

Honey Creek Community School

Minutes of February 25, 2015 Board of Trustees Meeting

Call to Order: Greg White called the meeting to order at 5:34p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Karen Andrews, Yvette Atkinson (left at 6:00p.m.), Christine Cassell-Kelley, Nina Nabors, Pamela Reister, Angela Tracey, Greg White.

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

Board Spotlight: None.

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

Public Participation: None.

Director's Report: Written report in board packet. Al Waters reported on MEAP proficiency rates among students with IEPs (Individual Education Plans) in grades 3rd – 8th.

<u>Subject</u>	<u># of Students Tested</u>	<u># of Students Proficient</u>	<u>% of Proficient Students</u>
Reading	30	25	83.3
Math	30	22	73.3
Social Studies	4	1	25.0
Science	8	5	62.5
Writing	9	4	44.4

Al Waters reviewed the Replication/Expansion Committee minutes. The committee discussed facility requirements needed for a new building and came up with 125 sq./ft. per student (based on the AAPS average of 125 sq./ft. per student). Approximately 32,000 sq./ft. would be needed for a K-8 school. Next steps will include determining requirements for a high school, and land requirements for a combined campus. Jessica Carter reported on the Michigan Merit Curriculum High School Graduation Requirements.

Finance Committee: Written report in board packet. Angie Tracey reviewed the report that included:

2014-15 Updated Budget shows:

- Reinstatement of stipends totaling \$5,000.
- Current Fund Balance is 14.25%.
- A net decrease in the school's cash balance of approximately \$72,000.

Figures from the Honey Creek Community School Treasurer show that a gift to the school of \$50,000 is more realistic at this time due to the Foundation's current available funds and expected expenses.

End of year 2% bonus for all faculty and staff would cost an estimated \$35,000. There are reservations to the bonus due to meeting September and October expense obligations.

John Lonsway is working on the Honda grant to fund a technology purchase. Next submission date is May 1, 2015.

Foundation Liaison: Christine Kelley noted the update to the written report in the board packet that the Foundation database has been completed.

Written report in board packet included:

- Foundation President Carolyn Fullerton stepped down. Honey Creek parent Sean Reed will consider the President position.
- Foundation board voted Kara Bloom for Foundation Secretary.
- Discussed possible end of year Foundation event (Ice Cream Social?) to build community and to fundraise.
- Board voted to post position for Development Officer. Six month position, 16 hours/week, \$20.00-\$25.00 per hour.
- Karen Andrews reported receiving three applications (two internal) for the Development Officer position.

Next meeting is next week March 4, 2015 at 6:00p.m. March 5th timeline for interviews for Foundation Director.

Governance Committee: Written report in board packet. Nina Nabors reviewed the following:

- Board Development Update: March, April and May Board Spotlights will have presentations by experts for Board Development.
- Bylaw Revisions: Approved changes to the Bylaws and Articles of Incorporation will be voted on at the Washtenaw Intermediate School District first board meeting in March.
- 9th Board Member: Committee recommends appointing Steve Rich for the 9th board member. His background includes prior board experience, lawyer, and professional experience supporting start-ups. Greg White moved to appoint Steve Rich supported by Karen Andrews. **Motion was approved by all board members present.**
- Rhonda Delong will co-chair the new Marketing and Brand committee. The board recommends that Rhonda serve for one year to become more familiar with Honey Creek Community School and then be nominated for the board for the 2016-2019 term.
- Board member Angie Tracey has submitted her resignation and will stay on the

board through the end of the school year. Karen Andrews expressed her appreciation for Angie's ability and experience in finance.

- Three board positions will be open for next board election. The board will begin looking for a person now with a finance background for next year.
- Nina Nabors will revise the Director evaluation survey and will submit the finalized survey to the board at the March 25, 2015 board meeting.

Communications and Outreach Committee: Written report in board packet.

- Christine Kelley distributed the Parent Involvement Pledge.
- Two vendors have come forth to complete Honey Creek two-minute video project for \$1,000.
- Committee will provide a first edit of the Honey Creek Parent Handbook to Al Waters for comment, revision and approval.
- Catie Wells is compiling a database of "Frequently Asked Questions".
- Will coordinate with Yvette Atkinson and Rhonda DeLong to determine how to best collaborate on branding.

Faculty Liaison: No report. The board requests faculty feedback on the following two ideas:

- 1) Board plans a luncheon with the faculty possibly during in-service at the beginning of the year to communicate with faculty and to discuss any concerns and/or big issues.
- 2) Board plans a 1/2 day retreat for board, staff and other interested parties from Honey Creek Community School.

Mary Bassett will solicit feedback from the faculty and report back to the board at the March 25, 2015 meeting.

Old Business:

Updated Board Goals

Karen Andrews reviewed the Strategic Plan that was emailed earlier to the board and distributed handouts with Goals, 3-5 Year Vision, 1 Year Plan, and a 90-Day Plan from the February 7, 2015 board retreat. A discussion followed. Al Waters recommends meeting with a couple of faculty members. Greg White will join Al in the meeting with faculty to help with academic success. Nina Nabors would like Summer Camp field trips decided before the Summer Camp brochure comes out. Academic Success columns were added to include review 90-day plan in June 2015. Al Waters will forward updated information on catchafire to the board in the block format.

Board Development Plan

Agenda item was covered under the Governance Committee report.

New Business:

Budget Update

Shellee Almquist reviewed the 2014-15 updated budget which includes \$5,000 for budget stipends and the 3% bonus for returning staff.

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

Board Kudos To:

- Karen Andrews for planning the retirement tea for Marion Van Loo and Karen Berg and for planning the board retreat on February 7, 2015.
- Elizabeth Scott for her project on donorschoose.org requesting ten new chromebooks. Ten chromebooks were donated by an unknown donor. Thank you to the unknown donor!

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

Public Participation: None.

Adjournment: Nina Nabors moved to adjourn the meeting at 6:40p.m.