

SPECIAL MEETING

A Regular meeting of the Benzie County Central Board of Education was held Monday, July 17, 2022, in the Board of Education Conference Room.

President Brown called the meeting to order at 10:06 a.m.

Members Present: Mrs. Brown, Mrs. Pomper (via Zoom), Mr. Childs, Ms. Cota Hill, Mr. Barnard, Mrs. Johnston, Mr. Noffsinger

Members Absent: NONE

22-23-017 It was moved by Mr. Barnard and supported by Mr. Childs to approve the agenda as presented.

Ayes: 6

Nays: 0

Motion Carried

Opening Statement:

We are a team. We leave our personal opinions at the door and we are bound by Policy 2302 to faithfully discharge the office of a board member and keep in mind our primary concern is the educational welfare of students focusing on governance and fiduciary obligations of the district including duties of loyalty and care, placing the District's interests above the Board member's personal interests.

22-23-018 It was moved by Ms. Cota Hill and supported by Mr. Barnard to approve Consent Grouping items as presented.

A. Minutes: NONE

B. Business: General Fund Bills – NONE

C. Support Staff Appointments: NONE

D. Staff Assignment Changes: NONE

E. Leave of Absence: NONE

District Impact Team Update: NONE

Student Council Report: NONE

The July 2022 Thrun Policy Summary overview was shared with the Board of Education.

This will allow for review prior to approval at the regular board meeting scheduled for August 15. The majority of the changes are legalese, sunseting of language due to virtual meetings, and changes due to Supreme Court rulings. There is one new **OPTIONAL** Policy, 4227, concerning false Medicaid claims. Policy committee felt they did not review as a committee. The Board of Education is in agreement with personal review, and approval in August. Superintendent Erfourth is available should there be any questions. Mrs. Crossman will share the policies and summary with the Board of Education via Google Drive for review.

Administration Report:

A. Growth Plan – Goals – Superintendent Erfourth – Superintendent Erfourth shared MICIP goals and truancy goals. 80% meeting SEL, Reading, Math and attendance goals. Mrs. Erfourth will be making sure all have access to curriculum maps and regular formative assessment is making sure students are learning and not being left behind. PLCs will be happening weekly and one a month grade-level meeting (elementary) for a half day. Superintendent Erfourth will be helping with instructional rounds 3 times per year. Data reviews will happen regularly with the District Impact Team (DIT). In addition, we are building out an attendance monitoring system, utilizing OTUS check points between the big-three assessments, and working on developing onboarding for administration. Superintendent Erfourth will give the Board of Education updated goals for the year per her assessment plan in August.

B. Resignations:

- **NONE**

C. Retirements:

- **NONE**

Board of Education/Committee Reports –

A. Buildings and Grounds Committee – No Update

B. Policy Committee –

1. **July 2022 Thrun Policy Update Summary provided.**

C. Finance Committee –Board of Education Treasurer, Jason Barnard – No Update

D. Educational Foundation – Superintendent Erfourth – No Update.

E. Liaison/Curriculum –Trustee, Lori Cota Hill – No Update

F. Negotiations – Superintendent Erfourth – No Update

G. Benzie Academy – Trustee, Lori Cota Hill – No Update

Audience Participation (Agenda Items Only) – NONE

Discussion Topics:

- A. Communication Protocol Check In – The Board of Education reviewed the Communication Expectation Protocol (Protocols for Board/Superintendent Communication). The question of “as needed” for weekly updates; summer can be taken off. Working toward streamlining the process. The Board of Education is**

comfortable with the amount of communication and does not want to create any more work. Their only ask is no surprises. Superintendent Erfourth prefers a text or email given the displacement of our office and spotty internet due to bond work.

