

## **Honey Creek Community School**

### **Minutes of May 23, 2012 Board of Trustees Meeting**

**Call To Order:** 5:31p.m. by Scott Mahler, Board President

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Pat Conlin (arrived at 5:35p.m.), Will Hathaway, Brian Hockley, Linda Knox, Kelly Krawcke, Scott Mahler, Lisa Wozniak (arrived at 5:47p.m.)

**Staff and Community Members Present:** Al Waters, Shellee Almquist, Sue Hofbauer, Tammy Hall, Bill Van Loo, Karen Giltrow.

**Board Spotlight:** Bill Van Loo reviewed the 2012-2012 Technology Plan setting the vision and goals for the future that includes technology be: 1) available 2) understood by staff and students 3) transparent and 4) supported. The Technology Plan will be placed on the Honey Creek website once it is approved by the Washtenaw Intermediate School District and then approved the State of Michigan.

Al Waters reviewed a handout comparing the Terra Nova Scores for 2011-2012 showing improvements in reading, language and math.

**Consent Agenda:** Pat Conlin moved, supported by Kelly Krawcke to approve the consent agenda. **Motion was approved by all board members present.**

**Public Participation:** None.

**Financial Report:** Written report in board packet. Brian Hockley reported the EduJobs funds were distributed among the qualifying schools, and Honey Creek received the amount of \$3,413.00. The Honey Creek administration proposed the money be distributed evenly to the teachers. The Finance Committee fully supports the proposal. Will Hathaway moved, supported by Brian Hockley to distribute the \$3,413.00 EduJobs funds evenly to the Honey Creek base class and specials teachers. **Motion was approved by all board members present.** The next Finance Committee meeting is June 12<sup>th</sup> at 4:30p.m.

**Fund Development Report:** Written report in board packet. Linda Knox noted the committee is proceeding with filing the Articles of Incorporation. The next Fund Development meeting is June 21<sup>st</sup> at 5:30p.m.

**Governance Committee Report:** Written report in board packet. Pat Conlin noted the Governance Committee plans to use the MASB Superintendent evaluation. The committee will meet with Al Waters next week to discuss the director's evaluation and plan to present it at the June board meeting. The board charged Tammy Hall to take the following questions to the faculty and report back to the board at the June meeting:  
1) how much teacher participation would they like to have in the director's evaluation? b) how can teacher participation be increased? C) how would teachers like to participate in the evaluation?

**Outreach Committee Report:** Scott Mahler reported the committee met twice and discussed feedback from the survey on ways to improve the website. The committee has a work plan in place to address the website areas that need attention. Will Hathaway reported receiving 80 surveys and noted the committee will meet on June 4<sup>th</sup> to review the survey results. Inviting the new incoming Honey Creek families to the STEM Fair and the Spring Curriculum Celebration resulted in approximately five new families attending the events.

**Strategy Committee Report:** Written report in board packet. Al Waters reviewed the report and on the following strategic plan goals for the next school year:

Curriculum: Align Language Arts and Mathematics curriculum with Common Core Standards and fully document in Atlas. This will include:

- Clarifying all content boxes in Atlas
- Utilizing common vocabulary and documentation methods across levels and subjects
- Increasing integration of instructional units and projects
- Utilizing the Atlas Analysis tool to identify gaps

Instruction: Instruction will be differentiated to meet the needs of all learners and lead to continuous increases in student achievement. Focus will be placed on project and place-based instructional approaches. Engage community in these efforts.

- Provide professional development in project and place-based instruction
- Establish a culture of learning through greater community engagement
- Explore resources to create greater geographical awareness
- Clearly define intervention process for struggling learners

Reporting: Increase internal and external communication on student achievement.

- Review report cards and develop common language across levels
- Implement school-wide database to track student achievement

Shellee Almquist reported Zane Almquist is working with FileMaker Pro 2012 to see if the program will meet student data management information needs.

**Faculty Liaison:** No report.

**Director's Report:** Written report in board packet. Topics included:

- Middle School teacher Joe Griffith received an Education Excellence Award from the MASB and SetSeg for his units on Homelessness and Economics.
- Teachers will work an additional five days next year to accommodate the work in addressing the instruction and curriculum goals in the Strategic Plan. There is no funding to compensate the teachers for the extra days at this time.
- Management Company update - non-profit or for profit status needs to be clarified.

- New Board Member Qualification, Public Act 618, went in to effect on March 28, 2012 restricting school board membership to American Citizens. Al Waters and Scott Mahler both submitted requests to the ISD to allow our one non-citizen board member to serve out his term. The ISD will consider the request at their next board meeting.
- Fund Raising Opportunities: 1) Teacher Retention 2) Supplemental Wages for School Improvement 3) Computer Replacement Program 4) Subsidizing Supply Budget

**Old Business:** None.

**New Business:**

Board Election

Pat Conlin moved, supported by Will Hathaway to approve the election vote count for newly elected candidates Nina Nabors and John Lonsway. **Motion was approved by all board members present.**

A community member raised a concern regarding a late (2 day late after deadline) nomination form that was not placed on the board ballot. The community member felt this was inconsistent with last year's acceptance of a nomination form that was late (by minutes) on the deadline date. A discussion followed and the board charged Al Waters and Karen Giltrow to locate policy document and bring to the July Board meeting.

First Reading of Updated Budget

Written report in board packet. Shellee Almquist reviewed the report with the board.

First Reading of Next Year's Budget

Written report in board packet. Shellee Almquist reviewed the report with the board.

First Reading of Next Year's Calendar

Shellee Almquist reviewed the calendar with the board. Shellee Almquist was charged with adding the PTO calendar dates on next year's calendar.

Administrative and Financial Challenges

Written report in board packet. Al Waters reviewed the report and a discussion followed.

**Other Items of Business by Consensus of the Board:** None.

**Board Kudos To:**

- Shawn Bale for running two sessions of chess after school.
- Kim Braun for another great year of after school swim lessons.
- Arcobaleno for another wonderful year of after school Italian language classes.
- The students, staff, and volunteers who participated in the super successful STEM Fair.
- Matt Cyrulnik and Morgan and York for a fabulous Staff Recognition Lunch.

- Joe Griffith for being recognized by MASB and receiving the 2012 Education Excellence Award for his teaching on Homelessness and Microeconomics.
- The students, volunteers, and staff for another amazing Earth Day celebration.
- Katie Gates, and the choir, music, and band students for entertaining us with their musical talents during the amazing Spring Performance.
- Parent and board member Will Hathaway, for receiving the 2011 “You Make the Difference” award for his many contributions to Honey Creek Community School.
- Teachers and students for their hard work creating, displaying, and presenting projects during the Spring Curriculum Celebration.
- Casey Fry for putting together a fantastic 5<sup>th</sup> Grade Slide Show.
- Students and Faculty for improved Terra Nova test scores.

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

**Public Participation:** None.

**Adjournment:** Pat Conlin moved to adjourn the meeting at 8:45p.m.