



A Public School Academy

820 Academy Road  
Holly, MI 48442  
248-634-5554

Minutes of the Regular Meeting of the Board of Directors

Date of Meeting: Wednesday, October 24, 2018

Time of Meeting: 5:30pm

Location: 820 Academy Road, Holly, Michigan

Meeting Type:             Annual     Special     Proposed     Approved

I.        **Call to Order**

The meeting was called to order by Joan Ehrhardt at 5:35 p.m.

II.       **Roll Call**

**Members Present:**

Mrs. Joan Ehrhardt, President  
Mrs. Doreen DeBenedictus, Treasurer  
Mr. Jeff Reece, Trustee  
Mr. Todd Rockafellow, Trustee

**Members Absent:**

Mrs. Diane Wujciak, Vice-President  
Mrs. Kay Hollar, Secretary

**Staff Present:**

Ms. Julie Kildee, Director  
Mrs. Jennifer Potteiger, Curriculum Director  
Ms. Jennifer Burns, Special Education Director  
Mr. Ken Kander, Director of Finance  
Mrs. Lucy Munerance, Office Assistant

III.      **Approval of Agenda**

Joan Ehrhardt moved to approve agenda as amended. The Yeo & Yeo presentation moved from number 11 on the agenda to number 5. Also added under Approval of Consent Agenda items. Washington D.C. field trip and Mackinac Island field trip. Seconded by Jeff Reese. Motion passed unanimously.

IV.      **Public Comment on Agenda Items**

None

V. **Introduction of Staff**

Julie Kildee introduced the following new staff to Holly Academy: Elizabeth Stefanko, Jennifer Short, Martin Reed, and Travis Craven.

VI. **Yeo & Yeo Presentation**

Jacob Sopczynski gave details on the audit, stating that everything looks good and there are no findings. A brief discussion was held after the presentation.

- i. Approval of Audit 2017-2018-Joan Ehrhardt moved to accept audit report and approve it for Epicenter. Seconded by Doreen DeBenedictus. **Motion passed unanimously.**

VII. **Strategic Planning**

Julie Kildee presented the strategic plan draft of 2018-2023. There was discussion of the importance of adding marketing initiatives to the plan. Diane Wujciak and Julie Kildee recently went to Grand Rapids to speak to the Saras at Choice Schools, recommended by Derrick Stair for their experience in marketing a school's strengths to impact enrollment. They discussed various ideas and suggested that we contact Lisa Diaz to map out a strategy. Julie and Diane will be following up with her soon. The board agreed to create an ad hoc Marketing Committee under the leadership of Diane and Julie.

VIII. **Motion to approve all Consent Agenda Items**

- a. Approval of August Bills
- b. August Monthly Financials
- c. Approval of September Bills
- d. Resignation Letter – Andrew Roeser
- e. 8<sup>th</sup> grade Washington D.C. field trip
- f. 5<sup>th</sup> grade Mackinac Island field trip

Jeff Reece moved to approve all Consent Agenda Items as written. Seconded by Doreen DeBenedictus. **Motion passed unanimously.**

IX. **Approval of Previous Minutes**

- a. Regular Board Meeting, September 26, 2018. Joan Ehrhardt moved to approve minutes as written. Seconded by Todd Rockafellow. **Motion passed unanimously.**

X. **Correspondence**

- Joan Ehrhardt received Board Series Dates and CMU Charter Center Annual report for 2017-18.
- Julie Kildee received an email from Kandy Kalbfleish-Lazell regarding the Board Gear Committee Structure, School Board terms, and Performance Report and Guidance Document.

XI. **Board Committees**

- a. Building Committee – No update.
- b. Finance Committee – Ken Kander stated that the finance committee met earlier this month. The next meeting will be in November for further discussions about the budget.
- c. Governance Committee – No update.

XII. **Administrative/Education Report**

- a. Director Report-
  - Count Day was October 3rd, our count was 645 (a decline, but less so than in 2017).
  - Updates on special events included CMU's Annual Conference on Oct 4th, Fall on the Farm news broadcast, Spirit Week next week, the 20th Anniversary Gala on November 10<sup>th</sup>.

- Husky Happenings Anchors – Quinn Nelson, Khayla Ellis, and Makenna Kern had their maiden broadcast on Fall on the Farm, which was shared with the Board. Every Friday they will be broadcasting Husky Happenings via YouTube.
  - We are inputting families into the Raptor Security System. We have asked all parents to be registered in the system by November 30<sup>th</sup>.
  - Kay Hollar will be sending in her resignation letter.
  - At the next board meeting there will be a reading of fall policies.
- b. Curriculum Director Report –
- Fall NWEA testing has been successfully completed. Our next round of NWEA testing takes place in February for K-3 reading.
  - PSAT will replace the 8th grade ELA and Math M-Step assessment. 8th graders will still take the M-Step in science and social studies.
  - 2018 Holly Academy M-Step results:
    - Top 4% of all charter schools in the state of Michigan.
    - Top 5% of all public schools (including charters) in the state of Michigan.
    - Number 1 overall ELA and social studies in Oakland and Genesee counties.
    - Pilot questions were scored in the 8th grade math assessment that should not have been.
- c. Special Education Director Report – No update
- d. Director of Finance Report –
- Ken Kander discussed the audit presentation and the audit results, and he was pleased to say that it went well and there were no findings. Julie Kildee, and the board, gave kudos to Ken for his 17th consecutive year with no findings. Ken is working on a revised budget based on the October student count.
    - i. First Quarter Financials 2018-2019 - Ken Kander gave information regarding the 1st quarter, and said that so far everything is going well. As expected, expenditures are low in the first quarter.

### XIII. Old Business

- a. Board Minutes-Joan Ehrhardt moved to add the board minutes on the Holly Academy website beginning with the most recent approved minutes (September 2018). Seconded by Todd Rockafellow. **Motion passed unanimously.**
- b. Director Evaluation-Joan Ehrhardt discussed plans to complete the next section of the Director evaluation tool.

### XIV. New Business

- a. Approval of Teacher Contracts 2018-2019. Joan Ehrhardt moved to approve teacher contracts 2018-19. Seconded by Jeff Reece. **Motion passed unanimously.**
- b. First Reading of Board Policy – 6325-Tabled.

### XV. Board Development

None

### XVI. Extended Public Comment

None

### XVII. Meeting Adjournment

Joan Ehrhardt moved to adjourn at 7:35pm. Seconded by Jeff Reece. **Motion passed unanimously.**

I respectfully submit these Board minutes as an accurate account of the business conducted by the Holly Academy Board of Directors during the October 24, 2018, Regular Board Meeting.

Submitted by: Lucy Munerance  
Lucy Munerance  
Recording Secretary

Date: 10/30/18

I respectfully submit these Board minutes as an accurate account of the business conducted by the Holly Academy Board of Directors during the October 24, 2018, Regular Board Meeting.

Submitted by: Joan Ehrhardt  
Joan Ehrhardt, President

Date: 11/14/18