

**Honey Creek Community School  
Minutes of August 24, 2016**

**Call to Order:** Megan Masson-Minock called the meeting to order at 5:37p.m.

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Karen Andrews, Bryan Cole, Matthias Kirch, Megan Masson-Minock, Pamela Reister (arrived at 5:41p.m.), Linda Shirato.

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

Board President Megan Masson-Minock noted the addition to agenda item #9 “Other Items of Business by Consensus of the Board” regarding newly nominated and elected board treasurer as Sara Hoffman declined the position.

**Board Spotlight:** None.

**Consent Agenda:** Brian Cole moved, supported by Linda Shirato to approve the consent agenda with the following amendment to the July 27, 2016 Board Minutes under the agenda item #5 “Director’s Report” regarding School Funding. The last sentence was amended to read: “The report could be interpreted that we are overfunded by \$300.00 per pupil. **Motion was approved by all board members present, with the exception of Pam Reister.**”

**Director’s Report:** Written report in board packet. Al Waters reviewed the report with the board that included:

Foundation Exempt Status

The Foundation’s exempt status was reinstated retroactively on August 8, 2016 and the Foundation is now registered with the Charitable Trust Section of the Michigan Attorney General’s Office.

Staffing

Ashley Hagadon, a recent Eastern Michigan University graduate has accepted the Music Teacher position and will be working 32 hours. She will also work 8 hours per week in the Media Center. Dianne Baker will be mentoring her this year.

Jeannie Crayne was hired for 2/3 Teacher position and Amy Brooks will return as a Middle School Instructional Assistant.

Al Waters contacted someone who has previously worked in the media center to help get the library organized and stocked prior to the start of school.

**Finance Committee Report:**

Megan Masson-Minock reported the committee did not meet in August. Committee members include Megan Masson-Minock, Bryan Cole, and Bridgette Carr. Parent Brian Hockley has expressed interest in joining the committee. The committee will meet the 2nd Thursday of each month. The committee was asked to review the budget due to newly hired teachers and salary changes. Karen Giltrow will inform all board members about the next Finance Committee Meeting that will take place at Honey Creek on September 8, 2016 at noon.

**Foundation Liaisons Report:**

Pam Reister and Matthias Kirch attended the meeting and reviewed the year. Discussed the grandparent ask, strategized and began planning the outreach for Parent Curriculum night. Sara Brackenbury will present at the 1st day of school parent meeting on September 6, 2016.

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

Pam Reister reviewed the report and noted the committee met and reviewed unfinished business from last year and planned for the upcoming school year. The Board Retreat will be held at the Gladwin Center on Saturday, September 17th from 8:00a.m.-2:00p.m.

Management Company

Al Waters is searching for an attorney to look at creating a non-profit management company, type S, for staff retirement and insurance plans. Bryan Cole will form a sub committee to begin the process.

Calendars

Al Waters and Shellee Almquist will create a spreadsheet this year for new board members to reference regarding what and when forms should be sent to the State and the Michigan Department of Education.

Accreditation

AdvancEd will begin Honey Creek Community School's accreditation process on November 10, 2016.

Administrator Evaluation

Al Waters recommends using the Director Evaluation tool from MASB's Bulletin Board at a cost of \$750.00 plus expenses. Danielson will be used for the Teacher Evaluation tool.

Governance Committee will continue to review results from last year's evaluation concerns regarding curriculum alignment and teacher evaluations, and work with teachers to identify needs and possible actions. Pam Reister will send out the Board Self-Assessment survey and the Staff/Faculty Engagement surveys for the committee to review for responses and actions.

**Communications/Outreach/Branding Report:** Megan Masson-Minock noted Andy Sheibar will have a report for the September board meeting. Matthias Kirch and Andy Sheibar will meet

to work on the committee's communication. Matthias asked Shellee Almquist for an alumni contact list and would he would also like to update and give the Honey Creek Community School Student/Parent Handbook a fresh look. A discussion followed.

**Faculty Liaison Report:** Salli Kropp was the faculty representative for the board meeting. No report. A discussion followed on the teacher wish lists and included:

- whether or not the teachers should ask for more items on their wish lists
- possibly do the wish list ask in the spring
- request higher priced items
- suggest gift certificates
- consider continuing to add to the wish list during the school year

The board asked the liason to ask the faculty the following question:

Would staff prefer to have the school supply list avialable in June in order to add supplies needed for the fall, and to inlcude gift cards and places to shop? This would allow the list to be added to all summer long before sending the wish list out to the community.

#### **Old Business:**

##### **Management Company**

Bryan Cole will form a management sub committee to speak with a lawyer on how to structure a management company. He will bring recommendations back to the board. Karen Andrews recommends letting the board members not present at tonight's board meeting the request for sub committee members.

##### **Superintendent Evaluation Tool**

Al Waters noted he looked at a few different evaluation tools and they all are similar with the exception of the cost and that it is a requirement to report student growth not student achievement. The M-Step and Terra Nova tests can be used to get the student growth data. MASB's Bulletin Board is used by a number of schools in the area and requires a 3.5 hour training meeting for the board at \$750. Honey Creek is required to adopt a tool by and have it posted on the Honey Creek Community School website by September 15, 2016. Al Waters recommends adopting the Bulletin Board tool and he will schedule the training possibly in November/December. Bryan Cole moved, supported by Linda Shirato to adopt the MASB Administrator Evaluation Tool with the \$750.00 fee. **Motion was approved by all board members present.** Megan Masson-Minock recommends the October Board Spotlight be on Student Growth and on how the Danielson Tool works.

**New Business:**

Board Retreat Agenda

Karen Andrews will lead the board retreat on September 17th and Megan Masson Minock will assist. They will meet to plan the retreat agenda.

Board Faculty Luncheon

The Board/Faculty luncheon will be held on September 27th from 12:15p.m.-1:45p.m. Approximately fifty faculty/staff will attend.

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

The election of Treasurer was added to this agenda item by Board President Megan Masson-Minock as Sara Hoffman declined her election as Treasurer. Board member Bridgette Carr agreed earlier to accept the position should she be nominated. Pam Reister nominated Bridgette Carr for Treasurer, supported by Bryan Cole. **All in favor of electing Bridgette Carr for Board Treasurer.** Karen Giltrow will notify Bridgette Carr that she has been elected as Board Treasurer.

**Board Kudos To:**

- Megan Masson-Minock for being a proactive Board President.
- The Fantastic Summer Camp Staff for another outstanding Summer Session.
- Honey Creek 2/3 teacher Tammy Hall for her 13years of outstanding service.
- Honey Creek 4/5 teacher Johnny Thompson for leading the Summer Camp Theatre Club.
- All the community and staff members who participated in the summer interviews.
- Jeannie Crayne and Tammy Hall for leading the Summer Cooking Class.
- Jon Baek and Salli Kropp for running the Lego Robotics Club.

**Preparation for Board Communications:** None.

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

**Adjournment:** Bryan Cole moved to adjourn the meeting at 6:40p.m.