Memos can be shared with the community to increase transparency.

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- ii. Woodrow motions to make masks optional outside. Laura seconds.
 - 1. Discussion: How much effort to we expect from our staff to reinforce outdoor masking? Discussion on the variables on mask use such as quality of mask filtration. CDC level is currently Medium.
 - 2. Laura Motion to table this until we can contact Washtenaw Health Department Liaison. Woodrow withdraws motion. Kevin will get information from WHD Liason and make a decision regarding outdoor masking prior to the start of school - will be consistent with CDC and WISD policies for indoor masking and WHD policy for outdoor masking. After the start of school proposed changes will be addressed during the pandemic response discussion item. We will communicate with the community the changing levels of risk.
 - 3. Woodrow withdraws motion.
- iii. PTO will not enforce mask use at welcome picnics as that is not their responsibility and we will be off campus.
- b. Governance Model - No action needed. Establishing a norm.
 - i. Policy & Initiative Approval Process
 - 1. Process noted in the memo (August 17th, Re: Policy & Initiative Approval Process). Established a norm of the "two meeting rule" for non-urgent issues.
 - 2. At 6:52 Kevin lists examples of changes (something that requires an ongoing financial commitment, curriculum changes, non-urgent and non-day-to-day issues) that would use the 2 meeting schedule (1st and 2nd reading).
 - ii. Committees - each of the chairs that were voted in earlier will reach out to solicit committee membership and establish meeting schedule to remain under quorum.
 - 1. Structure
 - 2. Meeting Calendar
 - 3. Reporting
- c. Communication Norms - Establishing norms, no action needed. Kevin tries to keep communication consistent and concise. Updates usually 7-10 days, supplemented with the Sunday newsletter. Encourage reading board emails within 24 hours. All board emails as soon as possible after an emergency has been dealt with with additional details later as needed. Emergent Communication from Kevin to Sherry and then from Sherry to the board using her discretion. Replying all to board meetings will violate the open meetings policy. Individual emails to Kevin with questions are encouraged. Emails provide archive data. Default on the side of letting Kevin know information early.
 - i. Sherry adds: She will keep the board informed. Encourages the board to be open with each other in communication so that we can share resources and information before necessarily going to Kevin and Schranda - use the siloed committees to help with concerns/information as a first step.
 - ii. Kevin acknowledges his accountability for every word that comes out of his mouth with regard to Honeycreek. We are all held to the same standard. Anonymity leads to corrosion within the board. Encourage feedback from staff and community to be accountable even if we act as a liaison.
 - iii. School Advancement and Governance committees are working on communicating to the community how and when to communicate with the board and the administration.
- d. Administrative Spending Thresholds - floor to Kevin. There is a designated spending threshold for a singular item \$5,000 without board approval. No Change. No Action Needed.
- e. Organization Reporting / Org Chart - (in memo) Kevin and Schranda will be looking at the needed changes to the organizational flow and bring to the board suggestions to the next meeting. A current org chart is required. Our current chart is outdated. Kevin is deliberately leaving a second clerical position open until after the organizational changes so the position responsibilities are clear upon hiring.

X. Action Items

- a. Board of Trustees – Number of Members: We had a 9th member at the end of last year. Erin Larson moved and will not be serving. We cannot have an even number of trustees. Bridgette, Sherry and Mary have identified interested community members. Sherry would like to wait a few more weeks to

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see if there are any other potential candidates and make a decision at the September meeting. Size will influence quorum requirements. Student representative would be a non-voting position on the board. Discussion only. No motion needed.

- b. Hiring Recommendations & Internal Transfers - Motion to act as a whole. Seconded. All present in favor.
 - i. Schranda Battle, Principal
 - ii. David Adler, 4/5 Classroom Teacher
 - iii. Liz Coscia, Special Education Teacher
 - iv. Christopher Parin, MS Math Teacher (offer pending; awaiting final acceptance)
 - v. Transfer: Debi Baily from MS Math to MS Science
 - vi. Transfer: Cheryl Quinn from 4/5 Teacher to Interventionist
- c. July Payables - bookkeeper is transferring to a new software. Tabled until September (July & August). No objections.

XI. Acknowledgements & Thank You's - KUDOS

Al & Kevin have done tremendous work to pass the baton and spearhead the readiness to start the 2022/2023 school year.

Thank you Sherry for being our fearless leader and extended back to the board for their patience.

Sue - Thank you for your independence and creativity and her undying work.

Dillon for taking on the secretary role.

Thank you to the community for their continuity from year to year! It elevates the Honeycreek experience.

XII. Public Comment

- a. Abby Adams - Expectation of parents in the building. Kevin: Abiding by mask mandates there will be no restrictions on parents in the building - back to pre-pandemic community involvement.
- b. Will Muerer - Parent of 4, ER Physician. Reporting that the ERs and ICUs have been "pretty chill" with regard to COVID. Kevin has a wealth of experience as a leader during COVID times and Will is excited to have that experience along with the board.
- c. Sue Hoffbauer - Summer camp mask prospective: Summer Camp required masks indoors even after WISD dropped the requirement for a few days. Outdoors was optional with the heat and water play. Would like us to consider the mask use during extreme heat situations, especially during sports. Large camp groups over the summer with 1 covid camper and 1 high point nurse. Camp required vaccinations as a childcare facility (staff and campers).
- d. Mary - No input on teacher representation.
- e. Chat Comment: Abby Adams - "Justin and I feel strongly that masks should be optional outside. This is consistent with current public health guidelines, and we do not overlap outside with HP so that should not be a concern"
- f. Chat Comment: Lisa Schrader - "Am I understanding this correctly that WISD changes their building requirements when the health dept says community transmission moves to new "levels"? For example, masks indoors is optional when transmission is "low" but required when "high"? I think sharing their specific plans/requirements with the broader community would be super helpful in reducing confusion and help emphasize the board's commitment to following their requirements..."

XIII. Adjournment - Motion to adjourn - Craig, Mouna second.