

# Minutes of Superintendent Evaluation Committee Meeting

## The Board of Trustees Lake Orion Community Schools

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A Superintendent Evaluation Committee Meeting of the Board of Trustees of Lake Orion Community Schools was held Friday, June 6, 2025, beginning at 12:05 PM.

Attendees: Danielle Bresett, Birgit McQuiston, Jake Singer, Heidi Mercer

### A. Discussion Items

#### 1. Informal Check-in

*Heidi Mercer reviewed the attached updates on progress toward the current school year goals and committee members provided feedback. The group discussed adjusting the timeline for next year to move the check-in date after the end of the school year.*

### B. Public Participation

*No public participation*

The meeting concluded at 12:43 PM

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Secretary, Board of Education

# **Heidi Mercer Superintendent Evaluation 25-26**

## **A. Governance & Board Relations**

### **A1 Policy Involvement**

- Cell phone
- Student driving
- Fund balance
- Regular policy updates
- Share updates with Leadership

### **A2 Goal Development**

- Strategic Plan

### **A3 Information**

- Text
- Email
- Phone
- Small group meetings
- Weekly Board Updates

### **A4 Materials and Background**

- Bond 2025
- Middle School/Budget
- PTC

### **A5 Board Questions**

- Board members blind copied on all questions/answers

#### A6 Board Development

- Oakland School's Offerings
- MASB
- Mackinac, May

Other

### **B. Community Relations**

#### B1 Communication with Community/Parents

- Cell phone
- Parent Square
- Community events
- Metal detector wands
- State of the District
- Thank you notes: marching band parents, 3<sup>rd</sup> quarter senior exit interview volunteers, March is Reading month parent decorators, Robotics mentors...

#### B2 Community/Parent Input

- Cell phone
- Bond 2025
- PTO meetings
- Community Champions
- Community events

#### B3 Media Relations

- Orion Review
- State of the Township

- ONTV food drive
- Chamber of Commerce

#### B4 District Image

- Community and District events
- Chris Barnett first Business Roundtable

#### B5 Approachability

- Community and District events

#### Other

- Expanded partnership with Easterseals

### **C. Staff Relations**

#### C1 Staff Input

- Office hours
- Building visits
- MI Student Voice Survey for educators
- Superintendent leadership survey

#### C2 Staff Communications

- Monthly staff newsletter
- Special staff messages for breaks, new semester, end of year, etc.

- Special staff emails regarding topics: cell phones, bond 2025, budget
- Office hours
- Building visits
- Staff meetings: PTC, Middle Level
- Cards: weddings, surgery, baby, retirement, coaching, special events for students, sympathy.....

### C3 Personnel Matters

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### C4 Delegation of Duties

- Dave McKay, safety and security, radios, middle school planning
- Gretchen Hynes, student teachers
- Kristin Slwinski, PHASES
- Mark, bond, communications, contacts
- Cabinet

### C5 Recruitment

- Consistently looking for district leaders, Dan Mattar, Liz Slusher, Missy Butki,

### C6 Labor Relations

- Union Leadership meetings, all leaders
- Monthly meetings with LOEA president
- Individual visits with union presidents

#### C7 Visibility in District

- Regular building visits
- Classroom invites
- Community and Building events

Other

### **D. Business & Finance**

#### D1 Budget Development and Management

- Reductions to gain better financial stability
- Focus on fund balance
- Budget discussions with Leadership

#### D2 Budget Reports

- Budget reports in Board pack and updates at Board meetings
- Finance committee meetings
- Weekly Cabinet meetings discuss budget

#### D3 Financial Controls

- Department and building meetings
- Cabinet meetings weekly budget is discussed
- Continuing to learn and ask questions

#### D4 Facility Management

- Bond
- Site Sinking Fund

- Regular building visits

#### D5 Resource Allocation

- Strategic plan
- Instruction always a priority

#### Other

### **E. Instructional Leadership**

#### E1 Performance Evaluation System

- Expectations raised this year and dates for tasks closely monitored

#### E2 Building-Level Leadership

- Meetings 3 times a year minimum
- Instructional Leadership meetings

#### E3 Staff Development

- PD plan

#### E4 School Improvement (MICIP)

- Instructional leadership meetings 3 times this year
- Review of data and process

## E5 Curriculum

- Weekly meetings with Teaching and Learning
- Classroom visits
- Visits with instructional coaches

## E6 Instruction

- Classroom visits
- Continued professional development through reading, collaborating with other districts, attending ISD meetings/offerings
- Office hours

## E7 Student Voice

- Superintendents' Student Advisory Council
- Cell phone
- Classroom and lunch time visits

## E8 Support for Students

- Meetings with Teaching and Learning
- Meetings with principals
- Office hours
- Visits
- LO-AM segment on threats
- Cards: plays, competitions, awards, culture club booths, sport signing, battle of the books, newspaper,

## E9 Professional Knowledge

- Classroom visits



- Continued professional development through reading, collaborating with other districts, attending ISD meetings/offerings
- Office hours

Other

## **Goals**

### **1. Strategic Plan**

Update provided at Board Work Session May 28. Safety and Security goal added. Removed Enrichment Services. Added November 2025 bond election. Removed Success for All Dragons. Staff Wellbeing Committee removed. Staff Recognition removed.

### **2. Balanced Budget**

In progress. Finance Committee Meeting on May 28, June 3.

### **3. Continuation of Professional Growth**

New Superintendents' Meetings with Oakland Schools monthly. Attended MASA in January and presented. CPR training, April. Legislative training, April. ABA new requirements, June. Signed up for MASA Fall Conference, September.