



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

Minutes of the Regular Meeting of the Board of Directors

Date of Meeting: Wednesday, February 20, 2019

Time of Meeting: 5:30pm

Location: 820 Academy Road, Holly, Michigan

Meeting Type: ___ Annual ___ Special ___ Proposed X Approved

I. **Call to Order**

The meeting was called to order by Joan Ehrhardt at 5:32p.m.

II. **Roll Call**

Members Present:

Mrs. Joan Ehrhardt, President
Mrs. Diane Wujciak, Vice-President
Mr. Jeff Reece, Secretary, FOIA
Mr. Todd Rockafellow, Trustee
Mrs. Sara Barton, Trustee

Members Absent:

Mrs. Doreen DeBenedictus, Treasurer

Staff Present:

Ms. Julie Kildee, Director
Mrs. Jennifer Potteiger, Curriculum Director
Ms. Jennifer Burns, Special Education Director
Mr. Ken Kander, Director of Finance
Mrs. Linda Bain, Office Manager

III. **Approval of Agenda**

Diane Wujciak moved to approve agenda as written. Seconded by Jeff Reece. Motion passed unanimously.

IV. **Public Comment on Agenda Items**

Leigh Fitzpatrick

In regards to snow days – days added at the end of the school year make it hard to impart knowledge. The current records day, Good Friday and ending two days later in the current calendar is a more educational option, especially with all the testing being done at that time.

Leigh suggested that we should apply for any waivers the State gives us in case we do not make count on the extra days added. The staff already works more hours than other schools, and have not had a raise in two years. We work in the summer, snow days, etc. That can make it financially damaging to teachers.

Cameron Summers Cameron is in agreement with Leigh Fitzpatrick. Cameron feels momentum is important.

Heather Cichon Heather is also in agreement with Leigh Fitzpatrick. Teachers come in on weekends, snow days, etc. Adding a day in June is not the same as during the current school year. There is no educational value in working more in June.

Becky Maly Becky is also in agreement with some of the points stated. Need to look at where the most educational value would be.

VI. Strategic Planning

- a. Insignia Update – The following focus groups met with Insignia: teachers, support staff, students, parents, and Insignia are reaching out to 39 people that previously attended Holly Academy.
- b. March 6th Insignia Meeting – meeting will be from 9:00am to 3:00pm.

VII. Motion to Approve all Consent Agenda Items

- a. Approval of January Bills
- b. January Monthly Financials
- c. Final reading of Board policies - 100, 122, 131.1, 143.1, 160, 1662, 2112, 2260, 2261, 2261.01, 2261.03, 2700, 3120, 3120.04, 3122, 3362, 5330, 5517, 5517.02, 5540, 5610, 5611, 5630.01, 6325, 8210.

Diane Wujciak moved to approve all Consent Agenda as written. Seconded by Todd Rockafellow. Motion passed unanimously.

VIII. Approval of Previous Minutes

- a. Regular Board Meeting, January 23, 2019. Diane Wujciak moved to approve minutes as amended. Seconded by Joan Ehrhardt. Motion passed unanimously.

IX. Correspondence

- Post card from CMU regarding School Board Recognition.
- Post card from CMU regarding Board Series “Financial Planning and Oversight”.
- Board received an email from Leigh Fitzpatrick regarding an old article about Holly Academy in the Holly Herald.
- MAPSA – Jennifer Melero was nominated for Charter School Teacher of the Year and Julie Kildee was nominated for Charter School Administrator of the Year.

X. Board Committees

- a. Building Committee – Discussed middle school building repairs through e-mails.
- b. Finance Committee - Ken has been discussing the sweet spot budget with the committee and will bring the revised budget to the March meeting.
- c. Governance Committee - No update.
- d. Marketing Committee - Have a meeting on Tuesday at 7:30am to debrief New Family Expo night. Joan stated how much she likes the facebook posts.

