

**Honey Creek Community School
Minutes of August 23, 2017**

Call to Order: Megan Masson-Minock called the meeting to order at 5:32p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Bryan Cole, Bridgette Carr, Wayne Millette, Matthias Kirch, Barnaby Pung, Melanie Hagan, Megan Masson-Minock, Andy Sheibar (arrived at 5:45p.m.), Victoria Bennett (arrived at 6:10p.m.).

Staff and Community Members Present: Al Waters, Shellee Almquist, Karen Giltrow, Megan Rodgers, Sue Hofbauer.

Public Participation: None.

Consent Agenda: The following amendments were made to the July 26, 2017 minutes:

- Under Sustainability Committee; second sentence was changed to “Committee looking for funds and for a third administrator for succession and training”.
- Under Facilities Committee; Brian Hockley’s name was added as a committee member and Julie de Jong’s name was omitted and replaced with John Ambrose who is on the committee.

Bridgette Carr moved supported by Wayne Millette to approve the consent agenda as amended. **Motion was approved by all board members present.**

Board Spotlight: None.

Director’s Report: Written report in board packet.

Al Waters reviewed the following:

- Modular renovations are almost complete. Teachers began moving into classrooms this week.
- C-Wing drive has been repaved. Everyone must park in the main parking lot as no parking allowed along the C-Wing drive.
- PTO closet and Modular hallway have fire hazard concerns. Currently looking for alternative storage solutions. Sue Hofbauer is cleaning out and organizing the PTO closet.
- Conflict of Interest
Al Waters met with Mike Farrell of Thrun Law Firm regarding possible conflicts of interest between Honey Creek school and the Foundation. It was recommended we talk

with the American Schools Foundation Association regarding concerns of conflict of interest.

- Staffing
PE/Swim and Music positions are filled. Tom Magner is our new PE/Swim teacher and Garry Klink is our new Music/Band Teacher.

Faculty Liaison: No report.

Foundation Liaisons Report:

Written update in board packet. Matthias Kirch noted the Foundation committee would like to meet with the board. Megan Masson-Minock asked the board if they had a preference of a time to meet with the Foundation and they replied no preference. The Foundation bylaws call for two board members be on the Foundation committee and currently Matthias Kirch is only board member on the committee. One more board member is needed on the Foundation committee. A discussion followed and Megan Masson-Minock will attend the September Foundation Committee meeting and decide later what board member will join the Foundation Committee.

Bridgette Carr asked what happens to the Foundation report if it is included in the board packet. Wayne Millette suggested to not have the Foundation written report included in the board packet.

PTO Report: Did not meet. Megan Masson-Minock noted the PTO is looking for a co-chair person.

Strategic Plan Committee Reports:

Finance Committee Report

Committee meets August 24, 2017.

Governance Committee

Written report in board packet. Bryan Cole reviewed the report meeting and noted the meeting was mostly organizational. Discussed potential new committee members and meeting dates and times.

Communications/Outreach Committee

Written report in board packet.

Andy Sheibar reviewed the report and noted the committee will meet on Friday August

25, 2017. The Honey Creek Community School printed brochure was shared with the board. It includes an insert sheet of data, that can easily be updated and inserted in the brochure.

Sustainability Committee:

Written report in board packet.

Megan Masson-Minock asked who would be presenting the committee reports at the board meetings. Barnaby Pung will present the reports.

Megan Rodgers talked about “Giving USA Reports/Trends/Best Practices” and would like to put together an advisory panel to help give support.

The next committee meeting will be on Tuesday September 12, 2017.

Facilities Committee:

Committee did not meet.

Old Business:

Board Retreat Date:

Megan Masson-Minock led a discussion on possible board retreat dates and times and thanked Andy Sheibar and Victoria Bennett for being flexible with the date. She noted they will try to hold the board retreat at the Gladwin Center. Megan Megan Masson-Minock will be at a conference on September 27th and asked how many board members would be attending the September 27, 2017 board meeting. A discussion followed and included Megan Masson-Minock canceling the September 27, 2017 board meeting and combining it with the board retreat on September 23, 2017.

Conflict of Interest

Topic was covered in the Director’s report.

New Business:

Shellee Almquist met with Sara Brintnall to discuss how to channel funds from the Foundation.

Wayne Millette noted we need to notify the community and post a public notice the September 27, 2017 board meeting is being canceled and will be combined with the board retreat on Saturday September 23, 2017. Location of the board retreat will be determined at a later date.

Student Meal Charging

Written report in board packet. Bryan Cole reviewed the first reading of the Student Meal Charging and Bad Debt Policy.

Meal Charging Guidelines

- HCCS allows its contractor WISD to accept prepaid student funds for lunches, apply charges against the WISD prepaid student account, notify students of low or negative balances, notify parents of free and reduced cost application options, and suspend student lunch service for excessive bad debt in accordance with WISD policy.
- The Director is authorized to develop meal charging guidelines in consultation with meal contractors such as WISD and in accordance with applicable law.
- Meal charging guidelines will be provided in writing at the beginning of each school year and to any new student who enters HCCS during the school year.

Bad Debt for Meal Charging

- Bad Debt for Meal Charging is defined as an uncollectible balance for inactive students only.
- HCCS administration shall track Bad Debt for Meal Charging as a separate line item under the HCCS Food Service Fund, and notify the Finance Committee and/or the Treasurer at any time the amount exceeds \$500.
- Bad Debt for Meal Charging will be written off when the student disenrolls from HCCS or otherwise becomes inactive. At that time the HCCS administration will transfer the amount Bad Debt for Meal Charging associated with inactive students from the HCCS general fund to cover the bad debt and make the Food Service Fund whole.
- HCCS administration must reimburse the HCCS Food Service Fund for Bad Debt for Meal Charging by December 31 of each year.
- HCCS administration may use other non-federal funding sources to reimburse the HCCS Food Service Fund. Examples of non-federal funding sources include donations from parents, PTO or departing students.

The second reading of the Student Meal Charging and Bad Debt Policy will be placed on the September 23, 2017 Board Retreat agenda as a 2nd Reading/Action item.

Title 1 Relinquishment/Action Item

Al Waters reported Title I funds at peak was \$13,000, and the grant would cost the school money if accepted. The board needs to pass a resolution to relinquish those funds. Discussion followed. Wayne Millette moved, 2nd by Barnaby Pung to relinquish Title 1 funds for the 2017-18 school year, as the cost of meeting the grant requirements would exceed the amount of the grant. **Motion was approved, all in favor.**

Board Kudos to:

- Pam Reister for leading the new board member orientation training.
- Victoria Bennett for getting a room for the new board orientation training.
- Bryan Cole for his work on meal charging and the bad debt policy.
- Andy Sheibar for moving back to survey monkey with no additional cost to the school.
- Sue Hofbauer for her ambitious efforts organizing and cleaning out the PTO closet.

Preparation for Board Communications:

Public Participation: None.

Adjournment: Bryan Cole moved to adjourn the meeting 6:28p.m.