

## **Honey Creek Community School**

### **Minutes of June 24, 2015 Board of Trustees Meeting**

**Call to Order:** Greg White called the meeting to order at 5:35 p.m.

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Karen Andrews, Christine Kelley, John Lonsway, Pamela Reister, Greg White.

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

**Board Spotlight:** None.

**Consent Agenda:** Christine Kelley moved, supported by Karen Andrews 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 following;

#### Staffing

- Continue to advertise for the Media Specialist Position and part-time Teacher consultant position due to no responses to first ad.

#### End of Year Reports

- Student end of year reports were mailed out June 23, 2015.

#### Articles of Incorporation and Bylaws

- The Washtenaw Intermediate School District approved the Bylaws and Articles of Incorporation at their June 23, 2015 board meeting. Honey Creek is required to have an odd number of board members and will need to approve the Bylaws and Articles of Incorporation at the next meeting.

#### Promotional Video

- Logan 6 has the first cut of our school video that is available to view at Bob.com.

#### Rent

- Letter sent to Brian Marcel asking the WISD consider implementing the 60% rent increase over a four to five year period, due to the short notice of the increase and the significant hardship it would cause Honey Creek. Should that not be an option, consider the alternative options of: renegotiating the 3% authorizing fee in the chartering agreement, or consider the request of the WISD providing the financial support needed to improve our instructional achievement initiatives. The WISD replied they will get back with us.

### FOIA Compliance

- Michigan Association of School Boards sample FOIA Procedures and Guidelines Manual has been ordered. We are required to have FOIA Procedures and Guidelines documentation in place and posted on the Honey Creek website by July 1, 2015.

### Air Quality and Facility Cleaning

- Nine classrooms have been thoroughly cleaned to date. Al Waters placed the air monitor in three classrooms and results showed the level “good” in the mornings when the system starts up and “excellent” later in the day.

### Health Insurance

- Steve Rich and Karen Andrews will research health insurance options for Honey Creek and report back to Al Waters.

### **Finance Committee Report**

Written report in board packet.

- Reviewed the 2nd Reading of the 2015-2016 Budget. It is not a balanced budget, though the current fund balance can cover the overages for the 2015-16 school year.
- Items to consider for bringing budgets inline:
  - Create a management company to reduce retirement costs for employees hired after 2010.
  - Do not fill the current opening for the media center and consider using other options to keep the Media Center open.
  - Cut other departments from the curriculum that are not required by the state (specials are not required).

A discussion followed and included ideas on possible areas to reduce. The board would like to look at possibilities of keeping the Media Center open by using volunteers, University of Michigan interns, and the PTO Literacy Committee. Other ideas included inviting parents to help purchase classroom supplies, and parent funded field trips.

### **Foundation Liaison**

Christine Kelley reported on the following:

- Year To Date Foundation gifts total \$55,000.
- The PTO will not be donating gifts to the Foundation this year.
- Teresa Gonzalez-Woods and Elizabeth Scott did not receive the technology grant they applied for.
- Foundation Committee will focus on individual asks over the summer and at events that will include public from outside the community.

### **Governance Committee**

Written report in packet.

- Karen Andrews noted thirteen staff/faculty responses from the Employee Engagement Survey have been received to date and recommends sending out a reminder.
- Six Board Self Assessments have been received. Karen Andrews will resend it to the board. The Self Assessments will be reviewed at the July 22, 2015 board meeting to allow new board members to be there.
- Board member Angie Tracey has stepped down from the board effective June 30, 2015. The board is required to have an odd number of board members, therefore a new board member will need to fill the vacant board opening by July 30, 2015. A discussion followed on looking for someone with a finance background.
- Board orientation plan was discussed for new board members.
- Greg White announced the board nominations and election of officers will take place at the July 22, 2015 board meeting.

### **Communications and Outreach Committee**

Christine Kelley reported the committee did not meet and updated the board on the following:

- The revision of the Parent Handbook will hopefully be completed by the end of July. The parent ambassador who took on this task is unavailable to finish the revision.
- Reviewed the Purpose, Mission and Vision statements and recommends keeping the Purpose and Mission statements as they are and modifying the original Vision Statement.

The original Vision Statement reads: Honey Creek Community School will advance transformative education practices to ensure all students reach their full potential while preparing them to successfully address the emerging challenges of the twenty-first century.

The edited draft Vision Statement reads: Honey Creek Community School will advance transformative education practices to empower students to reach their full potential and become engaged, successful community members ready to address the emerging challenges of the twenty-first century.

### **Faculty Liaison**

No report per liaison Mary Bassett. She will resend the engagement survey out to the faculty and staff.

### **Old Business:**

#### **Director's Evaluation**

Greg White shared the recommendations from the Governance Committee and noted when rating one must consider all different aspects of the Director's job. A discussion followed regarding the Director evaluation. Greg White moved, supported by Pamela

Reister to approve the “Highly Effective” performance rating for Al Waters’ evaluation.  
**Motion was approved by all board members present.**

### **Mission/Vision Statements**

John Lonsway moved, supported by Greg White to revise the Vision statement as the edited statement reads: Honey Creek Community School will advance transformative education practices to empower students to reach their full potential and become engaged, successful community members ready to address the emerging challenges of the twenty-first century. **Motion was approved by all board members present.**

### **By-Laws and Articles of Incorporation**

Bylaws and Articles of Incorporation approved by the WISD board and included in board packet, will be an action item on the July 22, 2015 agenda.

### **New Business:**

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

Written report in packet. John Lonsway moved, supported by Karen Andrews to approve the 2nd reading of the 2015-16 budget. **Motion was approved by all board members present.** Al Waters would like to meet with the Governance Committee first and then the Finance Committee to discuss the possibilities of a management company.

#### **2nd Reading of the 2015-2016 Calendar**

Shellee Almquist reviewed the 2nd reading of the Honey Creek Community School 2015-2016 Calendar. Greg White moved, supported by John Lonsway to approve the 2nd reading of the Honey Creek Community School 2015-2016 Calendar. **Motion was approved by all board members present.**

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

### **Board Kudos To:**

- Honey Creek Teachers, After School Program Staff, and Administration for another excellent school year!
- Nina Nabors, Angela Tracey, Yvette Atkinson and John Lonsway for their service and leadership on the Honey Creek Community School Board of Trustees.
- The Literacy Committee for raising \$210.04 from the used book sale.
- Cassandra Harmsen-Higgins from the WISD for reviewing our Articles of Incorporation and Bylaws.
- Honey Creek parent Tim Andrews for donating two way radios to the administrative offices and the after school program.

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

**Public Participation:** Brian Hockley was welcomed and asked if he had any comments to share with the board and he replied he did not.

**Adjournment:** Greg White moved, supported by JL second to adjourn the meeting at 6:52.p.m.