

## **Honey Creek Community School**

### **Minutes of June 22, 2016**

**Call to Order:** Greg White called the meeting to order at 5:32p.m.

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Greg White, Karen Andrews, Christine Cassell-Kelley, Bryan Cole, Matthias Kirch, Megan Masson-Minock, Pamela Reister, Andrew Sheibar, ,Linda Shirato,.

**Staff and Community Members Present:** Al Waters, Shellee Almquist, Salli Kropp, Karen Giltrow, Sue Hofbauer, Rob Barhite.

**Board Spotlight:** None.

Greg White recommends the agenda item “Director Evaluation” under New Business, go to a closed session for discussion. Director Al Waters agreed to have a closed session for discussing his evaluation.

**Consent Agenda:** Greg White moved, supported by Megan Masson-Minock 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:

#### Articles of Incorporation & Bylaws

Articles of Incorporation and Bylaws have been reviewed and sent on to the attorney. Once they are returned from the attorney they will be submitted to the WISD board for approval.

#### Management Company

Al Waters and Mary Masson-Minock met with the WISD Administration and two WISD Board members on June 3, 2016 to discuss a gradual transition to employ staff through a management company. The WISD supports the idea of a slow transition to a management company, along with requesting we work with a not-for-profit management group. They would also like to review the proposal requests before they are sent out. Two not-for-profit organizations were contacted. One is part of Edison Schools and have they have yet to reply. Staff currently participating in MPSER’s will continue to participate with MPSR’s at this time. The management company would only apply to Aftercare, Summer Camp, IA’s and new hire teachers.

#### Out Service

Faculty renewed certifications in Nonviolent Crisis Intervention, CPR and First Aid and discussed strands with Social Studies and Science curriculums to identify gaps.

### Foundation Exempt Status

Documents to reapply for exempt status are completed and will be sent to the IRS by June 24, 2016.

### Teachers Evaluations

Teachers were invited to participate in the teacher evaluation selection process. Three teachers participated and chose the Danielson Framework tool for teaching, from the four tools recommended by the Michigan Council for Educator Effectiveness.

### Director Evaluation

Honey Creek needs to select a new Director Evaluation tool and post it on the school website before September 6, 2016. Al Waters will share the link to the Danielson tool for Administrators with the board.

**Finance Committee Report:** Written report in board packet. Megan Masson-Minock reviewed the report and noted the committee looked at the impact of the state-mandated five additional days and the additional proposed calendar half-days. The committee asked Shellee Almquist to revise the 2016/2017 budget, to see what would happen to the general fund balance with the following revisions:

- Per pupil allowance that is headed to the Governor's office for signature.
- Estimate the reimbursement from the WISD passed Special Education millage to see what would happen to the general fund balance.
- Run two scenarios: one additional day of full pay and two additional days of full pay to see how many half days could become full days.

Megan Masson-Minock recommends the Management Company option be kept as a board priority and placed on the July 27, 2016 Board Agenda under the Board Spotlight.

**Foundation Liaisons Report:** Written report in board packet.

Karen Andrews led a discussion on the committee's leadership roles and concerns on structure needed on reporting Foundation fund account information. Shellee Almquist will contact Eddie Ledermann to see if he needs assistance with reporting and sharing Foundation fund account information with the committee. Karen Andrews would like to discuss the committee's needs, leadership, and roles at the next meeting.

**Governance Committee Report:**

Pam Reister distributed the results of the Faculty/Staff Engagement Survey. The survey was conducted in June 2016 with seventeen employees participating. Results were positive and showed the appreciation our team has for the culture and mission of Honey Creek. Everyone agreed with the survey rating that will now be sent on to the state.

**Communications and Outreach Report:** Written report in board packet. Christine Kelley led a discussion on internal communications and how to best meet faculty feedback, parent communication, and we can track how Honey Creek graduates do academically, after they leave.

**Branding Committee Report:** Written report in board Packet. Andy Sheibar noted the Branding Committee met with the Communications and Outreach Committee as one committee, now the Marketing and Outreach Committee. He would like to include the 21st Anniversary Celebration comments with the survey results once all in. New social media person Sarah Schultz will look at Honey Creek media and advise us on how to improve areas.

**Faculty Liaison Report:** Salli Kropp was the faculty representative for the board meeting and shared the faculty response to the board's question: Was the beginning of the year luncheon with the board helpful and would they like to have it again? Three faculty responded and felt the luncheon was helpful, appreciated, and they would like to do it again.

The Board would like to meet with faculty in September before the board retreat and requests feedback to the question: Would the staff be willing to meet with the board for two hours instead of 90 minutes to have more time to go over goals, questions, and concerns in September and also in January and February?

It was noted that Saline Schools were adding six additional early release days to their normal 1/2 day school calendar along with free or reduced child care fees.

## **Old Business:**

### Board Election Process

Christine Kelley distributed a handout on the Board Election. All four nominees were elected to the board and will be serving three year terms: Bridgette Carr, Bryan Cole, Matthias Kirch and Andrew Sheibar. Karen Andrews moved, supported by Mary Masson-Manock to approve the certification of the election results. **Motion was approved by all board members present.**

Christine Kelley will notify the community about the newly elected and reappointed board members. Karen Andrews will welcome the new board members and Karen Giltrow will notify the Washtenaw Intermediate School District Superintendent Scott Menzel, and schedule the swearing in of the newly elected and reappointed board members at the upcoming WISD Board meeting in June.

### 2nd Reading 2016-17 Budget

Shellee Almquist reviewed the 2nd Reading of the 2016-2017 Budget. A discussion followed and included how the Special Education Millage, Summer Camp Enrollment, Deaf and Hard of Hearing students, numbers would affect the budget.

Shellee noted:

Special Education amounts are based on summer tax collections, so the \$180,000 to start is an estimate and could be less and increase after the summer tax distributions are distributed. Summer Camp enrollment numbers appear to be slightly up this year and Deaf and Hard of Hearing was not included in the budget as we don't know how much we will get.

Shellee reminded the board the budget must be approved before July 1, 2016. Karen Andrews asked Shellee for a revised budget once the numbers are available. The numbers may not be available until November.

The discussion on the 2nd reading of the 2016-2017 Budget was tabled until the board looks at the 2016-2017 School Calendar.

#### 2nd Reading of the 2016-2017 Calendar Draft E

A discussion on the calendar centered around how to make the fifteen 1/2 days work, and the concerns over how the 1/2 days will affect Honey Creek families. Ideas included: consistent day of the week for 1/2 days, 3 tiered after school program fees, and asking the PTO to help with after school costs.

Greg White recognized Honey Creek parent Rob Barhite. He feels if the PTO contributes funds/scholarships to help with 1/2 day after school costs, 1/2 days off are consistent, the community is informed in advance so they can plan ahead for the 1/2 days off, and the 3 tier aftercare cost cuts are implemented, the community will accept the all the work put toward coming up with the best solutions for both community and staff and make the necessary adjustments.

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 half 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.

#### **New Business:**

##### Director Evaluation

Greg White moved the meeting to a closed session at 7:30p.m.

