

**Honey Creek Community School
Minutes of October 26, 2011**

Call to Order: 5:32 by Board President Scott Mahler

Recording Secretary: Karen Giltrow

Board Members Present: Pat Conlin, Brian Hockley, Linda Knox, Kelly Krawcke, Scott Mahler, Lisa Wozniak.

Staff and Community Members Present: Al Waters, Shellee Almquist, Tammy Hall, Karen Giltrow, and former Honey Creek student Patrick Conlin.

Board Spotlight: None.

Consent Agenda: Patrick Conlin moved supported by Kelly Krawcke to accept the consent agenda.

Public Participation: Board President Scott Mahler welcomed former Honey Creek student Patrick Conlin to the meeting. Patrick Conlin announced he was attending the meeting to fulfill a Boy Scout Merit Badge requirement.

Finance Committee Meeting: Written report in board packet. Brian Hockley reviewed the report with the board and noted the following:

- The current year projected per pupil funding amount of \$7,110.00 will continue to be used.
- Minor adjustments to revenue and expenses resulted in a slight increase to the budget deficit that was approved in June. Updated post-audit budget deficit is \$124,229.00 and the approved June budget deficit amount was \$112,061.00 for the current year.
- Reviewed adjusted future budget projections.
- Identified possible areas for increased revenue or cost savings that included moving some part time staff over to a management company to save on MIPSERS. This would also qualify as the 4th of out 5 criteria necessary to receive a Best Practice Incentives grant that would add \$100.00 per pupil. Honey Creek currently qualifies for three of the four criteria at this time. The board supported Al Waters recommendation to begin the process of requesting bids from management companies.

A discussion followed and Scott Mahler asked the board to consider giving the staff 3% raises due to the projected fund balance. Al Waters responded the staff might appreciate money going towards health care costs instead. The board charged the Finance Committee to bring language on a 3% staff raise to the November 16, 2011 board meeting.

The board charged Faculty Liaison Tammy Hall to poll the faculty on their preference regarding raises or money towards health care costs.

Fund Development Report: Written report in board packet. Linda Knox noted the committee has been gathering samples of documents and bylaws from other organizations to help determine if they can start the new PTO entity on their own. The committee plans to have the draft document describing the organizational structure and general operations of the new entity for the December 14, 2011 board meeting. The next meeting is scheduled for November 10, 2011.

Governance Committee Report: Written report in board packet. Pat Conlin reviewed the report and reported board member Libby Sheldon has decided to resign. A discussion on possible board member candidates followed. The committee will bring a recommended board candidate for possible appointment at the November 16, 2011 board meeting.

Outreach Committee Report: Written report in board packet. Items in report included:

- Looking at creating a new school logo with designer Joshua Schnable.
- Possible future press release on the funds the received from the Bank of Ann Arbor spring contest that went towards the purchase of iPads for Honey Creek students.

Strategy Committee Report: Al Waters noted three meetings are scheduled on Friday, October 28, 2011 to present the Strategic Plan to the community. The meetings are scheduled in the PIT at 12:15 pm, 2:30 pm, and 5:00 pm. The plan was already presented to the faculty. A discussion followed and included ideas to keep the Strategic Plan alive in the community through an ambassador, and a recommendation of putting the Strategic Plan in the Honey Creek newsletter.

Faculty Liaison Report: Tammy Hall thanked the PTO for their generous check to each teacher for classroom supplies.

Director's Report: Written report in board packet. Al Waters reviewed the report on the following:

- Quality Assurance Team has recommended Honey Creek Community School for full accreditation with NCA AdvancEd.
- State announced serious adjustments to the MEAP cut scores. Honey Creek will see a significant decrease in the number of students who score in advanced and proficient ranges.
- Two teachers will attend the Place Based Education Conference in Lansing on November 8th and 9th to continue our relationship with the Southeast Michigan Sustainability Coalition SEMIS.
- The Secretary of Education from the nation of Vanuatu will be visiting Honey Creek on October 27th and 28th to learn more about implementing project and place based education and Academic Service-Learning.
- 2/3 Teachers Tammy Hall, Salli Kropp, and Mary Bassett will present on an integrated, project based approach to instruction at the MAPSA Conference on November 8, 2011.

Old Business:

Board Goals

The agenda item Board Goals was moved to the November 16, 2011 Board meeting.

New Business:

Director's Goals

2011-12 Director Goals:

- 1) Propose a detailed plan for the school's administrative structure that sets academic leadership as a top priority of the school and makes clear how increased reporting needs will continue to be supported as well as accommodating for the rise in student needs due to school growth over the past 5 years.

- 2) Lead the strategy committee, in conjunction with the board, through the creation of a tactical plan that includes the following for each of the three goals outlined in the Strategic Plan (Curriculum, Instruction, and Reporting).
 - An assessment of the current state of the school
 - A vision with measurable indicators of success in the future state
 - A timeline with defined milestones

Pat Conlin moved, supported by Lisa Wozniak to approve the Proposed Director's Goals as submitted. **Motion was approved by all board members present.**

Honey Creek Ball Temporary Special Liquor License

Pat Conlin moved, supported by Lisa Wozniak to approve applying for a one day liquor license to be used for the Honey Creek Community Ball on February 10, 2012. **Motion was approved by all board members present.**

Other Items of Business: Lisa Wozniak led a discussion on the need for immediate fundraising efforts, creating a fundraising recruitment process, and the possible formation of a new committee to help cover the deficit. The Fund Development committee will address the immediate need for funds at the November 16, 2011 board meeting.

Brian Hockley recalled an aftercare incident that was shared during the February 16, 2011 board meeting that was not reflected in the written board minutes, when a student was left unattended on the playground unsupervised for ten minutes. The board charged Sue Hofbauer to bring text to November 16, 2011 board meeting to amend the February 16, 2011 minutes.

Brian Hockley inquired why the committee reports are not on the Honey Creek website. The Governance Committee, along with Al Waters, Shellee Almquist, and Sue Hofbauer will bring back a process in place to the November Board meeting.

Board Kudos To:

- All the chaperones and planners involved in a great Middle School Dance.
- Cam McCord, the cross country runners, and parent drivers for a successful inaugural cross county season.
- Al Waters and the entire staff for the renewal of the NCA Accreditation.
- Pat O’Connell for running a helpful CPI renewal training.
- The PTO for the generous check given to each classroom for supplies.
- Kristin Vespa and the Honey Creek Field Hockey Team for another great season.
- Angie Tracey and all of the volunteers and participants for a fantastic Walk-Run-A-Thon.

Preparation for Board Communications: Kelly Krawcke will prepare a board summary of the meeting for the Honey Creek Newsletter.

Public Participation: None.

Adjournment: Pat Conlin moved to adjourn the meeting at 7:55p.m.

Board Attendance:

Name	Present	Absent
P. Conlin	2	2 (August, September)
B. Hockley	4	0
L. Knox	4	0
K. Krawcke	4	0
S. Mahler	3	1 (July)
L. Wozniak	4	0