XI. Administrative/Education Report and Finance Report

a. Director Report -

- Count Day was on February 13th. We had 644 students in the Fall and 638 for Spring count.
- National Junior Honor Society – Applications were sent out and we will select new members next week. The NJHS Induction will take place on March 27th.
- Parent University had a Suicide Prevention workshop last week and only had 10 participants.
- We had our first Grandparents Club meeting last Friday.
- We had our second lockdown drill yesterday.
- New Parent Expo Night is on Monday, February 25th from 6-7:30pm.
- Parent/Teacher Conferences are next Thursday.
- March 1st is our March is Reading Month.

b. Curriculum Director Report -

- Couple of exciting updates: Young Inventors Contest – Leland Steele – Winner. Camp Invention will start this summer.
- Annual Spelling Bee – Elementary winner – Elizabeth Poshadlo, Runner up – Lennon Paxton. Middle school winner – Anika Guru, Runner up – Isabella Vincil.
- NWEA Reading K-2 and WIDA testing almost done.

c. Special Education Director –

- No update.

d. Finance Director Report –

- Ken stated that he has continued to work with the finance committee on the revised budget as well as the “sweet spot” budget, and the revised budget will be presented at the March meeting. All is financially going well for the school this year. Today the 1095-B health insurance form was sent out – the deadline for the form this year is March 4th. The snow guards should be completed soon, and the Middle School repairs will be discussed under New Business. The CMU finance workshop went well, and the networking is always an important factor at these workshops. Ken also wanted to thank Terri Zilz Zimmerman for meeting him at school on a recent snow day, so that payroll was able to be completed on a timely basis for the staff.

XII. Old Business

- ### a. Director Evaluation- No new updates.

XIII. New Business

- ### a. Curriculum Committee – Board feels this is an administrative task, not a governance issue. Board and administration discussed Google classroom and its possible usage on snow days. The Board would like to see possible activities for students to do on days off of school. As of next year grades 3rd-8th grade will be using Google suite. This is not mandated for teachers but as of this year 5th through 8th grade use it. Jen Potteiger will form an in-house committee to disseminate elearning on snow days.
- elearning – Board feels this should be one of the first jobs the committee discusses.
- ### b. Snow day protocol – Julie discussed the proposed revised school calendar for 2018-2019. Diane Wujciak moved to approve the proposed revised 2018-2019 school calendar. Seconded by Sara Barton. **Motion passed unanimously.**
- ### c. Middle school renovations – Proposal
- Ken and Jose discussed the emergency situation regarding the deteriorating conditions at the east and west side of the Middle School building. In January of this current year, no bids were submitted after the project was put out to bid by NJB Architects, but E & L Construction continued to show an interest – E & L was one of three bids presented two years ago.

E & L has submitted a proposal, and our school's policy #6320 – 3.2 covers the current situation of an emergency need without receiving three bids. Ken has contacted CMU and Yeo & Yeo to explain the bidding issue, and both organizations agreed that our policy #6320 - 3.2 covers the current situation.

Diane Wujciak moved to approve the proposal from E & L Construction in the amount of \$72,800 for stabilizing the concrete fins on the Middle School building. This approval is based on the recommendation of NJB Architects. Terry Gill of NJB has had an excellent working relationship with E & L. Per Terry, no bids were received on time, but E & L was one of three contractors that picked up the bid documents, and E& L was also one of three contractors that had previously expressed an interest in the project. Due to the deteriorating conditions and resulting safety concerns, the Board is using the following Guideline: Board Policy #6320 – 3.2 – Emergency Purchases. The Purchasing Agents are authorized to make emergency purchases without using the quotation or bidding process. Such emergencies may arise as a result of an accident or unforeseen occurrence which could affect the life, health, welfare, or safety of the Academy's students, staff, or property. Seconded by Jeff Reece. Roll call: Diane Wujciak-yes, Jeff Reece-yes, Todd Rockefeller-yes, Joan Ehrhardt-yes, Sara Barton-yes, Doreen DeBenedictus-absent. **Motion passed unanimously.**

XIV. Extended Public Comment

Elizabeth Von Allmen Mrs. Von Allmen asked Ken if he does variance reports. Mrs. Von Allmen stated that Indiana is mirroring elearning and snow days. They received a grant for students to take Chromebooks home and they do not need wi-fi.

XV. Board Development

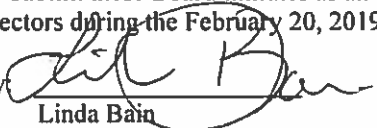
The CMU finance workshop will be discussed next month.

XVI. Meeting Adjournment

Diane Wujciak moved to adjourn at 7:46pm. Seconded by Joan Ehrhardt. **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 February 20, 2019, Regular Board Meeting.

Submitted by:

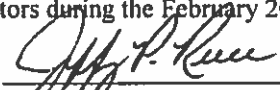

Linda Bain
Recording Secretary

Date:

2-22-19

I respectfully submit these Board minutes as an accurate account of the business conducted by the Holly Academy Board of Directors during the February 20, 2019, Regular Board Meeting.

Submitted by:


Jeff Reece
Secretary

Date:

3-10-19