

## SPECIAL MEETING

A Special meeting of the Benzie County Central Board of Education was held Sunday, January 30, 2022, in the Board of Education Conference Room.

President Brown called the meeting to order at 2:03 PM

**Members Present:** Mrs. Brown, Mr. Barnard, Mrs. Pomper, Mrs. Johnston, Mr. Childs, Ms. Cota Hill (tardy)

**Members Absent:** Mr. Noffsinger

**21-22-100** It was moved by Mrs. Johnston and supported by Mr. Barnard to approve the agenda as presented.

**Ayes:** 5

**Nays:** 0

**Motion Carried**

**Student Council Report:** NONE

### Administration Report:

**A. Growth Plan – Superintendent Erfourth - Superintendent Erfourth's recommendation is to update goals and progress in December, move to closed session in February for Evaluation, take action in March for Evaluation approval, and once again present goals for the year in August.**

- **Building Impact Teams (BITs) will set individual building goals for NWEA, Social Emotional Learning, and attendance**
- **Report Progress to the Board of Education. Share original goals, report benchmark data for fall, winter, and spring.**
- **All buildings will implement Professional Learning Communities (PLCs) weekly by the end of the school year. PLCs at the elementary buildings will include SMART goals.**
- **Work with Rick VanderMolen and Cindy Hunt weekly to set up District Impact Team (DIT) agendas, complete a tracking tool for MICIP, and utilize the tool by the end of the year.**
- **Principals will conduct weekly checks of lesson plans to ensure the intended curriculum is being planned for and that adequate time is allowed in the day to achieve those standards.**
- **Weekly walkthroughs at each building with each administrator to calibrate and support teacher growth and support administrators in providing feedback. Focus will be on instructional techniques, formative assessment, differentiation, and curriculum plans.**
- **Bring Terry Morgan to Benzie Central for (1) full day, (3) ½ day PD's and also have him support instructional rounds in all buildings by the end of the year.**

**Domain 1 – A Data-Driven Focus to Support Student Achievement.**

**Domain 3 – Continuous Support for a Guaranteed and Viable Curriculum.**

- B. Nominate Representative and alternate for the June 6, 2022 Biennial Election – Northwest Education Services. Board of Education Secretary, Stephanie Johnston, and alternate Board of Education Trustee, Lori Cota Hill volunteered for these roles.**
- C. Representing Benzie Central - Superintendent Erfourth touched on a topic she feels very strongly about. Representing Benzie Central is representing the district, not ourselves. When here at school, we represent something bigger than ourselves and we should hold ourselves to a different standard. At the end of the day, it is honor and positivity that we should bring to Benzie Central.**

**Board of Education/Committee Reports: NONE**

**Audience Participation (Agenda Items Only): NONE**

**Discussion Topics:**

- A. Review Superintendent Goals**
  - 1. Build a visual document for goals. See Administrative Report A.**
  - 2. Create a timeline document for the evaluation of the Superintendent**
    - a. Superintendent Erfourth’s recommendation is to update goals and progress in December, move to closed session in February for Evaluation, take action in March for Evaluation approval, and once again present goals for the year in August.**
    - b. Board of Education Retreat Timeline – The Board of Education agreed on July 10, 2022 from 9:00 AM – 12:00 PM. Location to be determined.**
  - 3. Superintendent Administrator Evaluation Process. See Administrative Report A.**
- B. Board of Education Executive Positions**
  - 1. Role of each position – [See Policy 2406 Board Officers’ Duties](#)  
Vice-President will track Board of Education Committees. Meeting compensation is contingent upon attendance tracking and committee meeting minutes.**
  - 2. Build on Treasurer role and expectation – Board of Education Treasurer, Jason Barnand will meet monthly with the Director of Finance. Superintendent Erfourth will attend the initial meeting; February 17, 2022 at 1:30 PM. These monthly meetings (a week prior to each regular meeting) will allow for a monthly report to the Board of Education.**
- C. MASB (Michigan Association of School Boards)**
  - 1. Board of Education training and expectations – President Brown asked that each Board of Education member print out their MASB transcript and track their courses on the respective document provided.**

- **MASB Winter Institute – February 25-27, 2022 – This virtual training would not entail travel or accommodation costs.**

[2022 Winter Institute @ Live Online Webinars - MASB.org](https://www.masb.org/annual-conference.aspx)

- **Annual Leadership Conference – October 20-23, 2022 Grand Traverse Resort & Spa, Acme. –Registration coming soon.  
<https://www.masb.org/annual-conference.aspx>**

**D. Board of Education Communication Expectation Protocols**

1. **Build on May 2021 document; Protocols for Board/Superintendent Communication – The Board of Education reviewed the May 2021 document and recommended the following change: Striking No. 8 under the Board of Education Members to Superintendent section. *8. Board members who have questions regarding committee meetings will speak directly with the chair of said committee. If further questions arise, the superintendent will be contacted.* Benzie County Central Schools Board of Education Committees do not have committee chairs.**
2. **Script communication response when a Board of Education member receives correspondence from public/staff – Board of Education Secretary, Stephanie Johnston will share the script with Board of Education President, Nicki Brown for distribution.**
3. **Discuss media and who on the Board of Education responds – Direct to Superintendent Efourth.**
4. **Texting Protocols on group texts – yes/no answers.**
5. **Communication Expectations – The Board of Education recognizes that District issues are directed to the Superintendent and Board of Education issues are directed to the Board of Education President.**

**E. New Elementary School Name – The Board of Education reviewed community survey results and narrowed it down to the top two.**

- **Homestead Hills Elementary – To reflect a natural feature like the other district elementary buildings, to recognize the township of Homestead.**
- **Platte Lake Elementary – Combine Crystal Lake Elementary and Platte River Elementary into a new school, celebrating Honor and a natural land feature.**

**These two options will go out to the staff/students/community in survey format, with the results being announced and formally voted on and approved at the February 21, 2022 Regular Board of Education meeting.**

- F. Review Board of Ethics Policy – [See Policy 2302 Board of Code of Ethics](#)  
Board of Education President, Nicki Brown, touched on 2. Regularly attend Board meetings and be informed about issues to be considered at those meetings, emphasizing the importance of regular meeting attendance.**

**Action Topics:**

**21-22-101 It was moved by Mr. Barnard and supported by Mr. Childs to approve the Nomination of Representative and alternate for the June 6, 2022 Biennial Election – Northwest Education Services; Stephanie Johnston, and alternate Lori Cota Hill.  
Ayes: 6 Nays: 0 Motion Carried**

**21-22-102 It was moved by Mr. Childs and supported by Mrs. Johnston to approve the Protocols for Board/Superintendent Communication, striking 8. Board members who have questions regarding committee meetings will speak directly with the chair of said committee. If further questions arise, the superintendent will be contacted.  
Ayes: 6 Nays: 0 Motion Carried**

**Audience Participation (Open Topics): NONE**

**President Nicki Brown thanked Chartwells Food Service for providing the Board of Education with complimentary snacks and beverages in honor of Board of Education Month.**

**21-22-103 It was moved by Ms. Cota Hill and supported by Mrs. Pomper to adjourn the special meeting 4:49 PM  
Ayes: 6 Nays: 0 Motion Carried**

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**Secretary, Board of Education**

***Please note that January 30, 2022 Special Board Minutes are subject for approval on February 21, 2022***

***Respectfully submitted,***

***Catina Crossman  
Executive Assistant to the Superintendent  
Board of Education Administrative Assistant  
Benzie County Central Schools***