

Honey Creek Community School

Minutes of June 28, 2017

Call to Order: Megan Masson-Minock called the meeting to order at 5:32p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Karen Andrews, Bridgette Carr, Bryan Cole, Matthias Kirch (arrived at 5:50p.m.), Megan Masson-Minock, Pam Reister, Andy Sheibar, Barnaby Pung (arrived at 5:58p.m.).

Staff and Community Members Present: Al Waters, Shellee Almquist, Laura Krinock, Karen Giltrow, Megan Rodgers, Melanie Hagan.

Shellee Almquist distributed Yeo & Yeo CPAs & Business Consultants Audit Engagement letter to the board.

Megan Masson-Minock welcomed Honey Creek Sustainability Officer Megan Rodgers and newly elected board member Melanie Hagan to the meeting.

Public Participation: None.

Consent Agenda:

Karen Andrews moved, supported by Pam Reister to approve the consent agenda. **Motion was passed unanimously by the six board members present.**

Board Spotlight: None.

Director's Report: Written report in board packet. Al Waters reviewed the following:

Facilities

- Construction on the modular classrooms began on June 19th.
- ISD is forming a task force to look at building renovation options that could shorten the timeline.

Grade Reports

- Completed grade report cards were due June 23rd and reviewed by Al Waters. The reports were sent out to the community today.

Teacher Evaluations

- Teacher observations were completed during the school year and final evaluations will be completed by June 30th.

Enrollment

- Enrollment is on track 248-250. Expect to have some changes in the number of students over the summer.

Lion Electric School Bus Press Conference

- Al Waters hosted a press conference for Lion, an electric school bus manufacturer at the school on June 22nd. Honey Creek will receive some publicity for hosting.

Expansion

- Al Waters, Megan Masson-Minock, and Wayne Millette met with AALC's board president, WISD Superintendent Scott Menzel, and Christopher Shropshire and Dr. Malvern Winborne from Eastern Michigan's Charter School office on May 26th. They explored options with AALC and opportunities for creating another Honey Creek campus. WISD is hesitant to move forward however there is a possibility EMU would authorize an additional Honey Creek campus. Al Waters asked if we would like to have him put in an application (two part process). Would the board like Al to pursue the ISD and EMU option. Bryan feels we missed the window for this year. MM agrees it is a 6 month long process. Discussion followed with Bridgette Carr asking if we got thru the first step how long is it good for? AW replied 2-3 years. Discussion followed.
- Al Waters was nominated by MAPSA to study "Funding Advocacy" in the state and to then share recommendations with the governor's office.
- Music and PE/Swim positions openings have been posted at MASB, Honey Creek Community School website and on numerous Andrew's Group websites.

Faculty Liaison Report:

Laura Krinock was the faculty representative at the meeting. She sent emails out to the staff today requesting any concerns they would like brought to the board meeting. Two comments were received; staff didn't feel the Director's evaluation was confidentiality secure, and the evaluation was emailed out to staff after the teachers had already left the building. A discussion followed. The next Director evaluation will take place in December 2017.

Foundation Liaisons Report:

Written update in board packet.

Matthias Kirch shared the reported the following:

- Committee welcomed Sustainability Office Megan Rodgers who started on June 1, 2017 and discussed possible ways they might collaborate.
- Foundation gave almost 99% of their donations to Honey Creek.
- Foundation raised approximately \$85,000 in the 2016 fiscal year, which is an approximate 35% increase from the prior fiscal year.

PTO Report:

Minutes from the June 9, 2017 PTO meeting are included in the board packet. Megan Masson-Minock noted board members will rotate attending the PTO meetings.

Strategic Plan Committee Reports:

Finance Committee Report

The Finance Committee did not meet.

Governance Committee

Pam Reister reported the committee discussed the Director's evaluation that is an action item on tonight's agenda under "Old Business".

Communications/Outreach/Branding Committee:

Andy Sheibar reviewed the written report that included:

- