

## **Honey Creek Community School**

### **Minutes of April 26, 2017**

**Call to Order:** Megan Masson-Minock called the meeting to order at 5:33 p.m.

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Karen Andrews (arrived at 5:45p.m.), Bridgette Carr, Bryan Cole, Megan Masson-Minock, Wayne Millette (arrived at 5:50p.m.), Barnaby Pung arrived at 5:40p.m., Andy Sheibar.

**Staff and Community Members Present:** Al Waters, Shellee Almquist, Mary Bassett, Karen Giltrow, Sue Hofbauer,

**Public Participation:** None.

**Consent Agenda:** Bridgette Carr moved to approve the consent agenda. Bryan Cole 2nd.

**Motion was approved by all board members present 5-0.**

### **Board Spotlight:**

#### Director's Evaluation

Pam Reister distributed a handout and reviewed it with the board that included;

- The Director is evaluated on five areas; Governance and Board Relations, Community Relations, Staff Relations, Business and Finance, and Instructional leadership.
- MASB will hold another Superintendent Evaluation training will take place on May 9th for board members. Megan Masson-Minock recommends board members who haven't attended the training to do so. The cost is \$90.00 per person.
- Pam Reister will write the Board Evaluation report that will incorporate the MASB instrument and Al's Director Self Evaluation.

### **Director's Report:**

Written report in board packet. Al Waters reviewed the following:

- Middle School Maturation Curriculum was updated by Kristyne Cole and reviewed by the Sex Education Committee. It will be available for community review and comment over the next two weeks and then the committee will review the comments. The updated curriculum will be brought to the board at the May 24, 2017 board meeting, to be adopted at the June 28, 2017 board meeting.
- Al Waters met with AALC's Board President James Goebel and will meet with him again in the near future. AALC expressed interest in us providing services as a credit towards rent.
- Testing is going well. First and Second grade Benchmark Assessments and Fifth and Eighth grade M-STEPS will be completed next week. We encountered a few problems with the storms which caused some students to get knocked off the computers.

- Al Waters extended an offer to a Sustainability Officer candidate who has worked with Make a Wish Foundation, and on the Development Committee for Dawn Farms. He requests that \$55,000 for contracted work, and \$5,000 for software and supplies be included in the 2017-18 budget to ensure continued funding.
- K/1 teacher Alexa Korpall will begin her maternity leave on May 8, 2017. Honey Creek Instructional Assistant Casey Fry will be the long term substitute during her leave and Kim Gallagher will step in as the 2nd grade Instructional Assistant.
- Al Waters was invited to review the State of Michigan's application for federal charter school grants. Fifty million dollars is available to the state, and Al hopes to influence the application to allow Honey Creek the option to apply for a grant. All attending the meeting agreed they prefer to have to go through MAPSA as the fund administrator. Benefits of applying for a grant include; paying teachers, and could go toward building renovations.

#### **Faculty Liaison Report:**

Faculty Liaison Mary Bassett received a letter from a teacher regarding when work/renovations are being done in the building over school breaks. Teachers must pack up their classrooms and then come back in to the school early before school resumes, to unpack everything and set up the classroom again. This is a lot of work for the teachers. Do teachers get compensated for that time and what do they need to do? A discussion followed and included Karen Andrews suggesting asking room parents to help teachers pack up and set up the classrooms. Mary Bassett mentioned a PSO day to the faculty as possible compensation. Karen Andrews prefers room parents help to fill those gaps. Bryan Cole noted the board realizes that it is a lot of work for the teachers to go through however, it is good that building improvements are being done.

#### **Foundation Liaisons Report:**

Al Waters attended the meeting and noted the discussion centered on the Spring Appeal and placing a letter in the enrollment packet on supporting the school. Discussion followed and included Bridgette Carr cautioned if we share our school directory with the Foundation, we would have to share it with all FOIA requests. Al Waters noted Honey Creek has never had an outside request for our directory.

Bridgette and Megan will meet and make changes. Barnaby Pung suggested a fact sheet on the website that could include the Foundation at the bottom of the page. A discussion followed with Bridgette Carr noting it is not a School Board mandate the Foundation gets 100% participation. Megan Masson-Minock again feels the need to have a joint Honey Creek Board of Trustees and Foundation Board meeting, even though they have declined past invitations. Karen Andrews asked if the Foundation will be giving Honey Creek a gift next year.

