



HCCS BOARD OF TRUSTEES

Regular Meeting – Wednesday, April 17, 2024 – 5:30 PM – Room #144

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

- I. **Call to Order & Roll Call - 5:32PM**
 - a. Sherry, Dillon, Jordan, Mouna, Laura - Vincent (5:35), Daniel (6:11)
 - b. Kevin, Thaddeus
- II. **Changes or Additions to the Agenda**
 - a. Adding Board Election Certification Action Item
- III. **Approval of Previous Meeting Minutes - Dillon, Laura - approved (Vincent, Daniel absent)**
- IV. **Public Comment - None**
- V. **Board Correspondence - None**
- VI. **Presentations: None**
- VII. **Reports**
 - a. President's Report - Sherry
 - i. Thank everyone as the work throughout the board and school is culminating. Board operations involve a number of required actions in the next 3 months - election, evaluation, strategic planning, budgeting process for 24-25. On top of that we have the charter renewal and additional operational requirements as well as our commitment to equity and approving the school's social justice statement.
 - b. Director's Report - Kevin
 - i. Happy to report enrollment is going well - 92 on the waitlist with anticipated full enrollment. We continue to receive new applications. 12-14 people attending our weekly tours for new applicants or waitlist families. Wednesday 2pm no reservations needed.
 - c. Parent-Teacher Organization Report - None
 - d. Committee Reports as Applicable
 - i. Finance - Laura
 1. Action Item - second reading and adoption of comprehensive compensation policy. Minimal changes, addition of an addendum for benefits currently offered. Budgeting process.
 - ii. Governance - Sherry
 1. Board Election Process is finished - thank you Dillon. Daniel is now leading the Director Evaluation Process.
 2. Policy Updates from the Fall & Spring will be read at the May Meeting
 - iii. Strategic Planning - **Sherry**
 1. Next month - update with high level reviews from the sub-committee leads.
 - iv. Equity - **Sherry**
 1. Equity will update at the May Meeting. Grace Kotre, Fernanda Cross, and Taryn will co-chair the committee. They will be working with the board to develop anti-discrimination policies that will benefit the community, culture input and current events/incidents at the school will be instrumental in these developments.
- VIII. **Discussion Items**
 - a. HCCS Bylaws & Articles of Incorporation - **Sherry**
 - i. Sherry, Vincent, and Daniel will be increasing their meetings to address the Charter renewal. WISD will present their packet to the Charter Association in Mid-May. Two foundation documents include. There continues to be a lot of work on document location, storage, and accuracy (unable to find some, some are outdated or inaccurate or unsigned). We're in the process of establishing a header/footer system as well as document security. The shared

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google drive has not been managed well - for example there are 13 copies of our bylaws in varying states of completion. This will be the same document control process we'll use with all documents moving forward.

1. Articles of Incorporation - certificate filed with the state of MI. Filed originally in 1995 when HCCS incorporated. While working through the charter agreement it was discovered that our articles of incorporation were not valid and had been dissolved on 12/1/2022 by the state because for 3 years the school did not submit our annual reports (simple 1 page) and paid the fee of \$20. We cannot execute the contract with the ISD without being in good standing. Thank you to Kevin for the extra work in having the articles refiled. There are corrective and preventative measures in place now with the Admin and the Attorney's office - the board will annually receive a receipt when this annual filing is completed. Now we can continue to process the edits approved in March.
2. HCCS Bylaws - unable to find a standalone signed copy of our bylaws. Previously they were embedded in the charter contract with the WISD. The school and attorney have requested that our bylaws not live in their charter but as a standalone document added as an addendum. It will be signed by the board secretary and will be a controlled document, sent as a PDF to the WISD. "Bylaws of the Honey Creek School Academy."
3. Questions:
 - a. **Laura:** Do we know how this slipped through the cracks and lessons learned? Sherry: Yes, transition planning is important and hasn't been prioritized in the past. It's a priority now. A representative from the school chose to use a personal email as a contact point for the state, which meant the annual statement/renewal information was being sent digitally to that personal email address. That person transferred the information to the attorney's office - the attorney was directed by the previous director to disregard this commitment by mistake. We have a checklist now to remain compliant. The current and previous directors and board presidents were unaware of the dissolution until this charter renewal brought it to light. LARA has placed us back in good standing and there will be an internal audit and this will remain on our record, though it will not affect our ability to be in good standing. If the WISD were concerned this could be used as a red flag; there does not seem to be that concern at this time.
 - b. **Vincent:** Are the articles the same? Just refiled? Is the foundation affected? Thank you for doing all the work and making an organizational plan for the future. Sherry/Kevin: Yes, updated board membership each year. Foundation is not affected because it's a different filing, different articles of incorporation. We have 2 filings for the school (because of a name change), one for the PTO, and one for the Foundation.
 - c. **Jordan:** What are the implications of letting something like this lapse? Sherry: At a very high level we wouldn't be able to renew our charter because we could not submit our certificate of good standing. A lot of bureaucracy. It's unlikely that something like this would close the school but it's a reflection of the organization of the school. Kevin: We cannot fundraise and we cannot file certain tax status without the incorporation. Both HCCS and WISD have pledged that this won't happen moving forward.
- b. Pandemic Response - No Changes. No reported cases since March.

