

Honey Creek Community School

Minutes of April 23, 2014 Board of Trustees Meeting

Call to Order: Lisa Wozniak called the meeting to order at 5:35p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Yvette Atkinson, Christine Kelley (arrived at 6:37p.m.), Kelly Krawcke, Jon Lonsway, Greg White, Lisa Wozniak.

Staff and Community Members Present: Al Waters, Shellee Almquist, Mary Bassett, Karen Giltrow.

Board Spotlight: None.

Consent Agenda: Jon Lonsway moved, supported by Yvette Atkinson to approve the consent agenda. **Motion was approved by all board members present.**

Public Participation: None.

Finance Committee: Jon Lonsway reported meeting today with Shellee Almquist, Al Waters and Bill Van Loo to discuss applying for a \$20,000 to \$75,000 grant from the Honda American Foundation for Science, Technology and Math. The grant is tied to project based learning. Jon Lonsway will also look for other possible grants for Honey Creek by weighing the outcomes, and how to achieve them. The next committee meeting is on May 7, 2014.

Foundation Liaisons: Written report in board packet. Appeals for Foundation donations will take place at the Honey Creek Spring Performance. The Foundations has raised \$37,000 to date.

Governance Committee: Written report in board packet. The committee is the process of completing the Director's evaluation. 100% participation from the board and teachers completed the online Director's evaluation survey. The next step will be creating a board member orientation. Al Waters and Lisa Wozniak will be leading the new board member orientation.

Communications and Outreach Committee: Written report in board packet. Topics discussed at the April 18, 2014 meeting:

- Website Updates Needed: "What is Happening, News and Noteworthy and Director Notes".
- Honey Creek Communication: Committee recommends the board find someone to take over the responsibility of the "Honey Bunches of Notes".
- Reviewed Spring Appeal Letter and it's potential effectiveness.

Community Involvement Committee: Written report in board packet. Yvette Atkinson reviewed the report. The committee will implement the use of a formalized process by which the community can plan and execute enrichment activities that align with the school curriculum. Two tools will be used; Curriculum Calendar and an Activity Proposal form. Currently working on a template for a Honey Creek Talent/Interest

survey. Information from the survey will be placed in a school resource database. A discussion followed and included a recommendation from Greg White to include the Strategy Screen on the Activity Proposal Form.

Faculty Liaison: Mary Bassett shared the concerns of some staff regarding the proposed increase in the number of board members. It is changing to a minimum number of seven board members and to a maximum of eleven board members. Some of the faculty feel it is already too difficult to fill new board positions, so why raise the maximum number? One staff member did not like the definition of voting member in board elections that will change to one vote per family per open seats. Non-Faculty staff members would like to be included more often.

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

- Terra Nova tests are almost completed. Test results should be available in the next two weeks.
- Staffing Changes: Karen Berg is retiring at the end of the school year and will return to work with one 8th grade student. Kristin Vespa is returning in the fall as the Physical Education teacher. Possibly losing some Instructional Assistants.
- Fall 2012 MEAP scores show HCCS students exceeded the state expectations.
- Spring 2013 Terra Nova scores place HCCS performing in the 82nd national percentile.

Old Business:

Honey Creek Charter Renewal

Al Waters informed the board he will meet with the WISD regarding the Charter Renewal by the end of June and also noted the Charter Renewal is not due until June 2015.

Director Evaluation

Director evaluation will be remain on the May 28, 2014 board meeting agenda.

Board Elections

Kelly Krawcke will email another reminder out to the community regarding the upcoming board elections. Nominations are due on April 30, 2014. A discussion followed on changing board election procedures in the bylaws and moving to online voting with paper ballots available for those who do not have access to a computer. Al Waters will meet with a lawyer to amend the bylaws and Lisa Wozniak will get with Nina Nabors to set up Survey Monkey for online board member voting.

Lisa Wozniak moved, supported by John Lonsway to accept the following board election change in the bylaws; “ *The Academy is a directorship corporation. The business property and affairs of the Academy shall be managed by the Board of Trustees. There shall be one membership unit for each family with enrolled children, and one membership unit for all school employees. No membership unit shall be allowed more than one (1) vote per open seat. That unit is herein referred to as a member (Member).* ”

Corporation membership continues as long as a child is enrolled in the school or so long as the Member serves as a teacher, staff member, or administrator. For the purpose of presenting the Authorizing Body a list of Qualified Nominees to the open positions on the Board, each enrolled family, and Member shall have one vote to cast. If the vacancies are of terms unequal in length, the candidate receiving the highest number of votes shall be considered the Nominee for the longest term, and so on in that order. The names of Nominees shall be submitted to the Authorizing Body for appointment to their respective positions on the Board.” **Motion was approved by all board members present.**

New Business: None.

Other Items of Business by Consensus of the Board: Christine Kelley asked if anyone had questions on her written Foundation Liaisons report as she was not present when the reports were reviewed. No questions were asked.

Board Kudos To:

- Bill Van Loo, Scuola Arcobaleno, and Black Belt Academy for providing after school Scratch Programming, Italian, and Martial Arts classes.
- Jody Klein for organizing Earth Day and all the students, staff, and parents who helped make the Talent Show a success.
- STEM Committee and Rebecca Arends and the UofM Pharmacy students who donated their time to teach our students about science during the April “Lunch with an Expert” sessions.
- Honey Creek families who participated in the High Point Fun Run on April 19th to raise funds for the playground renovation.

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

Public Participation: None.

Adjournment: Jon Lonsway moved to adjourn the meeting at 7:17p.m.