

Administration Report:

A. Appointment of Finance Director Interim – Superintendent Erfourth shared the following: Director of Finance, Justin Weston is resigning, effective January 23, 2024. He has offered to provide supports in some capacity through February 2024. Mr. Weston shared a list of things that he will continue to be working on, as well as a list of things that had been completed, W2's, 1099's, etc. He also added that he was working on an Employee Cost Breakdown. He shared preliminary information for the 2024/25 Budget, and added that there was still some invoicing to be completed. He offered thoughts and scenarios regarding upcoming teacher, secretarial, and transportation negotiations. Superintendent Erfourth shared that Accounts Payable/Payroll, Danielle Banasiak has offered to step up as the Interim Finance Director through February 2024, which would account for the posting, interviews, and hiring process timeline to take place. The Interim Contract would be for \$70,000 prorated over the number of days she serves in that role, \$269.23/day. If approved, the salary would go into effect January 22, 2024. Mrs. Banasiak will still keep her role as Accounts Payable/Payroll. Superintendent Erfourth added that there have been two applicants with similar qualifications, and that Food Service Director, Lisa Purchase is still working 20 hours per week to support the Finance Department. Conversation was had regarding different scenarios going forward. Superintendent Erfourth added that if we asked the ISD for support they would only use the MIS software and not the LINQ that we are in the process of converting over to. Mr. Gray had concerns as he thought we were trying to sever ISD ties. Mr. Weston added that we had already paid for the LINQ software as well as the first yearly fee. Mrs. Gillison asked Mr. Weston and Mrs. Banasiak if they preferred to stay with MIS or continue to convert to LINQ. Mrs. Banasiak shared that she personally would like to move forward with LINQ, as the system will be more user friendly and MIS is very limited as to what it can do.

B. Resignations:

- NONE

C. Retirements:

- NONE

Board of Education/Committee Reports –

A. Buildings and Grounds Committee – NONE

1. Construction Update – Board of Education Treasurer, Scott Gray – NONE

2. Building and Grounds Modifications Request – NONE

B. Policy Committee – NONE

- C. Finance Committee –Board of Education Vice-President, Jason Barnard and Board of Education Treasurer, Scott Gray – Both Mr. Barnard and Mr. Gray shared that they were sorry to see Mr. Weston go.**
- D. Educational Foundation – Board of Education Trustee Lori-Cota – NONE**
- E. Liaison/Curriculum –Board of Education Trustee Lori Cota Hill – NONE**
- F. Negotiations – Superintendent Erfourth - NONE**

Audience Participation (Agenda Items Only) – NONE

Discussion Topics:

- A. Superintendent Erfourth Goals – Superintendent Erfourth shared an update on her Growth Plan Goals for 2023/24.**

Elements: 1(1): The district leader ensures clear and measurable goals are established for all relevant areas of responsibility that are focused on the most critical needs for improving student achievement.

Elements: II(2): The district leader effectively supports and retains school and department leaders who continually enhance their leadership skills through reflection and professional growth.

Elements: III(2): The district leader ensures that district-level programs, curricula, and other initiatives can be adequately addressed in the time available to the district and schools.

Elements: V(3): The district leader ensures constituents (e.g. school board, administrators, teachers, students, and parents) perceive the district as safe and culturally responsive.

VI(3): The district leader manages the organization, operations, instructional programs, and initiatives to maximize the use of resources that promote effective instruction and student achievement.

- **DIT will set district goals for NWEA, social-emotional growth, and attendance. The plan is for 80% of students to meet these expectations. Schools set a 10% growth goal last year.**
- **Collected evidence of progress monitoring from elementary building principals to ensure all students 35% and below are being monitored.**
- **Monthly review of MICIP goal progress using LFP google form.**

- Review of CSI monitoring for the Middle School, ensuring that all students that are below the 35% are being monitored.
- Weekly admin meetings will occur on Tuesdays. These will focus on growth areas. LFP's will take place weekly.
- Weekly lesson plan checks conducted by principals focus on standard, formative assessment, success criteria, and plans for differentiation.
- Hire a Curriculum Director to support the development of vertical and horizontal curriculum alignment. This position will also focus on common assessment, chair ELA/Math/ISSN Committees, and focus on assessment coordination.
- Input will be collected twice a year through parent, community, and staff surveys. Senior surveys will also be conducted at the end of the year.
- Continue Friday Updates with videos and phone calls.
- Continue to focus on financial processes including weekly finance meetings, focus on reconciliations, budget updates, transfer to LINQ, and continued focus on budgeting for long-term needs. Monitor remaining bond dollars to complete the remaining project (bus garage).

