HENRY FORD ACADEMY BOARD OF DIRECTORS  
MEETING MINUTES  
January 17, 2018

Board Members Present:  
Christian Overland  Todd Nissen  
Dr. Sarena Shivers  Dwayne Price

Absent:  
Michael Schmidt  
Brent Ott  
Spence Medford

Call to order:  The meeting was called to order at 4:04 pm by Christian Overland

Public Communication: None submitted

ACTION ITEMS

1. **Approval of Agenda**: A motion to approve the agenda with an amendment was made by Todd Nissen and seconded by Dr. Sarena Shivers. All were in favor and the motion passed unanimously.

2. **Approval of Minutes**: A motion to approve the minutes from the December 20, 2017 meeting was made by Dr. Sarena Shivers and seconded by Dwayne Price. All were in favor and the motion passed unanimously.

3. **Approval of the January Budget Amendment**: A motion to approve the January Budget Amendment was made by Dwayne Price; seconded by Todd Nissen. All were in favor and the motion passed unanimously.

4. **Approval of the 2018 – 2019 School Calendar**: This item has been tabled until the February meeting.

NON-ACTION ITEMS

1. **Alumni Spotlight**: John Puterbaugh (Class of 2013) was commended for giving his time and talents to the Academy. In addition to a monetary donation, John has become a phenomenal mentor for the Academy’s First Robotics team. In recognition, January 17th has been proclaimed a day to honor John Puterbaugh.

2. **Finance Committee Update**: Nandini Vaishnav provided the Academy Board with highlights from the January 10th, 2018 Finance Committee Meeting.

   **HIFA Contract Review**
   - Discussion was held about changing the start date of the staff contracts to August 15th of every year. This will align the first paycheck with the staff fall reporting date
   - Pay raises would be effective August 15th, including Master’s completion pay increase.

   **Pay Out Policy**
   - The Academy is in the need for a Pay Out/ Rollover policy for personal time off days. The following items were decided to be included in the policy: roll over cap (1/2 total days was discussed), bank cap, and terms in case of retirement or resignation.

   **Short Term Disability**
   - With the upcoming change in the 2019 benefits package to include short term disability, the Academy will need to determine how to handle the current personal time off bank that is held by each staff member.
   - Personal Time Off days will be held in Dayforce and will not need to be recorded at the Academy.
   - Further discussions needs to be held on the number of days needed for short term disability, pay rate during short term disability, and pay out rate of current personal time off bank. The payout could be a flat rate or per diem.

**Next Steps**
Contract Draft Review  
Pay-Out-Policy
3. **Special Announcement:** Board Chairman Christian Overland announced his departure from The Henry Ford/ Henry Ford Academy Board of Directors. Christian has accepted a position in Wisconsin as Director and CEO of the Wisconsin Historical Society. The Board and Administration expressed their gratitude to Christian Overland and wishes him well in his next venture.

NEW BUSINESS

ADJOURNMENT

1. A motion to adjourn the meeting was made by Christian Overland and seconded by Dwayne Price. All were in favor and the motion passed unanimously. The meeting was adjourned by Christian Overland at 4:56 p.m.

Respectfully submitted,

[Signature]
Cynthia Carr-Tatum