

Honey Creek Community School

Minutes of April 22, 2015 Board of Trustees Meeting

Call to Order: Greg White called the meeting to order at 5:30p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Greg White, Nina Nabors, Karen Andrews, Pam Reister, Christine Kelley, John Lonsway, Steve Rich, Angie Tracey (arrived at 5:33p.m.).

Staff and Community Present: Al Waters, Shellee Almquist, Karen Giltrow, Will Hathaway, Sara Brintnall, Elizabeth Scott, Tammy Hall.

Board Spotlight: Greg White welcomed Diana Kern from the NEW Center who gave a power point presentation on board roles, responsibilities, and governance overview.

A discussion followed that included the following recommendations from Diana Kern:

- Look at the Mission and Goals at the beginning of the fiscal year.
- Give new board members a list of key things checklist to educate and inspire.
- Each board committee should compile a list of ideas from the school year for new incoming committee members to help them get up to speed.
- Consider having a “whole agenda” that only allows a couple of topics on the board agenda.
- Remember the most important part of a board member’s job, is to be an ambassador of the school.

Will Hathaway informed the board the Foundation Committee will meet May 6th at 310 S. Ashley for Ann Arbor Area Community Foundation’s presentation on endowment funds. A discussion followed on joint board meetings with the two boards Foundation Board and the Honey Creek Community School Board. The Governance Committee will take a look at.

Consent Agenda: Greg White moved, supported by Christine Kelley to approve the consent agenda. **Motion was approved by all board members present.**

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

- M-STEP assessment in 5th and 7th grades began on April 14th and the tests are taking much longer than expected.
- Air quality monitoring data from classroom A-1 and the Honey Creek office over a 24 Hour period on April 16th showed the air quality ranges from good to excellent. When the room is idle the reading our the best and when the room are being cleaned the readings are worse. Next step for A-1 is to monitor again after the deep cleaning is completed in the classroom. Discussion followed about the concerns over the basic HVAC maintenance and making sure we are meeting EPA standards. Al Waters will ask Facility Director Randy Trent to present his plan on addressing the air quality concerns to the board.
- The Washtenaw Intermediate School District supports Honey Creek’s replication and expansion.
- The Washtenaw Intermediate School District had their 1st reading of the Articles and Bylaws and questioned the need for more board members. Al Waters will

address those questions from the WISD in writing.

- Al Waters attended marketing presentations at the University of Michigan Ross School of Business and will share with the board and work continues on the Vision and Mission statements.
- Report comparing financial health of schools in the state shows Honey Creek Community School with a strong standing of 1 on s 0-10 level.

Finance Committee: Written report in board packet. The committee did not meet in April. Next meeting is scheduled for May 20th at 4:30p.m.

- \$50,000.00 gift was received from the Foundation.
- Fund balance is at approximately 16.2%
- Final 2014-2015 Budget 1st reading and 2015-2016 Budget 1st reading, will be on the May 27th board agenda.

Foundation Liaisons: Written report in board packet.

- Year to Date contributions of \$43,582.00 (to both Foundation and Honey Creek Community School).
- Spring fundraiser with a goal of \$15,000.00 will focus on computer equipment updates.
- Welcomed new Foundation Development Office Sara Brintnall to the Foundation committee.
- Next meeting is May 6, at 6:00p.m. at Hathaway's Hideaway. Ann Arbor Community Foundation speakers will present on establishing an endowment.

Governance Committee: Written report in packet. Committee met today April 22, 2015. Discussed skill sets needed to fill the three board seats that will be opening up. Christine Kelley will email the community with board election information. Steve Rich will speak with contacts that may fit well with skill set requirements. Greg White and Christine Kelley will draft the email to the community and send it to the board for any revisions. Nina Nabors noted the committee is working on the Director Evaluation, Board Self Evaluation, Board Orientation, and faculty and staff surveys. Hoping for 70-80 percent participation on the survey. Board assessments will be going out and expect 100% participation.

Communications and Outreach Committee: Written report in board packet. Christine Kelley noted the committee did not meet since the last board meeting. The next committee meeting is scheduled for April 24th.

- Videographer from Logan 6 Production Company was at school filming during the Earth Day Celebration and will also return the week of the Curriculum Celebration.

Faculty Liaison: Tammy Hall was the faculty liaison and had no faculty feedback to report.

Old Business: None.

New Business: The Purpose Statement was added to the agenda as an action item under New Business. Steve Rich moved, supported by John Lonsway to approve the Purpose Statement that reads: Honey Creek Community School develops the whole child by integrating life, learning and community. **Motion was approved by all board members present.**

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

Board Kudos To:

- Jon Baek and Kristyne Cole for coaching basketball and for donating a large portion of their stipends to purchase equipment.
- Megan Masson-Minock for coaching the 2/3 indoor soccer team.
- Jody Klein and all the students, staff, and volunteers for another amazing Earth Day celebration!
- Students, teachers and parents, for participating in conferences.
- Students, teachers, and fans for an excellent student versus staff basketball game.
- Diana Kern for her spotlight presentation on Board Governance.
- Karen Andrews for lining up the Board Development spotlight speakers.

Preparation for Board Communications: Christine Kelley will prepare a summary of the board meeting for the Honey Creek newsletter.

Public Participation: None.

Adjournment: Greg White moved to adjourn the meeting at 7:45pm.