IX. Action Items

- a. Social Justice Statement - Sherry
 - i. In an effort to elevate equity in all actions moving forward we realized that the Statement of Social Justice had not been officially approved by the board.
 - ii. Grace: This is something that we wrote a few years ago and was discussed at the board level (which has turned over quite a bit since then). This is a common document that would

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concisely name our values to the community. It was shared with faculty, staff, and administration. There was a lot of discussion and revision. It was shared with the entire community then approved informally as a way to uplift our community and our efforts. Its been posted around the school and on the website as well as something that holds ourselves accountable. [Grace read the statement aloud.] When faculty and staff were discussing this it was thought of as something that the community signs on to as they join the school.

- iii. Motion to adopt the Statement of Social Justice - Dillon, Jordan - open for discussion:
 1. **Mouna** - Thank you for reading the statement. Questions: 1) When was it informally approved. Sherry: 2021 in records from Al Waters. Grace concurs - during the 2021/2022 school year. Written in 2021 and discussed then approved in the Spring. 2) What does it mean to adopt this at a board level? Sherry: It would mean that at the board level this is a focused mission in all board activities. It elevates and continues to advance the equity advisory role. 3) I think it's beautiful and took an enormous amount of work and effort, it covers a lot of ground, but doesn't have any language about being actively anti-racist in our approach to social justice? Grace: That is really important. This draft looks a lot different than the original draft. It was meant to be broad and doesn't include specifics on systems of oppression that the original did have. We would be happy to work on an addendum. It does specifically state centering and uplifting marginal identities. Sherry: We're hoping with the equity leadership we're hoping on the board level and staff equity committee developed a plan so that we're ensuring we're putting our values and beliefs into practice.
 2. Laura - Is this being considered in our reauthorization process? Sherry: It had not been but that's a great idea and our mission statement and our values list is included. Once its board approved it could be listed as an addendum to our charter.
 3. Vincent - Who leaves the school? What data do we have? A lot of things are anecdotal. We lost 13 students last year who were on IEPs - this is an equity issue. We have ongoing issues - there are folks still waiting for their IEP meetings. I would like to encourage an exit interview. Grace: I'd like to name that the equity committee pulled data from the WISD and found that families of color were leaving the school at disproportionate rates. Dillon: Thank you Grace! I was under the impression that that data was gone with the last administration so I'm heartened to know that we still have access to it and the new organizational and transition plans by the current admin will prevent us from losing that data.
 4. **Laura** to Kevin: Do you know what the Michigan school code discrimination categories are? Kevin: I do not and would not hazard to guess on such an important issue. Elliott-Larsen Law has been recently significantly expanded. Sherry: Elliott-Larsen has been referenced in our board policy.
 5. **Sue**: Historically, I was the acting principal as this statement was being developed. It was the goal to have the statement to the community in Fall of 2021 so that it was a signed/initialed document as a part of the school handbook.
 6. **Approved by all.**
 7. **Sherry**: Thank you. As many trustees have said, this is one small step of many moving forward. We can prioritize this during our budget discussions for next year.
- b. Comprehensive Compensation Policy - Motion to approve: Laura, Mouna. Discussion
 - i. Only change is added addendum 6 - current offered benefits. Specifics on those benefits are under administrative guidelines - would be run through the finance committee. The benefit package varies widely from district to district. Kevin is in contact with staff on the details and satisfaction with the packages.
 - ii. **Approved by all.**
- c. Air Quality Response - No changes since first reading. Motion to approve: Dillon, Laura. **Approved by all.**
- d. Charter Renewal Amendments - Removed. No Amendments require approval because we are still within the scope of approved edits from the March Meeting.
- e. Certification of Board Election Results - Laura, Mouna. **Approved by all.**

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- i. Thank you and congratulations to Sherry. We had one nomination, one candidate and 71 votes. There was over a week to nominate and over a week to vote. This feels like a good voting turn out considering last year was so competitive and we have 185 votes at that time. We'll need to make a plan with governance moving forward regarding the use of qualtrics as right now we can't run a survey without a pro account even if we add someone as a collaborator.
- ii. Documentation will be provided for the minutes.

X. Acknowledgements & Thank You's

- a. **Sherry:** Thank you for giving us your time - your emails and survey responses - public comments.
- b. **Laura:** Thank you to the Equity Committee - I'm thrilled to see that we have folks who do this professionally spending their time doing this in our community.
- c. **Mouna:** Thank you Kevin for all your work in these areas.
- d. **Vincent:** Thank you to Kevin braving the elements to inform parents of the delay in release due to the storm.

XI. Public Comment - None.

XII. Adjournment - 6:45PM