B. **Behavior and Discipline – Policies/Procedures – Superintendent Erfourth** shared the [*7 Factor to Consider Before Resorting to Suspension or Expulsion Under Michigan's New Restorative Justice Law*](#) with the Board of Education. Superintendent Erfourth shared that there is perception out there that discipline is not consistent and that there are no consequences. She added that there are many factors involved and consequence can vary based on IEP's, 504's, etc... Mrs. Erfourth reiterated going to building supervisors, with concerns. Board of Education Trustee, Mr. Smith added that communication is key with parents, and that words and tone do matter when communicating. He doesn't feel it is right for a parent to find out about a situation from their student. President Childs revisited the boiler plate language discussion for answering emails, and Secretary Gillison will answer these emails on behalf of the Board of Education. Trustee Smith also added that he felt newsletters and facebook posts geared around Move this World, and Social Emotional Learning would be beneficial.

C. **Parent and Community Relationship Survey 2023 Results – Superintendent Erfourth – Mrs. Erfourth** shared that results of both the Parent and Community Relationship Surveys with the Board of Education. [Survey Results](#). The DIT will review data and focus on areas in which to fix, alter, and monitor.

D. **2023/24 Current Enrollment Summary, Enrollment Projection Request – Executive Assistant to the Superintendent, Catina Crossman,** shared the district wide enrollment summary broken down by school and grade level as of January 17, 2024, a district student exit report containing information as to where students are transferring, as well as enrollment totals for the last five years; 2028/19 through the present. In addition, Mrs. Crossman added that she compiled the last five years of numbers and sent a request to the *Michigan Alliance for Student Opportunity* to prepare a 5-year student enrollment projection. National enrollment methods have shifted in recent years. They no longer rely on birth data and cohort survival as adequate projection methods, due to several factors.

- Birth numbers do not have the same stable relationship with kindergarten enrollments.
- More school choice across and within communities creates challenges for smaller districts.
- A declining and more transient population has altered year-to-year consistency.

As a result, The Alliance engaged the services of a data and statistical analyst to refresh their enrollment projection program to align with the most up-to-date methodology. Mrs. Crossman hopes to have these projections back by the February 12 Board of Education meeting.

- E. **Budget Projections and Considerations – Finance Director, Justin Weston**
 – Mr. Weston began by sharing that we have a 1:15 student teacher ratio, and are down 300 students from 2017/18. Going forward, he encourages that enrollment be taken into consideration when building the budget. Mr. Weston provided the Board of Education with various projections for upcoming contract negotiations along with some ideas around budgeting for the 2024/25 school year. The Board of Education was also provided long-term project projections. President Childs agreed that the focus should be on enrollment. Mrs. Crossman added that she can provide an enrollment entry/exit report each month should they like that added.
- F. **Board of Education Committees – Board of Education President, Brian Childs**
 – Mr. Childs suggested moving Mr. Barnard from Finance Committee as he had served his two-year rotation, and adding Mr. Smith. In addition, he removed Mr. Barnard from secretarial negotiations and added Mr. Smith.

Action Topics:

23-24-079 It was moved by Mr. Gray and supported by Mrs. Gillison to approve the Finance Director Interim, Danielle Banasiak through February 29, 2024.

Ayes: 5

Nays: 0

Motion Carried

Audience Participation (Open Topics): – NONE

Board Communication:

NONE

Announcements:

- **January 22 – 2nd Semester begins**
- **January 26 – Early Release – Wolgast on site 2:00 PM**
- **February 10 – Snowcoming**
- **February 12 – Regular Board of Education Meeting**

23-24-080 It was moved by Mr. Smith and supported by Mr. Gray to adjourn the regular meeting 12:13 pm.

Ayes: 5

Nays: 0

Motion Carried

Secretary, Board of Education

Please note that January 21, 2024 Regular Board Minutes are subject for approval on February 12, 2024.

Respectfully Submitted,

Catina M. Crossman

Executive Assistant to the Superintendent

Board of Education Administrative Assistant

Pupil Accounting Specialist

Director of Communications

Benzie County Central Schools

Go Huskies!