HENRY FORD ACADEMY BOARD OF DIRECTORS
MEETING MINUTES
March 21, 2018

Board Members Present: Todd Nissen Spence Medford
Brent Ott Dwayne Price
Lucie Howell

Absent: Dr. Sarena Shivers
Michael Schmidt

Call to order: The meeting was called to order at 4:05 by Brent Ott.

Public Communication: None Submitted

ACTION ITEMS

1. Approval of Agenda: A motion to approve the amended meeting agenda was made by Todd Nissen, seconded by Spence Medford. All were in favor and the motion passed unanimously.

2. Approval of Minutes: A motion to approve the minutes from February 28, 2018 meeting was made by Spence Medford, seconded by Todd Nissen. All were in favor and the motion passed unanimously.


4. Approval of the 2018 – 2019 School Calendar: A motion to approve the 2018 – 2019 School Calendar was made by Dwayne Price, seconded by Todd Nissen. All were in favor and the motion passed unanimously.

5. IPad Distribution Proposal: A motion to approve the IPad Distribution Proposal was made by Dwayne Price, seconded by Todd Nissen. All were in favor and the motion passed unanimously.

NON-ACTION ITEMS

1. New Staff Introduction: Cora Christmas introduced Raymond Lebert interim 9th Grade Language Arts teacher to the Board of Directors.

2. Hands on Learning: Dan Graves provided the Academy Board with a Spring Trimester 3 update on the exceptional Academy electives. An art component was added to the S.T.E.A.M course. In addition to the growing demand S.T.E.A.M part 2 was added for sophomores and juniors. Village History and the Food and Agriculture course are still going strong. Greenfield Village is offering an internship to five students. The training will prepare the students to become presenters for the Greenfield Village and may result in an after school or summer job.

3. Recent Bed Bug Scares: Protocol was helpful and put in place on March 7, 2018. Parents and students were notified immediately. Rose pesticides came out and treated the area prior to the quarantine being lifted.

4. Class of 2022 Lottery Update: Nandini Vaishnav provided a lottery update for the Class of 2022. The lottery was officially closed to applicants at 5:00 pm on March 15th, 2018. There was a total of 329 applications. Once duplicate entries were excluded the final number of applicants was 280. Families will receive notification by March 31st, 2018.

5. Trimester 3 Save the Date: Nandini Vaishnav provided a detailed list of the end of the year events.

April
- April 20 Talent Show 5th block
- April 20 Grammy Night (6-8 pm)
- April 23 Welcome Class of 2022

May
- May 2 Decision Day Celebration (THM)
- May 16 “The Wiz” Play (5th Block/ 2:00 pm)
- May 17 “The Wiz”
May 18 “The Wiz” (Evening Show 5:30 pm)
May 23 Honor’s Convocation 6-8 pm)

June
June 1 Standing “O” (11 am)
June 8 Prom
June 11 Graduation
June 22 Last Day for Teachers

6 Finance Committee Update:
Budget Update
- IDEA Grant Allocation – Due to a decrease in funds, the two staff members funded by IDEA, will be reduced to one and one to the general budget.
- Student overage for this year will only result in minor budgetary increase due to overage payment for teachers and change in IDEA funding.
- Allegra Ford grant use will be determined in the coming weeks. Feedback was gathered from Special Ed team in Tri 2.
- Title 4 grant is submitted but had to be altered so that it meets the Tech requirements. Nearly half the grant was transferred to the Title 1 budget.
- MISTAR accounting implementation is complete in 9th grade; the entire Academy is using MISTAR accounting. Payroll and Academy met to determine ORS Healthcare Refund Process. Funds have been determined and MDE has submitted accounting guidance. Payout is anticipated within the next three pay periods.

Meeting Agenda
- Teacher Contract Review
  In an effort to streamline the process of hiring and termination, we are continuing to review the Teacher Contract and making modifications. Additions that were made to the contract: Start Date is later in August so the first paycheck is after the reporting date, and Per Diem added to base salary section.

Further modifications are needed in the contract: Define per diem, include daily rate of pay, leave a blank to include the number of pays employee will receive payment on their contract, include early resignation calculations in the termination section, and create separate short term contract or include short term contract language.

- Salary Calculations Discussion for Early Resignation/Late Hire
  Two calculations were created to assist with salary payment for staff that is not employed with a full contract at the Academy. For both, further review needs to be conducted.
  1) The late hire calculation was generated for hires after August start contract start date. Typically, a teacher will be overpaid if left on the biweekly salary rate for this grade/step. To ensure an overpayment is not incurred. Payroll will need to override the hourly rate of pay to ensure a reduced biweekly is received for the number of days worked from later start date.
  2) The early resignation calculation was generated for a teacher who resigns mid school year. Typically, a teacher will require a salary adjustment because summer pay is in relation to the percentage of the school year the teacher worked (191 days). The final salary owed to a teacher will be calculated by determining the balance after subtracting the salary received through the term date (number of pays received x biweekly salary) and August pay and deductions for exceeding 10 PTO days.
PTO Policy Discussion: THF administers benefits for HFA based on the policy that is set by HFA. Currently, THF is examining sick time and PTO policy so this is a great time for the Academy to look at what is fair, equitable and good coverage of our purposes. PTO use and the PTO banks are currently used in place of Short Term Disability. Especially for new hires, this poses an issue when leave is not available for sickness or family reasons. Teachers who have PTO bank are also faced with the problem of not having enough banked days in case of health issues. A policy draft was reviewed defining the PTO by staff category and PTO rollover and PTO upon termination.

1) PTO rollover was discussed in comparison to neighboring districts that have a policy of half of the year's PTO days are rolled over.

2) PTO payout can also be an option for staff that may not want to rollover and they can be paid $125 (amount that would be paid to a sub for coverage). An option to roll over or paid out allows the Academy to manage financial obligations as well as encourage staff to use their PTO days as needed.

3) The process of handling unused PTO was also discussed if a staff member retires or resigns.

Short Term Disability Change Expected January 2019

1) The PTO bank needs to be phased out beginning the 2018-2019 school year since the benefits package will include short term disability in January 2019. The insurance broker has shared the Short Term Disability can be started at the Academy at the start of a contract.

2) If PTO is managed in Dayforce along with the rest of the benefits then HFA days can also be tracked in the same system as THF.

3) Bank needs to be adequate to utilize from the 1st absence until Short Term Disability kicks-in. The transition from the current bank the new bank needs to be financially analyzed. Where does maternity leave fall in Short Term Disability or bank use?

7 3rd Party Contract Provider: The Board is looking at options for a replacement for ContractED to hold the Principal’s contract for the 2018 – 2019 school year.

8 Security Update: A brief update was provided regarding the threats that was made to schools this week.

ADJOURNMENT

1. A motion to adjourn the meeting was made by Todd Nissen and seconded by Dwayne Price. All were in favor and the motion passed unanimously. The meeting was adjourned by Brent Ott at 5:31 pm.

Respectfully submitted,

[Signature]

Cynthia Carr-Tatum