

## **Honey Creek Community School**

### **Minutes of July 27, 2016**

**Call to Order:** Karen Andrews called the meeting to order a 5:43p.m.

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Karen Andrews, Bridgette Carr, Bryan Cole, Matthias Kirch (arrived at 5:50p.m.), Megan Masson-Minock, Pamela Reister, Andrew Sheibar, Linda Shirato.

**Staff and Community Members Present:** Al Waters, Shellee Almquist, Laura Krinock, Karen Giltrow, Sue Hofbauer.

**Board Spotlight:** None.

**Consent Agenda:** Karen Andrews moved, supported by Bridgette Carr to approve the consent agenda with the following amendment to the June 22, 2016 minutes under Old Business on the agenda. The third paragraph of the “2nd Reading of the 2016-2017 Calendar Draft E” was amended to read: Megan Masson-Minock moved, supported by Greg White to accept the 2016-2017 School Calendar Draft E, the 2016-2017 Budget with additional pay for two 1/2 days, along with Bryan Cole’s amendment adding the three tier aftercare schedule for 1/2 days. **All in favor of the motion, with the exception of board members Christine Kelley and Megan Masson-Minock.** The administration will continue to work on solutions.

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

#### Insurance Renewal

Renewal rates for health insurance will increase by 9.87 % as compared to an ACA compliant plan with a 16.85% increase. Dental Insurance will increase by .55% for two people and 3.13% for families. No increase for single Dental Insurance.

#### Music Teacher Position

Three applicants have applied for the Music Teacher position. Interviews will be held the week of August 8, 2016.

#### School Funding

The state legislature released the “Michigan Education Finance Study” and it doesn’t adequately reflect the costs of running Honey Creek programs (After School Programs, Summer Camp, Foundation, Field trips). Report could be interpreted we are overfunded by \$300 per pupil and we are not. We could see a decrease in funding.

#### Website Accessibility

Communications and Outreach Committee will need to update the Honey Creek Community School website in September to address the new Federal law requiring public school websites be accessible to individuals with disabilities.

### Director Evaluation Tool

Al Waters informed the board Honey Creek will need to have the Director Evaluation Tool on the school website by December 6, 2016. Al Waters has looked at the Danielson Director Evaluation Tool and recommends the board also look at the MASB Director Evaluation Tool. The Governance Committee, Board President and Vice President will look at the Director Evaluation Tools and the next steps to proceed with a management company.

### **Finance Committee Report:**

Megan Masson-Minock noted the committee did not meet. Shellee Almquist reported the audit is close to completion and overall the audit has gone very well.

### **Foundation Liaisons Report:**

Karen Andrews reported the committee did not meet but still are seeking another board member to join the committee before the next meeting at Honey Creek on August 1, 2016 at 6:00p.m. Board member Matthias Kirch volunteered to serve on the Foundation Committee.

### **Governance Committee Report:**

Pam Reister reported the committee did not meet. Megan Masson-Minock recommends the committee prepare a meeting schedule with a regular date each month, instead of meeting before the monthly board meetings.

**Communications/Outreach/Branding Committee Report:** Written report in board packet. Andrew Sheibar noted they plan to use testimonials from the 21st Anniversary Celebration, and feedback from the Branding Exercise as the main pieces of what they're creating. They hope to have a rough draft to share with the board in August. Andrew Sheibar needs an alumni list to find out how Honey Creek graduates have performed in High School and beyond since leaving Honey Creek Community School. Matthias Kirch will take the lead and get the Anniversary Celebration alumni email list from Shellee Almquist for him. Al Waters will provide contacts for Andy for teachers at WTMC, and Counselors at WIHI and Community High School regarding how prepared the Honey Creek students are for High School. A discussion followed on the next steps on organizing and consolidating social media in one place.

**Faculty Liaison Report:** Laura Krinock was the faculty representative for the board meeting and she reported four faculty replied yes, to the board's question on whether or not to extend the fall luncheon meeting to two hours.

**Old Business:** Karen Andrews led a discussion on possible dates for the Board's Fall Retreat. The Board decided on September 17th for the Board Retreat, with September 24th as the backup date. The retreat all take place at the Gladwin Center from 8:00a.m.-2:00p.m. The Board/Faculty luncheon will take place on September 27th.

**New Business:**

**Board of Directors Self Evaluation**

Karen Andrews noted the Board Self Evaluation was adopted as a best practice to assess the board. Self evaluation scores were 1/3 lower than last year. This provides the board opportunities to improve decision making. Karen Andrews recommends rereading the evaluations before the board retreat.

**Faculty/Staff Engagement Survey Results**

Karen Andrews noted only 17 faculty/staff participated in the Engagement survey, which is under 1/2 of the entire staff. Need to discuss the survey results at the board retreat and develop an action plan and share the summary with the faculty/staff of what the board and administration plan to do. Al Waters will work with the Governance Committee on the summary to share with the faculty/staff. A discussion followed.

**Other Items of Business by Consensus of the Board:**

Linda Shirato shared a letter from Honey Creek parent Katy Kramp regarding her concerns over the possibility of eliminating the Honey Creek Media Specialist position. Linda Shirato agrees something needs to be done to help the library. A discussion followed and included running another ad in the paper and seeing if we get any responses.

**Board Kudos To:**

- Sue Hofbauer for running the best Summer Camp in town!
- Karen Andrews for her work on the Faculty/Staff Engagement Survey and the Board of Directors Self Evaluation Survey.
- New Honey Creek Board Officers; Megan Masson-Minock/President, Bryan Cole/Vice President, Andrew Sheibar/Secretary, and Sarah Hoffman/Treasurer.

**Preparation for Board Communications:** None.

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

**Adjournment:** Bryan Cole moved to adjourn the meeting at 6:52p.m.