



# HCCS BOARD OF TRUSTEES

Regular Meeting – Wednesday, January 18, 2023– 5:30 PM – Cafeteria

Public Zoom Link: <https://zoom.us/j/91820682227>

- I. **Call to Order & Roll Call**
  - a. Call meeting to order 5:36pm by Sherrill McKay
  - b. Mouna Mana, Dillon Hendrick (online), Mary Johnson, Bridgette Carr, Sherrill McKay, Craig Leonard, Matt Melear, Laura Pasek. Administration in attendance: Schranda Battle, Kevin Kelly, Sue Hofbauer. Liaison: Mary Bassett. Absent: Woodrow Wilson.
- II. **Changes or Additions to the Agenda**
  - a. none
- III. **Approval of Previous Meeting Minutes**
  - a. Mary motioned to approve, Craig and Mouna seconded
  - b. All in favor; previous meeting minutes approved
- IV. **Public Comment**
  - a. No public comment
- V. **Board Correspondence**
  - a. Sherrill read correspondences from the Honey Creek Brownies/Girl Scouts in second and third grade. They are learning about the school board working toward their government badge.
    - i. Addy - more climbing swings
    - ii. Alejandra - more climbing stuff
    - iii. Patty - swings and climbing stuff
    - iv. Ella - swings, I love you
    - v. Aurora - swings, rock climbing wall
    - vi. Gabby - more swings, more willow trees
    - vii. Elena - more monkey bar sets
- VI. **Presentations:** None
- VII. **Reports**
  - a. Director's Report
    - i. Enrollment - 254 students, includes 3 new students since winter break
    - ii. Semester ending next week
    - iii. Transition to Power School - results in a spike in work load due to entering grades and scheduling adjustments; teacher grades in next week, grades to parents by Feb. 3 digitally, and also by mail to ensure that every family gets important information. This mailing will include information about logistics and communication
    - iv. Thanks to Lauren Hall for her contribution to the school, wishing her the best in her next adventure
  - b. President's Report
    - i. Echoing thanks to Lauren Hall
    - ii. Re: changes to staff - governance committee is focused on entrance/exit interviews, onboarding/offboarding
    - iii. New calendar year - Happy New Year and good transition back from break
    - iv. Thank you to board for last week's training for the director's evaluation; kicking off the evaluation in the February meeting. Input will be elicited from staff, administration, and full board
  - c. Teacher's Report
    - i. Mary - great PD learning about illustrative math and PowerSchool and PBL

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- d. Parent-Teacher Organization Report
  - i. Mary - still searching for leadership: chair, co-chair, and secretary needed for next school year. Mouna Mana will be the treasurer
  - ii. Working with Cheryl to organize staff lunch/parting gift for Lauren
  - iii. Book Fair on calendar for March with Literati; canceled for reasons
- e. School Age Program Report
  - i. Sue - Aftercare open until 6pm on Wednesdays due to staffing, starting new club Bricks for Kids (LEGO and programming), Candace Gilette helped set this up. Starting Jan. 27. Opened a few more spots.
  - ii. Camp - working hard on opening registration in February. Will work on finalizing schedule. Honey Creek and previous families will get priority registration.
  - iii. Big change - whole campus will be shut down Aug. 21-25 for maintenance. No camp programming or teachers allowed in building.
  - iv. Camp policies around registration and cancellation will be reevaluated
  - v. Harry Potter week (late July) will be switched to an earlier week
  - vi. Working with ISD to make sure there are no other surprises
  - vii. Matt: will there be a vaccination requirement? Sue: it is being considered. Concerns about having to cancel camp for COVID outages.
  - viii. Sherrill: the governance board will be examining these kinds of policies to weight options against operational considerations. Kevin will have a formal recommendation next week for the governance committee.
  - ix. Sue: the childcare license for the camp is different from the school.
- f. Committee Reports as Applicable
  - i. Finance
    - 1. Bridget - short meeting addressing changes for admin support staff
  - ii. Governance
    - 1. Sherrill - directors evaluation process in plans, preparing for board elections in a few months. Both processes need public participation. Considering best means of communication.
  - iii. Advancement
    - 1. Mary - meeting in the next few weeks.

### VIII. Discussion Items

- a. Executive Director's Evaluation Tool - (MASB). Requires approval from the board next month. Questions or concerns?
  - i. Matt: how do we draw the student performance from? Is there a tool for that?
  - ii. Sherrill: Kevin will propose the data to use in the Director's Evaluation (40% of total)
  - iii. Kevin: There are service providers to determine the data. The law is subject to change. We will likely do this ourselves - just need to determine how to balance state versus local assessments.
  - iv. Sherrill: we will consider what has been used for the past 5 years and make a recommendation.
  - v. Kevin: The director's evaluation includes data from before Kevin's tenure.
  - vi. Laura: Is the evaluation required this year?
  - vii. Kevin: Likely yes, and even so, Kevin would request an evaluation.
  - viii. Sherrill: You can find it on the [MASB website](#).
  - ix. Mouna: Has the board used the MASB evaluation tool?
  - x. Sherrill: Yes, but it should be presented to the board despite it not representing a change.
  - xi. Matt asks the cost. Sherrill explains that the expense is free.