### **PTO Report:**

PTO minutes from April 13, 2017 meeting included in board packet.

Karen Andrews asked if the PTO will be making a gift to the school this year and asked how much they have in their checking account as there may be opportunities for gifts.

### **Strategic Plan Committee Reports:**

#### **Finance Committee Report**

Written report in board packet included:

- Sustainability interviews are completed. Al Waters will make offer before the board meeting.
- No update on Management Company.
- Consulting Services will require more discussion with AALC if they identify needs and funding.
- Committee discussed the calendar with early Friday dismissal and the decrease in 1/2 days.
- WISD Superintendent sent the budget numbers to the 2nd campus on to the board.
- Updated budget will be presented for the first reading at the May 25, 2017 board meeting.

#### **Governance Committee Report**

Written report in board packet included:

- Karen Andrews requested new compensation figures be included in the revisions to the Employee Policy and Compensation document.
- Megan Masson-Minock and Al Waters discussed next steps for new crowdfunding policy that will need to be reviewed by MASB. Megan will share with the HCCS Foundation for comments before sending out to MASB.
- Finance Committee may consider modifying policy for staff salary bumps at five and ten years.
- Reviewed recommendations from the AdvanceEd accreditation report. A series of professional development education through training at meetings or video tutorials for the Executive Board are planned for next year.
- Al Waters reviewed the new countywide absenteeism and tardy policy.
- Committee continues work on succession planning.

#### **Communications/Outreach/Branding Committee Report**

Written report in board packet.

Andy Sheibar reviewed the report included:

- Awarded \$500 towards brochure from Allegra Printing.
- Final brochure content has been posted to Google Drive for use in other materials as needed.
- Volunteer email sent out to the community from Al Waters using Mail Chimp.
- Shared Todd Parr video with Christine Kelley for placement on the Honey Creek website.
- Andy Sheibar met with Sarah to review the properties and begin consolidation to one “official” page on social media.

- Requested estimate from iNET Solution to assist in the ADA-compliance website project. Plan to solicit a grant to cover costs.

### Board Elections

Andy Sheibar recommends sending out the board nominations via survey monkey and asked how many board member openings there are. Pam Reister answered we must have an odd number of board members so we could add 2, 4, 6, etc. Megan Masson-Minock asked board members if they know of anyone who would do a good job serving on the board and if they could have a conversation with them. Karen Andrews suggested moving the timeline up from May 26, 2017 for board nominations to possibly get more nominations. Andy Sheibar will move the timeline up. Board elections will be open June 1, 2017 via electronic vote and close June 8, 2017 at 3:00p.m. Results of the Board elections will be certified and announced on June 12, 2017.

### Sustainability Committee Report

Karen Andrews walked through what the committee could do to support new person and have a 3 and 6 month plan.

### Facilities Committee

Written report in board packet. Bryan Cole reviewed the report and noted the committee and walked through the building with WISD Facility Manager Diane Sevigny on March 28, 2017 noting the broken lights, light covers, ethernet connectors, and problems with some doors.

The Huron Valley Beauty Academy will be moving out this summer on August 23, 2017. Two new modulars will be added to the present four modulars total for a total of 6 modulars. Tentatively Jon Baek's class will move in to one of the new modulars and Cindy Wauer class will move in to the other modular.

Honey Creek will have access to three classrooms from the vacated Beauty School. Cheryl Quinn will move in to one of the three classrooms. Bryan Cole is pleased with the long term growth and for all the work Al Waters has done with the WISD to accomplish this.

Pam Reister asked how this will impact the budget and Al Waters replied we are not adding rooms we're adding square footage.

### **Old Business:**

#### Director's Evaluation Calendar

Covered under the Board Spotlight on the agenda.

## **New Business:**

### **Absenteeism/Tardy Policy**

Al Waters reported we are required to participate by Washtenaw County in the Absenteeism/Tardy policy.

