

## **Honey Creek Community School**

### **Minutes of April 27, 2016**

**Call to Order:** Karen Andrews called the meeting to order at 5:35p.m.

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Karen Andrews, Bryan Cole, Sara Hoffman, Christine Kelley, Matthias Kirch, Megan Masson-Minock, Pamela Reister, Andrew Sheibar, Linda Shirato,

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

**Board Spotlight:** None.

**Consent Agenda:** Megan Masson-Minock 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 report with the board that included the following:

#### M-STEP Testing:

Testing began April 11, 2016 for grades 5th-8th. Encountered issues with the text to speech function needed for some of our Special Education students. The issues were corrected the second day of testing. Students seem to enjoy the online version of testing over the paper tests.

#### Representative Dingell Visit:

Representative Debbie Dingell came to visit Honey Creek on Earth Day April 22, 2016 and was impressed by our school's community involvement. Representative Dingell has offered to return to Honey Creek in October to speak to students about government.

#### University of Michigan Intern:

Caleb Medacco ended his administrative internship at Honey Creek on April 21, 2016. Al Waters appreciated the many contributions he made to the school.

#### Foundation Exempt Status:

Our tax exempt 501(c)3 status was revoked due to not filing a 990 form for the past three years. The executive committee is working on correcting the status and expect to have everything in place by the end of the school year. A discussion followed.

#### Management Company Letter:

Al Waters met with two Communication and Outreach committee members to draft a written letter to the Washtenaw ISD Board and Superintendent, asking them to allow Honey Creek Community School to explore a relationship with a management company.

**Finance Committee Report:** Written report in board packet.

Megan Masson-Minock reviewed the report that included:

- Projections of how many students will be in k/1, 2/3, 4/5 and Middle School in the 2016-2017 school year.
- Option of a management company for Aftercare, Summer Camp, and Instructional Assistants to defray costs by approximately \$60,000.
- Honey Creek teacher salary pay gap with surrounding districts. Shellee Almquist noted an additional \$250, 000 annually would be needed to close the gap.
- Health care costs are expected to increase by 30%-40%. Bryan Cole and Al Waters will look at options.
- Letter to the Washtenaw ISD Board and Superintendent regarding looking at management companies was discussed.

**Foundation Liaisons Report:** Written report in board packet. Karen Andrews reviewed the report that included:

- Foundation board met on March 28, 2016 and decided not to hire a Development Office for the Foundation at this time.
- Spring appeal letter went out to the community to fund needed technology updates. Discussion followed.
- Grants committee met on April 18, 2016. Katie Stoermer is leading the committee.
- Karen Andrews asked board members to join and represent the School Board on the Foundation Board and ask how they can help.
- Christine Kelley shared how she researched NuCenter for grants mining and looking for schools similar to Honey Creek and provided lists of grants.
- Megan Masson-Minock will look at the budget for the May 25, 2016 board meeting.

**Governance Committee Report:** Written report was handed out. Pam Reister reviewed the report that included:

- Director surveys have gone out to all families, board members and staff.
- New legislation for Accreditation and future evaluations led to committee identifying tools for future evaluations that will comply with state requirements.
- Continued discussion on increasing revenue and looking at options for faculty and staff compensation packages.
- Conducted a brief new board member orientation today before the board meeting for three new board members.
- Gallup questions for teachers will be sent out to help improve the working environment.

- New board member orientation meeting was held today before the board meeting for three new board members..
- Board self assessment will be sent out soon.

**Communications and Outreach Report:** Written report in board packet.

Christine Kelley reviewed highlights of the report that included:

- Christine Kelley met with Andrew Sheibar to share ideas and vision of the marketing committee and the need for a marketing strategy calendar. Plan to have the Communications and Outreach committee and the Branding committee join together as one committee by the fall.
- Erin Peterson is working on communication for the 21st Anniversary Celebration.
- Work continues on website, newsletter, communication with stakeholders.

**Branding Committee Report:**

Andrew Sheibar will put together an exercise to share with the board to help give us a clear vision on what we need to do (where we are and what we want to be). This will be emailed to the board. He will meet with a former coworker and recruit him to help focus on corporate donors.

**Faculty Liaison Report:**

Liaison Mary Bassett passed out a handout with teacher concerns that included:

- Possible increase in class size.
- Sub-par teacher salaries as compared to other local districts.
- State required extra 5 days added to the 2016-17 school calendar.

**Old Business:**

Class Size

Shellee Almquist asked for the board's thoughts on increasing the number of students in K/1 classrooms noting that 2/3's and 4/5's are alright with adding one or two additional students. A discussion followed and it was decided to leave the classroom capacity the same at this time, giving Shellee Almquist flexibility with enrollment as needed.

**New Business:** None.

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

Christine Kelley asked the board when the board elections should go online and when the email should be sent out to the community. May 1st for vote in June?

Christine Kelley will ask new board members what term length they would be interested in serving on the board. Recruiting board candidates with backgrounds in fundraising, grant writing, marketing, lobbying, legal, and finance to serve on the board.

A reminder was shared to get out and vote for the County-Wide Milage Renewal for Special Education on May 3rd. This milage renewal if passed would benefit all schools in the county.

**Board Kudos To:**

- Jon Baek and Joe Griffith for coaching basketball.
- Johnny Thompson and Liz Scott for directing our students in another fabulous theatrical performance.
- Susi Shaw for teaching Japanese, and Sara Itoku Abhel-Rappe for teaching Latin.
- Brandon Marvisi for working as an after school teacher.
- Jody Klein and the legion of volunteers who organized another fantastic Earth Day Celebration.
- Leslie Science & Nature Center for their presentation at our Earth Day Celebration.
- Karen Giltrow for being the amazing Administrative Guru that she is.
- Sherry MacKay, all the parent and student volunteers, and the marvelous Honey Creek students who participated in the STEM Fair making it an informative and fun night for all who attended.
- Caleb Medacco our University of Michigan Administrative Intern for his many contributions to Honey Creek.
- Wellness committee for holding a Parenting Class.
- Pam Reister for leading the new board member orientation.

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

**Public Participation (regarding new business):** None.

**Adjournment:** Christine Kelley moved to adjourn the meeting at 7:12p.m.