### IX. Action Items

- a. Pandemic Response (No Changes)
  - i. No objections noted.
- b. Sex Education Advisory Board Goals, Objectives & Bylaws
  - i. First reading in December; second reading and approval tonight.

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- ii. Schranda: no changes from last time. Approval received for Thaddeus to teach the course. More updates at the next meeting.
- iii. Matt: are the meetings open to the public? How can one attend the meetings?
- iv. Schranda: She will send out on the Sunday newsletter.
- v. Sherrill suggests posting on school website.
- vi. Matt: question about the length of membership and the option to extend.
- vii. Bridget: reads the policy as limiting the chair to max four years. But it still goes before the board every term.
- viii. Matt: should we specify this language related to length of membership?
- ix. Matt: question about nomination for membership: does the committee filter out applicants without alerting the board? How can we ensure that the Sex Education Advisory Board reflects the changing demographic of our school. Should we open vacancies to the full SEAB? Cites concerns about transparency - and for the chair people to gatekeep the members of this board.
- x. Bridget: concern about capacity for this process. Better to give the co-chairs the delegated authority.
- xi. Kevin: Change language in Article F, Section 2: to have co-chairs bring all the applicants (not just the recommended applicants) to the SEAB.
- xii. Sherrill: Sex Ed gets reviewed every year by the Board of Trustees. Are there meeting minutes from the SEAB? Could a board liaison report back to the full board?
- xiii. Bridget: points out that the Board of Trustees can appoint a liaison to the SEAB once the bylaws are approved.
- xiv. Schranda: the work and discussion of the SEAB committee is actually prior to the bylaws being adopted and the actual SEAB being established.
- xv. Mouna: points out the SEAB minutes are open to public and the minutes are made public on request (Article H Section 4)
- xvi. Matt: motion to change the wording of Article F, Section 2 to "They will then bring the names of the applicants forward to the SEAB."
- xvii. Bridgette: not in support. Prefers to delegate to the co-chairs. Cites concern about public information about applicants not being selected and this information being publicly available.
- xviii. **Motion:** Matt is OK with Bridgette's suggestion to change the language to: Article F. Section 2: "They will then bring the names of all applicants to the SEAB and indicate which applicants are recommended to join the SEAB." Mary seconded. Motion passed.
- xix. **Motion:** Mouna: Article H, Section 4: Change to "Minutes will be taken at each meeting. A copy of the minutes of each meeting shall be sent to members of the Committee and the Secretary of the HCCS Board of Trustees and will be made available to the public on request." Laura Seconds the motion. No discussion. All in favor. No objections. Motion passed.
- xx. Bridgette points out a typo.
- xxi. Sherrill: terms run September through September. When will the chairpersons need to be appointed? When will we need to take action on the appointments?
- xxii. Bridgette offers that chairpersons will need to be in place by the start of their term.
- xxiii. Sherrill: The timing should be included in the governance policy review. The timing seems off. We want to ensure that the bylaws allow for a continuous functioning SEAB.
- xxiv. Sherrill: The SEAB supervisor shall serve as a non-voting member of the SEAB. Who is the supervisor? Kevin is unsure of who the SEAB supervisor is. (Needs clarification offline.) No further discussion noted.
- xxv. **Motion:** to approve the Sex Education Advisory Board Bylaws. Matt Melear motions. Bridgette Carr seconds. All in favor. No objections. The motion passes. (but not the Sex Education objectives)
- xxvi. Sherrill: comments that the Sex Ed Objectives are extensive and are currently listed for K-8. Is our job to consider the curriculum and suggest modifications to the committee? Would want to know more about how the curriculum might meet these objectives. These objectives might be seen as considerations for the SEAB. As a new board, the HCCS Board of Trustees understands the lofty goals and it may take a while to enact effectively.

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xxvii. **Motion:** Mouna moved to approved the SEAB's Goals and Objectives. Craig Seconded. Board vote was 6 yes and 0 no. Motion passes

c. Fall Policy Updates

i. Second reading of the Fall policy changes:

1. 6700 Fair Labor Standards Act: use the optional language referenced in the policy to include exempt employees in the benefit referenced.
2. Kevin recommends approving the changes with the exception of 6700.
3. Matt asks about 9150: Academy visitors. Are there administrative guidelines on who has access to the building?
4. Kevin: Not sure about best practices of Honey Creek. It's usually on the individual to disclose that they are on the sex offender list.
5. Matt: suggests clarification in the administrative guidelines.
6. Sherrill: Not currently in place but could be considered in upcoming talks on AGs.
7. Motion to approve policy changes to sections 6108, 6460, 7440.03, and 9150. Matt motions, Laura seconds. All in favor. No objections. Motion in approved.
8. Second reading of policy changes to 6700 in next month's meeting.

d. Hiring Recommendations

i. Anna Webber

- ii. **Motion:** to approve the hiring of Anna Webber as a social worker. Mouna motions. Craig seconds. All in favor. no objections, the motion has been approved.

**X. Acknowledgements & Thank You's**

- a. Mouna thanks Laura for taking notes. Bridgette thanks the SEAB for their work. Sherrill thanks all of the committees that help run and operate the school. Sherrill thanks the PTO for their work - Talent Show and Staff Luncheons.

**XI. Public Comment** None to note.

**XII. Adjournment at 7:07pm.**