- B. Expectation and Orientation for New Board Members**
- **New Board Members | MASB – Board of Education is proposing to create a new member orientation to be completed within the first year. Including, but not limited to:**
 - **binder with policy**
 - **Checklist and Completion of MASB 2021 New Board Member Series Webinars**
 - **Organized Building Tours Lead by Superintendent**
 - **Copy of Improving School Board Effectiveness with reading schedule**
 - **MASB Class Board 101 – Expectation within first six months. (101 is free and gives a lot of useful information).**
 - **Blueprint training**
 - **Standardized onboarding packet including, but not limited to emails, phone numbers, addresses, board drive information, Board Communication Protocols, how to handle public responses, Robert’s Rules of Order, Open Meetings Act, etc...**
- C. Expectations for all Board Members**
- **Expectations and Duties of Board Members – The Board of Education discussed expectations and duties and how they would hold each other accountable.**
 - **Expectations at Meetings – Discussion on board drive vs. shared drive using personal board of education emails. Discussion on check ledger format.**
 - **Cell Phones on table**
 - **Face speakers when they present**
 - **Arrive five minutes early to meeting**
 - **Professional outlook and attitude**
 - **Preferred dress code, Benzie gear encouraged**
 - **Meeting attendance is expected. Respect for board members and those whom elected you. Being present allows for networking.**
 - **Committee meeting attendance encouraged.**
 - **Meeting preparation – Read board packet in advance.**
 - **MASB Expectations**
 - **MASB 101 Expectation (Discussion on incorporating this language within Thrun Policy 2406 Board Officers Duties)**
 - **Webinar Series encouraged**

- **Blue Print Expectations**
 - **MiExcel Trainings – Share blueprint framework with new board members; district level, building level, (3) systems. Incorporate in new board member onboarding packet.**

D. Meeting format for Summer Months

- **Review 2023 Schedule**
 - **Discussion on agenda format, meetings formats and timelines, agenda items and annual action scheduling.**
 - **2nd June meeting reserved for budget hearing only.**
 - **Administration monthly meeting attendance is encouraged, scheduled monthly meetings required. The Board of Education encourage Points of Pride presentations and incorporating students.**
 - **Board of Education encourage separate Administration presentations on all entities, Betsie Valley Elementary, Crystal Lake Elementary, Lake Ann Elementary, Benzie Academy, and the separation of middle school from high school.**
 - **Meeting location will be Board of Education Conference Room, 7:00 start time.**

E. Committee Assignments - Committees will now be on a rotation schedule so that all board members can be a part of all aspects of our board work. These rotations will be on a 1- or 2-year rotation as indicated below, and will run September 1st to August 31st. The following order of rotation is suggested:

Policy Committee – (alternating rotation)

1) Jason 2) Nicki (until New in Jan) 3) Chris (until New in Jan)

***Position 1 rotates after year 1, Positions 2 & 3 rotate after year 2**

Liaison/Curriculum – (2 year rotation) Lori (New added in Jan.)

Finance – (2 year rotation, Treasurer must serve at least one rotation) Jason (new added in Jan.)

Community Advisory Council – (1 year rotation) Amber (new added in Jan.)

Education Foundation – (2 year rotation) Amber (new added in Jan.)

Buildings & Grounds – (alternating rotation)

1) Brian 2) Chris 3) Nicki

***Position 1 rotates after year 1, Positions 2 & 3 rotate after year 2**

****Removal of Benzie Academy as a committee. Mrs. Crossman will remove place holder beginning August 15.**

AD HOC –

CORE – Nicki, Brian, Chris (committee will dissolve at the completion of the Bond projects, members are subject to change at the direction of the board president, or completion of term and vacancies will be filled by appointment)

District Impact Team/DIT – (2 year rotation, must have Blueprint Training) Steph Amber to join in Sept.

F. Negotiation Assignments

- **Paraprofessionals – Jason**
- **Custodians – Lori**
- **Secretary – Jason**
- **Teachers – Brian**
- **Bus Drivers – Amber**

G. Board of Education Protocols

- **Opening Statement – Will remain on agenda, but does not need to be read each time. Suggestion to have it displayed in Board of Education Conference Room.**
- **Agenda Format - Review 2023 Schedule discussion.**
- **Weekender Expectations – Review Communication Protocol Check In.**
- **Board Packets – No Updated. Packets will remain electronical. Conversation around updating the board shared drive format.**

- **Administration Team and Meeting Attendance - Review 2023 Schedule**

Audience Participation (Open Topics): NONE

Board Communication:

- 1. Regular Meeting – August 15 – 7:00 PM**

Announcements: NONE

22-23-019 It was moved by Ms. Cota Hill and supported by Mr. Barnard to adjourn the regular meeting 12:34 AM.

Ayes: 6

Nays: 0

Motion Carried

Secretary, Board of Education

Please note that July 17, 2022 Special Board Minutes are subject for approval on August 15, 2022

Respectfully Submitted,

Catina Crossman

Executive Assistant to the Superintendent

Board of Education Administrative Assistant

Benzie County Central Schools