

**Honey Creek Community School
Minutes of December 21, 2016**

Call to Order: Megan Masson-Minock called the meeting to order at 5:34 p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Megan Masson-Minock, Karen Andrews (arrived at 5:42p.m.)
Bridgette Carr, Bryan Cole, Matthias Kirch, Pam Reister.

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

Consent Agenda:

Pam Reister moved, supported by Bryan Cole to approve the consent agenda. **Motion was approved by all board members present.**

Board Spotlight:

Budgeting Priorities/Finance Committee

Shellee Almquist distributed a handout to the board and reviewed the current and modified budget items the Finance Committee requested to have added in to the different budget scenarios. The different budget scenarios included; 3% raises, 6% raises, and taking out the out the Assistant Principal and Development Officer.

A discussion followed and included:

- Al Waters would like to see a 4% raise for this year.
- to modify the fund balance board policy would need to be changed

Megan Masson-Minock suggests the following motion; the board fund balance policy is changed to a 10% minimum with a goal of 15% and adjust the faculty's pay in the 2015-2016 budget with retroactive raise of 4%. Bridgette Carr stated that a goal should not be in the policy in her opinion. Al Waters would like the opportunity to look in to the after school staff salary information. Al Waters it is important to note the raise is for returning teachers only, not for newly hired teachers. The board discussed the importance of investing in the sustainability through the school and if that should be a line item as well as a third administrator.

Karen Andrews moved the board policy be modified to allow a minimum fund balance of 9% to allow for staff and faculty raises and investment in the school's sustainability, with the intent to finalize the raise percent at the January 25, 2017 board meeting. 2nd by Pam Reister. **All in favor with the exception of Bryan Cole and Megan Masson-Minock.**

Board requests Al Waters to review the budget for addition of Principal and Development Director.

Director's Report:

Written report in board packet.

Al Waters reviewed the report that included:

- Al Waters attended three days of Danielson Training for the new teacher evaluations. Teachers will be rated on 76 elements along with Al Waters visiting teacher classrooms 9-10 times. Good tool designed to improve teaching.

- Applied for a grant for 2nd graders to help meet the needs of those students who are non-proficient in reading.
- Bylaws and Articles of Incorporation have been approved by WISD and will be available by the January 25, 2017 board meeting.
- Bryan Cole and Al Waters met with the WISD regarding more space for Honey Creek should the school grow. Extra space would most likely be through adding more modulars. More conversations need to happen. Facilities Manager Randy Trent encouraged us to begin seeking bids for new modulars. A discussion followed.
- Karen Andrews brought up a concern of a fire hazard in the modular hallway. Al Waters responded this concern continues to be addressed.

Faculty Liaisons Report:

Mary Bassett shared the faculty responses to the board's question: How would you feel about having a part-time administrator, a new hire, come in to do one of your teacher evaluations? A total of seven faculty replied no or with conditions, and two replied yes that would be fine. Many feel the relationship with Al Waters is valuable and his feedback is needed to maintain and build a strong team of teachers. A discussion followed and Megan Masson-Minock will share the faculty concerns the Governance Committee.

Foundation Liaison Report:

Matthias Kirch attended the meeting and reported the Foundation received a \$5,000 and a \$7,500 donation. The committee expressed they would like to work more closely with the board and they prefer not to accept corporate funds, as they would like to engage Honey Creek families who have never given to the foundation.

PTO Report: Written PTO minutes were sent via email by Andy Sheibar to Karen Giltrow for her to forward the PTO minutes to the board and Mary Bassett.

Finance Committee Report: Written report in board packet. The report included the following annual goals and accountabilities:

- Growth Assessment
- Management Company Recommendation
- Manage Budget Process and Reporting
- Expense Reduction Analysis
- Facilities Improvement

Governance Committee Report: Written report in board packet that included:

- Policy on Crowdfunding
- Update on Administrative Load and Succession/Teacher Evaluations
- Employee Handbook
- Board Recruitment
- Bylaws and Articles of Incorporation
- Board Training

Communications/OutreachBranding Committee: Written report sent today via email by Andy Sheibar. Karen Giltrow will forward to the board and to Mary Bassett.

The report included:

- Brand Brochure final print-ready file was shared with Dan.
- Waiting for a reply from Christine Kelley regarding posting the Todd Parr video on the website.
- Currently making the suggested edits to the to the Honey Creek Parent Handbook.
- Attended the PTO meeting on December 21, 2016.

Sustainability Committee Report: Written report in board packet.

Karen Andrews reviewed the report that included;

- Committee discussed their charge of \$100,00.
- A \$2,500 grant request has been submitted to the MASB.
- Borrowing against the Ann Arbor Area Community Foundation Fund in 2018.
- Grant writing for a Capacity Building Fund.
- Christine Kelley and Karen Andrews will meet with the Executive Director of the Ann Arbor Public Schools to discuss fund raising ideas.

90 Day Strategic Plan:

Megan Masson-Minock noted the Management Company Committee is the only committee that needs to meet the 90 day goal. Megan thanked all of the committees for their work along with a reminder to discuss the June 1, 2017 target date for all committees.

Old Business:

Articles of Incorporation

The Articles of Incorporation were tabled to the January 25, 2017 Board meeting as they have not been returned back to Honey Creek from the WISD.

“The Bully Brothers” Book Discussion

The board did not follow proper procedure for a motion without a discussion on the book “The Bully Brothers” at the November 30, 2016 board meeting. Megan Masson-Minock would like to reopen the discussion and to have a vote following the discussion on any actions taken regarding the book.

The discussion included:

- Bridgette Carr noting the Supreme Court decision that school boards are prohibited from removing books from school libraries.
- Removing the word “ban” from the November 30, 2016 board meeting minutes.
- Al Waters asked to have the board reverse the motion and send it back to him and he will address it.

Bryan Cole moved to amend the motion to remove the word “ban” from the November 30, 2016 minutes. No board member seconded. The motion died.

Bryan Cole moved to reverse the motion and return it back to Al Waters and he will work with the Media Specialist. Motion was amended to reverse the motion from the previous meeting by Bryan Cole. Second by Megan Masson-Minock. **Motion passed by all board members present.**

Karen Andrews moved, second by Pam Reister to return the matter back over to Al Waters for his resolution. **Motion passed by all board members present.**

New Business:

New Board Members

Karen Andrews moved, supported by Bridgette Carr to nominate the appointment of Barnaby Pung and Wayne Millette, to serve three year terms on the Honey Creek Community School Board. **The motion was approved by all board members present.**

Board Kudos To:

- Ashley Hagadon for all of her hard work preparing our students for the amazing Winter Performance.
- Marta England, Jeannie Crayne and all the parent volunteers and student crafters for the Winter Craft Sale.
- Chris Bruxvoort for teaching the Make-One/Take-One art class to benefit the Craft Sale.
- Max Davis for teaching the fall session of skateboarding.
- Shellee Almquist for her hard work on the budget projections.
- Lara Thomas for spearheading the staff holiday collections and the families who participated.
- Everyone who supported the California Pizza Kitchen fundraiser.
- Jon Baek and Honey Creek Legomaniacs Team for competing in the Michigan State FIRST Lego League Championship.
- All the Honey Creek Alumni who participated in the High School review meeting.

Preparation for Board Communications:

Karen Giltrow will announce our new board members Wayne Millette and Barnaby Pung to the community. They will be sworn in on January 10, 2017 at the Washtenaw ISD.

Public Participation (regarding new business only):

None.

Adjournment:

Karen Andrews moved to adjourn the meeting at 7:40p.m.