

Honey Creek Community School

Minutes of August 26, 2015 Board of Trustees Meeting

Call to Order: Greg White called the meeting to order at 5:32p.m.

Recording Secretary: Karen Giltrow.

Board Members Present: Greg White, Karen Andrews, Pamela Reister, Christine Kelley, Megan Masson-Minock, Linda Shirato, Steve Rich, and Andrew Banas (arrived at 5:46p.m.).

Staff and Community Present: Al Waters, Karen Giltrow, Tammy Hall, Sue Hofbauer, and new incoming board member Sara Hoffman, who will be sworn in as a board member on September 8, 2015.

Board Spotlight: Al Waters presented the University of Michigan Marketing Program student's Analysis and Recommendation Report and Honey Creek Expansion and Replication Report to the board. Written reports were included in the board packet. A discussion followed. Al Waters will forward the presentation to board to be discussed at later time.

Consent Agenda: Christine Kelley moved, supported by Greg White to approve the consent agenda as amended to include the following written statement board member Andrew Banas submitted at the July 22, 2015 board meeting. The written statement reads: "Andrew Banas informed the Board that he is an Assistant Attorney General and that any statements made by him in his capacity as a member of this Board are his own and not intended to reflect the views, opinions, or position of the Michigan Attorney General or the Michigan Department of Attorney General. **Motion was approved by all board members present to approve the amended consent agenda with the inclusion of the statement submitted from board member Andrew Banas.**

Director's Report: Written report in board packet.

Al Waters announced Washtenaw Intermediate School District Assistant Superintendent Sarena Shivers, has accepted the Superintendent position at Redford Union Schools.

The air quality in the building is being measured and after the thorough summer cleaning, the air quality readings are all in the good to excellent range.

Health Insurance quotes were reviewed. Renewing with our present health plan provider appears to be the best option for this year. This is the last year this option will be available to the school. The increase in the premium is 7.17% and the increase in taxes is 2.23%.

Enrollment update noted less applicants this year. Reasons may be due to other options available now (Ann Arbor Open, STEAM) and our previous years of having a very long wait list. Discussion followed and included current families not committing to returning to Honey Creek but requesting us to hold their spots. Al Waters will look at the state law to see if we need to hold these spots indefinitely.

Special Education Position

Kathleen Lixey has accepted the K-1 Teacher Consultant position and recently served as the Director of Special Education for Manchester Public Schools. Her background will benefit the program. Patrick O'Connell will return as the Teacher Consultant for 2/3 students.

Media Center Position

Al Waters received three more applications from certified teachers however they were not certified as a Media Specialist. A discussion followed and included ways on how and who can help us keep the Media Center open and resulted in waiting until the audit results are in and we have a better idea on the fund balance before making any decisions on the Media Center opening and increasing the Reading Specialist's hours. Shellee Almquist will bring the budget to the next board meeting and Al Waters will follow up with ideas shared.

Finance Committee Report: No written report.

Andrew Banas reviewed the financial statement and noted the committee did not meet last month. The committee will meet next month and begin to create a five year budget to bring it back to the board. Al Waters will email Sara Hoffman and Andrew Banas regarding the date and times for the meeting. Al Waters noted there were Blackbaud reconciliation challenges during the audit and Shellee Almquist has been working with Blackbaud to work through the problems. Karen Andrews said it would be helpful to have the one year budget available to discuss at the September 12th board retreat.

Foundation Liaison: Written report in board packet.

Due to Angie Tracey leaving the Foundation Board a couple of events (golf outing and off-site gambling) have been shelved. No financials are available due to no treasurer at this time.

Need one board member to serve on the Foundation Board to replace Angie Tracey. Greg White asked the new board members to consider serving on the Foundation Board. Will discuss at the board retreat September 12, 2015.

Bylaws subcommittee was formed (Will Hathaway, Christine Kelley, Sara Brackenbury) to review bylaws and office job descriptions. Once completed will present updated bylaws the September meeting and once approved will be submitted to the state.

Board Suite has disappeared along with the records that were on it (financials, agendas, bylaws, member info, marketing and fundraising appeals). Kara Bloom and Sara Brackenbury are starting a Google Drive to store records.

The Fundraising Committee reported the September appeal will focus on monthly giving.

Next meeting September 9, 2015 at 6:00p.m. at Hathaway's Hideaway.

Governance Committee:

Pamela Reister noted the committee met prior to the board meeting. They will look at the cycles of board members, plan for succession of employees, board and staff policies and procedures and bylaws and spring staff and director evaluations. Greg White reminded the board that two board members will be cycling off at the end of the school year.

Communications and Outreach Committee: Written report in board packet.

Christine Kelley reviewed the report and noted that Erin Peterson attended the August 10, 2015 meeting.

Nina Nabors and Christine Kelley are currently working on editing the Student Parent Handbook, Parent Contribution Survey to show all the many skills parents have and have it as a searchable document.

Goal is to have a liason with the PTO to improve communication and cooperation between the PTO and the Foundation. Christine Kelley noted last year many were interested in marketing and branding Honey Creek and currently no one is on the marketing piece and branding. A discussion followed and will continue at the board retreat.

Faculty Liaison: Tammy Hall represented the faculty at the board meeting in Mary Bassett's absence. No feedback to report.

Old Business:**By-Laws and Articles of Incorporation/Al Waters**

The By-Laws and Articles of Incorporation were returned to Al Waters and the WISD attorney is looking at them. They will then go to the WISD board for approval before coming back to Honey Creek.

Media Specialist

Discussed in Directors report.

Facility Lease

Al Waters reviewed history of not having a lease since 2007 and how Honey Creek has expanded significantly since then. The WISD never really looked at the amount of space Honey Creek was using and how we are using more shared spaces then what we paid for. Received initial \$90,000 per year rent price and Al Waters requested them to stagger the amount. A lengthy discussion followed and included Megan Masson-Minock stating the price is below market rate and then asked about insurance costs remaining the same and whether or not we are charged in the lease for phones and internet. Karen Andrews feels

the rent increase prevents Honey Creek from accomplishing our mission and that the board should not agree to the lease.

The board will write a response and open up a dialogue and will form an ad hoc committee (Karen Andrews, Megan Masson-Minock, Andrew Banas and Steve Rich) to speak with the WISD board.

New Business:

Criminal History Registration Form

Al Waters reviewed and noted that since we are not under a management company it does not affect us. Al Waters needs to send the form to the state after approval. Pamela Reister moved, supported by Megan Masson-Minock to approve Karen Giltrow as an official member of the school board and an CHRI authorized user for Honey Creek Community School. **Motion was approved by all board members present.**

Other Items of Business by Consensus of the Board:

Greg White reminded the board the upcoming board retreat is on September 12th from 8:00a.m.-2:00p.m. at the Gladwin Center.

The Board luncheon/Staff luncheon was moved to September 25th move to allow the board more time to organize it.

Board Kudos To:

Karen Giltrow for working on 2015-16 enrollment.

Shellee Almquist for her work on the Financial Audit and the Blackbaud Software program.

New board members Andrew Banas, Megan Masson-Minock, Linda Shirato and incoming new board member Sara Hoffman.

The Andrews family for donating sunscreen and walkie talkies to Honey Creek Summer Camp Program.

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

Public Participation: None.

Adjournment: Greg White moved to adjourn the meeting at 7:30p.m.