

Honey Creek Community School

Minutes of July 22, 2015 Board of Trustees Meeting

Call to Order: Greg White called the meeting to order at 5:42p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Karen Andrews, Andrew Banas, Christine Kelley, Megan Masson-Minock (via skype), Pamela Reister, Steve Rich, Greg White.

Staff and Community Members Present: Al Waters, Sue Hofbauer, Tammy Hall, Elizabeth, Karen Giltrow.

Board Spotlight: None.

Consent Agenda: Steve Rich moved, supported by Christine Kelley to approve the consent agenda as amended to include the letter board member Andrew Banas submitted the board that reads as follows "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 the 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.

Director's Report: Written report in board packet.

Staffing:

Media Specialist

Al Waters distributed and read a letter from Honey Creek parent Katie Kramp, regarding her reasons supporting filling the vacant media specialist position. A discussion followed and included Al Waters recommended to wait until the financial audit is completed before any decisions are made.

Special Education Teacher

The search continues to fill the opening. Al Waters will meet with a retired Manchester Director of Special Education next week.

Interventionist Specialist

Expanding position to a full time position is critical to increased student success in reading and math. Remains top priority when funds become available. Greg White requested it be placed on the August 26, 2015 agenda for discussion and a vote.

Health Insurance

Steve Rich and Al Waters met and discussed insurance needs. Al Waters and Shellee Almquist will meet with Kapnick Insurance on Tuesday July 28, 2015. Steve Rich contacted another organization to explore a cooperative purchasing agreement and also gave Al Waters the name of Allan J. Cotter of D.R.M. Stakor & Associates, who will also provide a bid.

Financial Reporting Requirements

School Districts with a fund balance below 5% must submit their proposed budgets to the state along with other additional financial reports. 171 districts have fund balances below 5% in Michigan based on 2013 and 2014 reports.

Audit

The financial audit will begin the week of July 20, 2015.

Management Company

Contracting a management company to employ new staff including after school and lunch staff, would provide saving to both the employee and the school. It would allow Honey Creek the opportunity to redirect resources to educational programs, and allow employees in the traditional pension system to remain in it and those who have a 401K, the option to remain in or opt out. Al Waters will take a serious look at due to the possible savings of \$20,000 - \$40,000.

Finance Committee Report: No written report.

Al Waters noted Shellee Almquist has put in many long hours on the audit challenges with reconciliation, due to new software.

Foundation Liaison Report: Written report in board packet.

Christine Kelley reviewed the report on the following:

Direct Requests

Sara Brintnall along with the fundraising committee created a script for “direct asks” to families.

Alumni Outreach

Will Hathaway met with alumni parent Jan Culbertson to begin engagement with alumni.

Events

Discussed and agreed that the Foundation Board should develop guidelines for outside groups who want to hold fundraisers for the Foundation. Bingo nights at the beginning of the school year may be used for ideas when drafting guidelines.

Governance Committee Report: Written report in board packet.

Pam Reister reviewed the report that included:

Management Company

Committee discussed the benefits and potential problems of management companies and agree this topic needs further discussion.

Rent

Waiting for response on rent letter requests. Facility Supervisor Randy Trent is currently on vacation.

Communications and Outreach Report: Written report in board packet.

Christine Kelley reviewed the report.

Newsletter

Reconfigure newsletter and work with Jessica P’Simer with place for newsletter to go on website.

Parent Ambassador

Restart the parent ambassadors for new incoming families. Nina Nabors will lead the program.

Parent Handbook is undergoing a revision and will be more thematic in form. Will be ready at the beginning of the school year.

Faculty Liaison Report:

Mary Bassett sent feedback through Tammy Hall regarding parent-funded field trips. The faculty will support voluntary parent funded field trips as some families cannot afford.

Old Business:

By-Laws and Articles of Incorporation

Greg White moved, supported by Steve Rich to approve the By-Laws and Articles of Incorporation. Motion was approved by all board members present.

Board Self Evaluation: Written report in board packet.

Karen Andrews reviewed the responses and requested feedback on the survey questions. A discussion followed.

Faculty Engagement Survey: Written report in board packet.

Karen Andrews reviewed the responses. A discussion followed on action planning by reviewing the results and developing a plan to address areas identified by employees with the goal of focusing on actionable items for improvement. Andrew Banas recommends having each board committee make it an agenda item to discuss responses and come back to the board with items that are pertinent.

New Business: None.

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

Board Kudos To:

- Governance Committee and Al Waters for their work on the By-Laws and Articles of Incorporation.
- New Board Members Andrew Banas, Megan Masson-Minock, and Linda Shirato for serving on our board.

Preparation for Board Communications:

Christine Kelley will prepare a summary of the board meeting for the Honey Creek newsletter.

Public Participation (regarding new business only): None.

Adjournment: Greg White moved to adjourn the meeting at 7:20p.m.