

**Honey Creek Community School  
Minutes of October 24, 2012**

**Call to Order:** 5:38p.m. by Board President Brian Hockley

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Pat Conlin, Brian Hockley, Linda Knox, Kelly Krawcke, Nina Nabors, Lisa Wozniak.

**Staff and Community Members Present:** Al Waters, Shellee Almquist, Sue Hofbauer, Karen Giltrow, Mary Bassett, Elizabeth Scott, and Salli Kropp.

**Board Spotlight:** Yeo & Yeo representative Mari McKenzie presented the Fiscal Year 2012 Audit and noted overall, it was a successful and clean audit. Internal Controls showed one material weakness as relates to the timing of the year-end retirement payment. Lisa Wozniak moved, supported by Nina Nabors to accept the Fiscal Year 2012 Audit as presented. **Motion to accept the Fiscal Year 2012 Audit was approved by all board members present.**

**Consent Agenda:** The October 17, 2012 Special Board Meeting Minutes and the September 2012 School-Age Report were pulled from the consent agenda to be addressed as individual reports. Linda Knox moved, supported by Kelly Krawcke to approve the consent agenda. **Motion was approved by all board members present.**

**Public Participation:** Honey Creek teachers Mary Bassett and Elizabeth Scott thanked Shellee Almquist for a great job on the budget and the successful audit.

**Finance Committee Report:** No report.

**Fund Development Report:** Linda Knox announced she will step down from her position on the Fund Development Committee. Brian Hockley reported the goal of the committee is to finalize the 1023 and to raise money.

**Governance Committee Report:** Pat Conlin led a discussion on how the Director is evaluated and the need to create a Director evaluation that is clearly defined and encompasses the uniqueness of Honey Creek.

**Outreach Committee Report:** Written report in board packet. The committee met to review goals for the year, prioritize and discuss next steps. Finalizing the Honey Creek story is a priority for the committee this year.

**Strategy Committee Report:** No report.

**Faculty Liaison Report:** Salli Kropp reported on two concerns from faculty:

- 1) Concerned there wasn't transparency on notifying staff about covering the insurance increase for families and couples.
- 2) Request to post and send the Board Meeting Agenda to staff.

Al Waters responded the faculty received the information about covering the insurance increase for families and couples at a staff meeting prior to being presented to the Board for approval. The board agenda will be sent electronically to the staff and posted.

Al Waters requested the faculty liaison bring any concerns to the Director first allowing him to reconcile the concern, and if the Director cannot reconcile the concern it will then be brought before the board.

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

- MEAP Assessments were administered and many students were traveling or out sick. Make-ups exams need to be completed by those students who were traveling.
- Two monitors from the Michigan Department of Education came to monitor our MEAP Assessment procedures. A copy of their report has been requested from the Bureau of Academic Assessment.
- English Language Learners survey results indicate we have seven students who may qualify for language services.
- Smarter Balance Assessment: Seventh graders will participate in a trial of the Smarter Balance Assessment on October 30, 2012. Participating in the trial will help us prepare for the transition to online testing which is expected to take place in 2014-15.
- The American Federation of Teachers is engaged in a campaign to serve all Michigan Charter Schools with a Freedom of Information Act request. We have been advised by MAPSA to consult legal counsel when responding to the request.

### **Old Business:**

#### Director Evaluation

A discussion on the Director's evaluation took place. Kelly Krawcke moved, supported by Pat Conlin to approve the Director Evaluation. **Motion was approved by all board members present.**

#### Board Self Evaluations

Brian Hockley noted two of seven board self evaluations have been completed.

**New Business:** None.

### **Other Items of Business by consensus of the Board:**

#### **Board Kudos:**

- To Shellee Almquist for a successful financial audit.
- To all the volunteers who helped with the Middle School Dance.
- To all the parents who supported their children's education by participating in Student/Parent conferences.

- To the parents who kindly donated food for the staff on Curriculum Night and parent/student conferences.

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

**Public Participation:** None.

**Adjournment:** Brian Hockley moved to adjourn the meeting at 7:16p.m.