The new regulations require school intervention if the student has:

- 3 consecutive unexcused absences.
- 3 non-consecutive days of unexcused absences with a 45-day period.
- 4 unexcused late arrivals/tardies in a semester

Discussion followed and included:

- Who will do the extra work? Shellee Almquist is making arrangements. It will not be added to Karen Giltrow's duties.
- Karen Andrews asked if we will have online attendance. Shellee Almquist replied working out details. Al Waters noted we will make an announcement at 8:00a.m. to send your attendance to the office.
- Al Waters once it is turned over to the WISD, Honey Creek is done
- Megan Masson-Minock suggests Al Waters have flexibility with parents.
- Megan Masson Masson-Minock asked if the board needs to report back at the next board meeting. Al Waters replied not necessary.

### **Priority Enrollment Policy**

Al Waters asked if we should set criteria for employees and board members to get their child in Honey Creek Community School and should this be for the Governance Committee to consider? Bryan Cole agreed it would be for Governance Committee to discuss. A discussion followed and included:

- Bryan Cole feels it would be a discussion for Governance Committee.
- Bridgette Carr noted many employees and board members could bring expertise and the possibility of donations to the school that may or may not go along with Honey Creek culture.
- Al Waters should we have interviews?
- Sue Hofbauer should we determine a certain length of time working at the school or serving on the board?
- Bridgette Carr feels having two evening enrollment meetings is unfair as some people work nights.

Megan Masson-Minock requests the Governance Committee come up with a policy. Bridgette Carr recommends we address this as soon as possible. Al Waters noted the decision is up to the discretion of the school to determine.

### **2017-2018 School Calendar**

Shellee Almquist reviewed the first reading of the 2017-2018 calendar with the board. The second reading of the calendar will be on the May 24, 2017 board agenda.

A discussion followed and included:

- Megan Masson-Minock noting there are many less 1/2 days in the proposed calendar.
- Megan Masson-Minock asked why Fridays have a 2:10p.m. dismissal time. Shellee Almquist answered it is an extra 20 hours and it's to make it more equitable to teachers and staff.
- Wayne Millette noted the difficulty families will have with a 2:10p.m. dismissal days. Al Waters replied the IA's work until 3:15p.m. and that families would not be charged for that extra hour of aftercare.
- Al Waters feels they can accomplish the 2:10p.m. dismissal days without any cost to the parents, with the exception of the cost of the after school enrollment fee of \$10.00.
- Karen Andrews asked Mary Bassett would teachers feel it is a benefit to have an early start to the weekend? Mary Bassett says yes the faculty would.
- Megan Masson-Minock asked if we should have more communication with the community regarding the new calendar before we decide? Andy Sheibar agrees we should mitigate with the community to assure they know we thought this out. Al Waters suggested another letter to the community.
- Karen Andrews asked if we should include the 2017-2018 2nd reading of the School Calendar in the board minutes and that we will be discussing the calendar at the May 24, 2017 board meeting and invite the community to attend.
- Al Waters will send an email with the May 24, 2017 Board Agenda to the community. Megan Masson-Minock will meet with Al Waters and Karen Giltrow to create the agenda to send out.
- Al Waters will need approval from the WISD regarding the early dismissal times on the proposed calendar due to the traffic patterns.

### **Employee Handbook/Compensation Policy**

Karen Andrews will bring the revised Employee Handbook/Compensation policy to the May 24, 2017 board meeting.

### **Board Kudos to:**

- Jodi Klein, Catherine Marquardt and all the Earth Day and garden volunteers for their hard work!
- Brandon Lockman for running the after school Black Belt Academy.
- Jessica P'Simer for running the after school Scratch Programming Class.
- Elizabeth Scott for running the after school Yearbook Club.
- Eric Moore, Chris Untalan, Matt Cyrulnik, Jenna McElroy and the numerous, volunteers, performers, staff, and sponsors for another amazing Talent Night and Dinner!
- Elizabeth Scott, Johnny Thompson, amazing student performers, fabulous costume makers Heidi Ellis and Michele Tuplin for their contribution to the play "Night at the Wax Museum".
- Jeannie Crayne and performers for the Improv Club.

**Preparation for Board Communications:** Andy Sheibar will prepare a summary of the board meeting for the HBON newsletter.

**Public Participation:** None.

Megan Masson-Minock thanked the board for all they've accomplished this year; teacher raises, facility repairs, etc. and for all their hard work.

**Adjournment:** Wayne Millette moved to adjourn the meeting at 7:36p.m.