

## **Honey Creek Community School**

### **Minutes of February 24, 2016 Board of Trustees Meeting**

**Call to Order:** Greg White called the meeting to order at 5:30p.m.

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Karen Andrews, Sara Hoffman, Christine Kelley, Megan Masson-Minock, Linda Shirato and Greg White.

**Staff and Community Members Present:** Al Waters, Shellee Almquist, Mary Bassett, Sue Hofbauer, Karen Giltrow, Andrew Sheibar.

**Board Spotlight:** None.

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

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

#### By-Laws

Honey Creek Community School By-Laws and Articles of Incorporation have been sent to the Iglesia Martell Law Firm to be amended with new state requirement updates.

#### Class Size

WISD Superintendent Scott Menzel would consider Honey Creek increasing class size to twenty students per classroom. The next steps to follow would include the HCCS Board approving the increase in enrollment from 254 to 260 students and to petition the WISD Board to amend our charter contract with the new increased enrollment number of 260 students. Faculty liaison Mary Bassett was charged with getting feedback from the faculty regarding classroom sizes and to report back to the board at the March 23, 2016 board meeting.

#### Management Organization

WISD Superintendent Menzel prefers that instructional staff not be employed through a management company at this time, however feels exploring the possibility of having lunch, aftercare, and camp staff under a management company worth looking at. Should Honey Creek decide to research management companies, Superintendent Menzel requests Honey Creek send a letter informing the WISD of our plan to do so. Al Waters and Christine Kelley will meet to draft the letter of intent to the WISD.

#### Pick-up/Drop Off

Traffic in the C-Wing drive for drop-off and pick up, has decreased since the email went out to the community.

### Special Education Millage

The WISD has a special education ballot proposal in May asking voters for a 1.5-mill tax increase. The state currently contributes 28% to special education. This millage if approved, would increase WISD's contributions to Honey Creek by 97%. A discussion followed on how to get the word out to the community to get out and vote.

### **Finance Committee Report:**

Written report in board packet. Megan Masson-Minock reviewed the report and noted they reviewed the 2015-2016 and 2016-2017 budget with two scenarios: no raises and a two percent bonus in 2015-2016. The committee feels the responsible thing at this time is to reluctantly recommend no bonus or raise at this time due to increase in faculty compensation with upcoming five and ten year bumps and state mandated increases in instructional time for 2016-17. A discussion followed. Megan Masson-Minock moved, supported by Christine Kelley to accept the 2015-2016 budget that is characterized as Year 1 updates-no raises, taking out the media specialist for this year and in Year 2 updating Miscellaneous Revenue to \$90,000 (vs \$71,000). **Motion was approved by all board members present.**

**Foundation Liaisons Report:** Written report in board packet. Karen Andrews reviewed the report with the board that included the following:

- Foundation Development Officer will not be replaced at this time.
- Appeals/Fundraising committee will accept responsibility for \$90,000 of the \$125,000 annual goal. This will require families and other committees to raise the other \$35,000.
- Next committee meeting is February 25, 2016 at 8:00a.m.
- Next full committee meeting will be held on March 7, 2016 at 6:00p.m.

A discussion included looking at additional ways to bring in more funds through: alumni and grandparents campaigns and internet fundraising (Go Fund Me). The middle school will have a middle school life skills class on fundraising.

**Governance Committee Report:** Greg White reported Karen Andrews has been communicating with three potential board members. The Honey Creek Community School Board has met with all three candidates (Bryan Cole, Andrew Sheibar, Matthias Kirch) . Greg White recommends appointing all three board candidates even if they can only serve one year or all three years. The board needs to fill the one board member vacancy for this year to reach the odd number of board members required. A discussion followed. Christine Kelley moved, supported by Karen Andrews to appoint all three board members through the end of this school year. **Motion was approved by all board members present.**

**Communications and Outreach Report:** Written report in board packet. Christine Kelley noted one change in the report under Internal Communications in the Newsletter Update. The sentence that reads: Jess worked this month with Lauren to publish the newsletter using Mail Chimp and committee thanked "her" should be replaced with "them" for their efforts.

## Internal Communications

### Liaison with Faculty

- Jess P'Simer will poll faculty regarding keeping a board folder with minutes in the staff lounge.
- Lauren Hall and Jessica P'Simer are using a new format using Mail Chimp for the Honey Creek newsletter.

### Liaison with PTO/Foundation

- PTO continues search for volunteers to fill leadership roles.
- Pi Day graphic communication will out to the community in March highlighting giving.

### Parent Communication

- Plan to review newsletter data in March on readership numbers and different strategies for boosting.
- Plan to review "opting out" of Talent Night emails and how to move forward with granular email.
- Al Waters included school closing procedures in the Honey Creek newsletter.
- Drafted letter to families asking them not to use the doors by the modulars for pick-up and drop-off due to the large amount of traffic and student safety. Al Waters will revise and send out to the community

### Website/Electronic Communication

- Goal to have remaining website pages reviewed by March 4.
- New and Noteworthy: Foundation story is ready and will include photos from the Winter Performance.
- Chris Cassell will address issues with mobile display of website once he has access to the site.

## External Communications

- Committee members have added positive reviews to Great Schools website.
- Christine Kelley will ask 21st Anniversary Committee about printing costs and other needs they may have.
- Erin Peterson is working on three marketing texts (short, medium, long) to be ready in March and will suggest using the 21st anniversary logo as the official logo to Steve Rich.
- Communication concerns with High Point were raised by Alex Foulis. Honey Creek teachers used to have planning times that overlapped with High Point. Will encourage Honey Creek PTO committees to consider including High Point when possible, include the High Point community in the newsletter, support the teacher appreciation luncheon, and some professional development. Christine Kelley will work to connect the Honey Creek and High Point PTO's.

## New Business

- Video idea to make Amber's Todd Parr book into a video. Jess P'Simer will teach this as a 4/5 technology project.

- Prepare marketing materials for preschools in the area next year and think about increasing marketing to more diverse communities.

#### Old Business

- Recruiting committee members.

**Branding Committee Report:** No report.

**Faculty Liaison Report:** No report.

#### **Old Business:**

##### 2nd Reading of the 2015-2016 Budget

This item was addressed under the Finance Committee report.

#### **New Business:**

##### Facilities Plan

Karen Andrews would like to see Honey Creek take advantage of the clause in the facility lease for building capital improvements and have a list of what the committee would do.

Honey Creek parent Tim Andrews has offered to get a crew together and request the faculty compile a wish list of ideas. Megan Masson-Minock volunteered to help and look at the Honey Creek family contribution survey spreadsheet to find community members who may be interested sharing their talents. Tim Andrews will send out a general email for direct recruitment of volunteers.

**Other Items of Business by Consensus of the Board:** None.

#### **Board Kudos To:**

- Jamie Jackovich and the Edible Garden Committee for obtaining a grant from the Whole Kids Foundation that will benefit Honey Creek's edible garden.
- Deb Lentz for featuring Maple Syrup and Carrots at Farm to School during lunch hour on February 4, 2016. Special thanks to H&H Sugarbush for providing Michigan maple syrup and to Tantre Farm for providing thyme, and both orange and purple carrots for the delicious samples!
- Kristyne Cole and all the staff, students, and alumni who helped make the Student vs. Staff basketball game a huge success and a ton of fun!
- Lauren Hall and Jessica P'Simer for the new great look/format to the Honey Creek Community School Newsletter!

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

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

**Adjournment:** Greg White moved to adjourn the meeting at 7:03p.m.