

**Honey Creek Community School**  
**Board Minutes of October 17, 2007**  
**Call To Order:** 6:20pm by President John Stahly  
**Recording Secretary:** Karen Giltrow

**Board Members Present:** C. Borgeson, W. Hathaway, W. Millette, J. Prenevost, O. Simon, J. Stahly, D. Stewart (O. Simon arrived at 6:30pm)

**Staff and Community Members Present:** S. Almquist, A. Waters, S. Huczek, S. Boling, K. Giltrow

**Minutes:** W. Hathaway moved, C. Borgeson supported the approval of the October 17, 2007 Board Minutes as amended. **Motion was passed by all board members present.**

**Public Participation:** None

**Financial Report:**

Gifts: S. Almquist noted the Phoenix Rising Campaign funds were accumulating and there are no other specific gifts to report.

Enrollment: S. Almquist noted Honey Creek enrollment is at 181 and that was also the number of students present on count day.

September 2007 Report: Written report in board packet. S. Almquist gave an overview of the report. W. Millette moved to accept the September 2007 report and was supported by D. Stewart. **Motion passed by all board members present.** W. Hathaway moved to approve payment of the bills supported by W. Millette. **Motion was passed by all board members present.**

Financial Committee Report: C. Borgeson reported the financial committee met on September 28, October 4, and on October 12, 2007. They reviewed the audit by Yeo & Yeo and met again to discuss the results of the audit. The carry over of funds from last year and a five year budget plan were also looked at and will be discussed under new business.

**Standing Reports:**

Faculty Liaison: Written report in board packet. S. Boling informed the board the faculty had two requests which have already been addressed. The faculty wanted a staff meeting schedule posted for the remainder of the school year. The second request was to schedule Paula Uche, the former environmental education teacher, to present and disseminate the resources she used to teach environmental education to the staff. A. Waters responded Paula Uche has been scheduled to share her environmental education resources and curriculum with staff on both Professional Development dates in November.

School Age Programs: Written report in board packet. S. Huczek gave the final summer camp numbers totaled 126 campers, compared to 130 campers last year. Not having the use of the pool contributed to the lower enrollment number.

Academic Service-Learning: Written report in board packet. S. Huczek noted the Learn & Serve grant reports are due October 31, 2007. Joe Griffith was invited by the Michigan Campus Compact to present an encore of "Trader Joe's Bonanza" at the state conference in February 2008. The Honey Creek Middle School was named State Champs by the LEAGUE. Honey Creek Community School received two Leadership & Design grants from WISD: \$3,000 to strengthen our Instructional Consultation Teams and \$2,000 to continue our equity work. Ashley Norris' Later Elementary class and Elaine Economou kicked off the Honey Creek Wellness Campaign at the October assembly.

PTO Report: Written minutes in board packet.

**Director's Report:** Written report in board packet. A. Waters thanked the entire Honey Creek community for such a warm welcome. He informed the board that with deep regret he has accepted Ashley Norris' resignation and wishes her the best as she returns home to support her family. Barbara Edwards has accepted the Media position and will begin on October 23rd or 24<sup>th</sup>. She comes to Honey Creek with several years of experience in media technology. Due to her lapsed certification, an emergency certification has been filed. A discussion on staff turnover, the new K/1 classroom and why teachers need to be certified took place. Other faculty positions that need to be filled include; 4/5 Teacher, Art Teacher and Music Teacher. Ads have been placed on the Eastern Michigan website, the Honey Creek website, and in the Ann Arbor News. Interview teams are being formed and interviews will begin next week. Valerie Mann is filling in for the art classes and Josh Jobst will continue in the vocal music position. The Michigan Department of Education informed Honey Creek that a breach of test security had occurred at another district and Part 1A of the ELA test were compromised. As a result all fifth and sixth grade students in the state will need to retake this portion of the test. Otherwise the administration of both the MEAP and MI-Acess have gone well. Support staff adjustments were made by increasing the number of teaching assistants and hours. Several Instructional Consultation Team referrals have been made to help teachers address specific student needs. ICT members include: Jon Baek, Sue Huczek, Mary Bassett, Karen Berg, Teresa Gonzalez-Woods, and Meg Szczygiel. The goal of Instructional Consultation Team this year is to ground ICT as a sustainable program that is used by staff.

**Old Business:**

Board Retreat: W. Hathaway reported the board retreat will be held on November 16<sup>th</sup> at 8:00a.m. at 310 S. Ashley, in downtown Ann Arbor. A draft agenda was handed out and a discussion on plans for the retreat followed.

New Policy Update: O. Simon reported the policy work should be completed before the holidays and the next policy meeting will be held after November 6<sup>th</sup>.

**New Business:** Approve Prior Year's Audit: Written report in packet. S. Almquist summarized the audit by Yeo & Yeo on September 28, 2007 as having gone well. Honey Creek's financial statements were deemed unqualified with no materials of non-compliance. There is a general fund balance of \$279,000 from last year due to no increases in per pupil spending. The goal as a board has been to maintain a 15% cushion

in the fund. J. Prenevost moved to approve the prior year's audit supported by D. Stewart. **Motion was approved by all board members present.**

Budget Update/Faculty Compensation: Written Five Year Budget Projection report in board packet. S. Almquist reported the finance committee requests the board look at bonuses, technology, and a 3.5% raise for all staff who were here last year since no raises were given last year. The board discussed the request for raises and a technology increase of \$40,000 to be spent on new/replacement computers for teachers and staff, a new server, LCD projector, and a new computer lab. D. Stewart moved to approve the additional 3.5% increase for those staff/faculty who were here last year and the technology increase of \$40,000 as reflected in 2007/2008 column in the five year projection report, J. Prenevost supported. O. Simon moved to table the motion until the next board meeting, C. Borgeson supported. **Motion to table passed, two opposed (J. Prenevost, D. Stewart).**

Director's Goals: J. Stahly, O. Simon will meet with A. Waters to formulate reasonable goals before the next board meeting.

Job Descriptions: J. Stahly noted J. Okey had been working on job descriptions and he will meet with J. Okey to see where that process is.

Faculty Time Study: J. Prenevost presented the idea of a time budget for faculty. He is interested in how teachers spend their time and would like the data to help inform budget decisions, curricular purchases, professional development, etc. A discussion followed on whether this is a board responsibility or an administrative responsibility. A. Waters will consider and respond back to the board. The board decided to continue the discussion at the board retreat when they discuss roles and responsibilities.

Charge Committees: finance, maturation: J. Stahly noted will revisit at a later date.

**Other Items of Business:** Different ways for the board to communicate with each other were discussed. It was decided to maintain current board communication procedures.

**Board Kudos To:**

- Shellee Almquist for a splendid annual audit  
AND for all her hard work completing the financial portions on the Learn and Serve grant applications
- PTO and the Fundraising Committee for aligning fundraising efforts
- Joe Griffith for receiving an invitation from the Michigan Campus Compact to give an encore presentation of "Trader Joe's Bonanza" workshop at the Service Learning conference in February
- Honey Creek Middle School students and their teachers for being named Service Learning State Champs by the League
- Sue Huczek for obtaining \$5,000 in Leadership & Design grant funding from WISD
- Ashley's Later Elementary class and Elaine Economou for the Honey Creek Wellness Campaign kick-off at the October assembly

**Board Communication:** K. Giltrow will email the Honey Creek Community with the

Board Retreat information and post flyers in the school.

**Public Participation:** None

**Adjournment:** W. Millette moved to adjourn at 8:31 supported by C. Borgeson.