

**Honey Creek Community School**  
**Minutes of November 18, 2009 Board of Trustees Meeting**  
**Call To Order:** 6:20p.m. by President John Stahly  
**Recording Secretary:** Karen Giltrow

**Board Members Present:** Carol Borgeson, Simona Goldin, Scott Mahler, Wayne Millette, Jeff Prenevost, Libby Sheldon, John Stahly,

**Staff and Community Members Present:** Al Waters, Shellee Almquist, Sue Hofbauer, Stephanie Boling, Karen Giltrow, Alex Foulis, Brian Hockley, Barbara Naess, Johnny Thompson.

**Board Spotlight:** Director Al Waters presented the new mission, goals, and objectives of the School Age Program:

- Mission
  - To provide safe and engaging childcare that promotes the social, academic, artistic, and physical development of the children it serves.
- Program Goals
  - 1) To support children in the development of age appropriate social skills.
  - 2) To provide enrichment activities that support the overall development of each child.
  - 3) To provide programming that augments or compliments the Honey Creek Curriculum.
  - 4) Maintain the affordability while assuring the sustainability of the program.
- Objectives
  - 1) Participants will demonstrate age appropriate communication and problem solving techniques.
  - 2) Participants will demonstrate specific knowledge and skills identified in the various curricular areas in which they participate.
- Staffing
  - 1) Non-Violent Crisis Intervention
  - 2) CPR/First Aid
  - 3) The HC Approach (HCCR)
  - 4) Strategic Training for Effective Parenting
  - 5) Love and Logic

**Consent Agenda:** The consent agenda was approved by all board members present. Shellee Almquist reported the following gifts to Honey Creek: school supplies were donated in August 2009 by the Paskus family, and a \$500.00 check to go toward musical instruments was given by Geoff Beck from a contest he won at work.

**Public Participation:** None

**Financial Committee Report:** Jeff Prenevost updated the board on the Finance Committee meeting that met prior to the board meeting, and noted the focus of the

meeting was to prioritize areas Phoenix Rising will raise funding for. The Phoenix Rising goal went from \$65,000.00 to \$40,000.00 and will be divided three ways: 1) general fund 2) mini grants and 3) specified, with any left over funds going to the general fund. Shellee Almquist was unable to provide the three projected budget scenarios requested due to lack of detailed information. A discussion followed.

**Faculty Liaison:** Faculty Liaison Stephanie Boling had no feedback to report. John Stahly requested the following: faculty liaison reports be sent to all board members, to continue with the current faculty liaison model, and to schedule meetings with faculty and board members a few times per year. A discussion followed on the need to announce joint faculty and board meetings 24 hours in advance (Open Meetings Act), and to create a faculty liaison job description to include stipends and reviews. John Stahly will research past board minutes regarding liaison stipends and report the findings at the December board meeting.

**School Age Programs:** Written report in board packet. Sue Hofbauer encouraged the board and community to participate in the food and clothing drive.

**Academic Service-Learning:** Written report in board packet.

**PTO Report:** PTO representative Joan Sitomer, asked John Stahly to inform the PTO when the AS-L funding grant ends.

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

- The State of Michigan is requiring all school districts to create a service plan and will ask the board to approve an agreement to develop a Service Consolidation Plan to avoid the loss of the \$165.00 per student at the December board meeting.
- The Faculty raised concerns with the Honey Creek compensation policies. A letter from Honey Creek teacher Johnny Thompson regarding faculty compensation was distributed, and a discussion followed. A Compensation Review Panel will be formed and charged to create a new compensation policy for approval by the board.
- The Technology Committee will identify and evaluate school management software that has the ability to manage finance, and upload information for state reports. The Phoenix Rising grant writing team will be asked to research and submit proposals.
- MEAP/Meap-Access/Mi-Access

### **Old Business:**

#### Director's Goals 2009/2010

A handout was distributed on the 2009/2010 Director's goals and a discussion followed. John Stahly and Simona Goldin will meet and continue the discussion with Al Waters and bring the 2009/2010 Director's Goals to the December board meeting for approval.

## Board Goals

The discussion continued on the 2009/2010 Board Goals and included these ideas to incorporate: strategic planning, mission statement, careful financial budgeting, and supporting the Director in achieving the Director's goals. John Stahly will create a draft of the Board Goals for approval at the December board meeting.

## **New Business:**

### Letter from Barbara Naess

Letter included in board packet. Honey Creek K-1 Teacher Barbara Naess, addressed the board requesting the board review and clarify the policy on five-year teacher raises that was approved at the May 14, 2008 board meeting. John Stahly will charge the new Compensation Review Panel with creating a written policy.

## **Other Items by Consensus of the Board:**

Al Waters requested to open an account at Chelsea State Bank to facilitate the collection of fund raising dollars through Phoenix Rising. Jeff Prenevost moved, supported by Carol Borgeson to authorize the Executive Director and Assistant Director to open and use a checking account located at the Chelsea State Band to collect ACH funds. **Motion was approved by all board members present.**

Al Waters distributed a Vision Statement to the board to be discussed at the December board meeting.

## **Board Kudos:**

- To Mary Bassett for her leadership role and dedication to the IC process.
- To Amber Byers, Alex Foulis, and Marty McLaughlin for coaching soccer; Cam McCord and Paddy Oates for coaching Cross Country; Joe Griffith, Joanne Beemon, and Alicia Schuster for coaching and organizing field hockey.

**Preparation for Board Communication:** Libby Sheldon will prepare a summary of the board meeting for the Honey Bunches of Notes newsletter.

**Public Participation:** Alex Foulis addressed the board regarding following proper procedures.

**Adjournment:** Jeff Prenevost moved to adjourn at 8:25p.m. Scott Mahler reopened the meeting at 8:26p.m. Scott Mahler moved to adjourn the meeting at 8:29p.m.

## **Board Attendance:**

<b>Name</b>	<b>Present</b>	<b>Absent</b>
C. Borgeson	4	1 (July 09)
S. Goldin	5	0
S. Mahler	5	0
W. Millette	3	2 (July 09, August 09)
J. Prenevost	4	1 (August 09)
L. Sheldon	5	0
J. Stahly	5	0

