

## **Honey Creek Community School**

### **Minutes of June 26, 2013 Board of Trustees Meeting**

**Call to Order:** 5:40 by Brian Hockley, Board President

**Board Member Present:** Brian Hockley, Linda Knox, Kelly Krawcke, John Lonsway, Nina Nabors

**Recording Secretary:** Kelly Krawcke

**Staff and Community Members Present:** Al Waters, Shellee Almquist

**Board Spotlight:** none

**Consent Agenda:** Brian Hockley moved to approve the consent agenda which was supported by John Lonsway. Motion was passed by all board members present.

**Public Participation:** none

**Finance Committee:** John Lonsway discussed the need to begin active fund raising with the Honey Creek Foundation.

**Fund Development:** Update included in board packet. The committee did not meet in June. The next meeting is scheduled for July 10. Al Waters noted the Foundation has received a \$1000.00 gift and that a Legacy Gift of \$810.00 was received from the parents and families of the 2013 graduating class. He also discussed the need to improve communication between the Foundation Board, the Outreach Committee and the School Board.

It was recommended that the Foundation Board invite a member(s) of the Outreach Committee to one of the Foundations next meetings to discuss/clarify our mutual goals.

**Governance Committee:** Nina Nabors reported a survey was sent to the board, staff and random families with regards to the director evaluation. Final results are pending and will be reported next month.

**Outreach Committee:** Nina Nabors reported the committee will not hold formal meetings during the summer but will correspond via email as needed.

#### **Strategy Committee:**

-Update included in board packet.

- Al Waters reported the faculty completed the exit expectation charts for each grade level and part time clerical support has been hired to format this information.

-Al also provided background information regarding the administrations review of various school management systems and the decision to begin to transition to Small School Solutions by Blackbaud. This system will replace the current software which was no longer adequate to meet the school's needs. The Blackbaud System will provide HCCS the ability to collect student data including standardized test scores, as well as provided an opportunity for on line applications and tracking of admissions. There is also an option to add additional components, including one specific for fund development, as the schools needs evolve. The transition process will start the fall of 2013 with the goal to complete the transition by the start of the 2015 fiscal year.

-Linda Knox to meet with the PTO regarding the objectives of the 4<sup>th</sup> goal

**Faculty Liaison:** nothing to report

**Directors Report:** Al Waters reporting

- update included in board packet
- Al Waters reported he is in the process of completing several reports requested by the state
- Title 1 and 2 grant applications will be submitted to the state prior to July 1. Al notes these grants were significantly reduced this year
- James Watz has been hired to teach middle school social studies during Joe Griffiths leave.
- Both Lindsay Parrish and Andrew Colombo-Dougovito submitted resignation letters with plans to further their own education. The replacement process for both will begin July 1.
- Tracy Cummings, our contracted speech therapist, will also not be returning. Vicki Davison has been hired with a cost savings of \$20 per hour with the new contracting agency.
- the preliminary report for our school Charter Re-authorization is completed and will be reviewed with Al on Friday

**OLD BUSINESS:**

-2nd reading of the updated budget: clarification provided that updated 2012-2013 budget was unanimously approved during the May board meeting with no further action required.

-2<sup>nd</sup> Reading of the Proposed Budget:

-Linda Knox moved to approve the 2<sup>nd</sup> reading of the 2013-2014 budget. Nina Nabors seconded with unanimous support.

-2<sup>nd</sup> reading of the 2013-2014 School Calendar: clarification provided that the school calendar was unanimously approved during the May meeting and no second reading is needed.

**NEW BUSINESS:**

-School Management Package: Shellee Almquist reported she has been in discussion with Blackbaud regarding their reporting system options and costs. The total cost for the package the school wants to purchase is \$11,500 for four years. The current allotted budget is \$10,000 per year. The board unanimously approved using \$1,500 per year from the general fund for four years to cover the remainder of the cost.

-Board Policy on Board election: deferred as Pat Conlin, who placed this item on the agenda, was not present.

**BOARD KUDOS**

- to all teachers and faculty for a fantastic year
- Al, Shellee and the administrative team for their hard work and commitment
- to all who participated to make PE Play Day successful
- to Alicia Schuster and the organizers of a successful graduation ceremony and dance
- Brian Hockley, Linda Knox and Pat Conlin for their three years of commitment and hard work with the board

**Adjourn:** Linda Knox moved to adjourn at 7:15