

Honey Creek Community School

Minutes of December 16, 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: Karen Andrews, Sara Hoffman (arrived at 5:34p.m.), Christine Kelley, Megan Masson-Minock, Pamela Reister, Steve Rich, Greg White

Staff and Community Present: Al Waters, Shellee Almquist, Sue Hofbauer, Mary Bassett, Karen Giltrow, Administrative Intern Caleb Medacco

Finance Committee Report:

The Finance Committee report item on the agenda was moved up above the Board Spotlight on the agenda due to some technical difficulties. Greg White noted that board member and Finance Committee member Andrew Banas has resigned. The next finance committee meeting will be January 7, 2016 at noon and they will be looking at the budget and what recommendations to bring back to the board. The first reading of the budget will be at the January 27, 2016 board meeting, to be approved at the February 24, 2016 board meeting.

Board Spotlight:

The TerraNova Assessment Results were moved down on the agenda due to some technical difficulties. Al Waters reviewed the TerraNova Assessment results, given to second through eighth grade. Honey Creek chose this exam because the data is more reliable. Overall, Honey Creek students are showing improvement of at least one grade level per year. Al Waters will bring graphs to show how the various classes tracked together for the January board meeting.

Consent Agenda: Greg White moved, supported by Steve Rich to approve the consent agenda. **Motion was approved by all board members present.**

Director's Report: Written report in board packet.

Facilities Lease

The facilities lease has been approved and signed. The initial amount due will be made in two payments.

Over Break Cleaning

The classroom ceiling tiles and all floors will be cleaned and waxed over the winter break. Al Waters will put the air quality monitor back in the classrooms after the cleaning to gauge the air quality.

Media Center/Art Positions

Long term art substitute teacher Christine Bruxvoort is doing well and has applied for the permanent art teacher position. At this time only one other art teacher application has been received.

We have not received any applications for the certified media specialist position and may need to consider hiring someone to run the media center and not to teach.

Every Child Achieves Act

Replaces no child left behind. Al Waters expects we will see significant changes coming down from the Michigan Department of Education, however must meet Federal standards. Renewed emphasis of visual and performing arts and parent/community involvement.

Teacher Evaluation Mandate

The teacher evaluation mandate has been eliminated and now falls to the state. Fewer restrictions on how the federal title funds can be used.

Title 5 Act

Title 5 is a new act that is intended to strengthen charter school programs and includes grants to help with funding facilities.

PA 219

Would allow retired teachers to return to substitute teaching in areas where there are substitute teacher shortages.

Director, Assistant Director and Principal job descriptions and Duties were included with the written report. The board would like to know what current Director responsibilities would fall under the Principal's responsibilities.

Foundation Liaison: Written report in board packet. Karen Andrews reviewed the report and noted the Foundation committee has approved new bylaws and board member job descriptions. Discussed gifts made to the school in 2015 totaling \$100, 000, and how funds were distributed and their alignment with the needs of Honey Creek Community School's Strategic Plan. Goals include end of year appeal and increasing monthly recurring donors.

Governance Committee: Written report in board packet from November 18, 2015 meeting. Pamela Reister reviewed the report and noted the committee continues work on streamlining the Employee Handbook. They will address the compensation policy in January once the finance committee budget numbers are available.

Communications and Outreach Committee: Written report in board packet.

Internal Communications:

Family contributions survey data shared with the Foundation Committee.

Liaison with Faculty

Some teachers were disappointed when the formatting was lost when copying text from website for Honey Creek newsletter. Chris Cassell will write up directions on how to keep the formatting from the website when copying to the newsletter.

Summer Camp marketing to include social media, advertising, and earlier communication with the Honey Creek community.

Liaison with PTO/Foundation

More support to help with PTO recruiting. Improved the Foundation description on the website and posted photos from the Winter Performance on the New and Noteworthy section.

Parent Communication

Reviewed benefits of using Mail Chimp.

Website/Electronic Communication for Internal Users

Goal is to give the community the opportunity to opt out of some conversations and use “HC All” for messages for the entire community only.

Traffic

Concerns continue over traffic near the modulars. Consider improving signage and include traffic concerns in the newsletter.

Website/Electronic Communication

Updated design process graphic will be presented at a board meeting soon. Full committee should commit to reviewing materials and spreadsheet notes for the January meeting.

External Communications:

Annual Report

Erin Peterson will begin work on creating one page that highlights accomplishments, how we compare, and state of finances.

Marketing Committee

Committee preferred logo designs from the 21st Anniversary Celebration. Will meet with Steve Rich to discuss.

January 2016 Enrollment Meeting Preparations

Christine Kelley will consult with Al Waters and send drafts from last year to committee for feedback.

Next meeting scheduled January 8, 2016 at 8:15a.m. in the Office Conference Room.

Branding Committee:

Steve Rich noted his intention/mission was to create logo ideas for the community to choose which logo they preferred. A discussion followed and included Steve Rich sharing he would like more people to help work on branding. Erin Peterson has expressed interest in helping with the logo. Steve Rich will contact her.

Faculty Liaison:

Mary Bassett reported there was some confusion from the faculty regarding the logos sent out from the Branding Committee. A letter was sent to the branding committee expressing their concerns about the logo work already done for the 21st Anniversary spirit wear.

Concern continues over raises and where the board is in the process of determining whether or not they are still considering raises. The first reading of the budget will be at the January board meeting, with possible budget approval at the February meeting.

The board wants the staff to be assured the board will do their best to compensate the staff for their dedication and hard work.

Old Business:

Media and art openings were covered in the Director's report.

New Business:

A discussion took place regarding finding a new board member to replace board member Andrew Banas who recently submitted his resignation. Honey Creek parents Lara Thomas and Todd Austin may be interested in serving on the Honey Creek Board. Greg White will contact Todd Austin. Al Waters will speak with Scott Menzel regarding the number of board members.

Other Items of Business by Consensus of the Board:

Megan Masson-Minock would like to have a future discussion on how the newly proposed third administrative position would relate with the current administration.

Board Kudos To:

- Music teacher Katie Bush and our talented Honey Creek students for a wonderful Winter Music Performance.
- Marta England, Honey Creek students and all the parent volunteers for their work on the Winter Craft Sale.
- Amber Byers for running Fun Club and Jon Baek, Salli Kropp, Cheryl Quinn, Jody Klein and all the parents who helped with the LEGO teams.
- The teachers who helped host the regional ICT trainees: Barbara Naess, Stephanie Boling, Katie Bush, Tammy Hall, Salli Kropp, Johnny Thompson, Teresa Gonzalez-Woods, Cheryl Quinn, Jon Baek, Joe Griffith and Cindy Wauer.

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 7:10p.m.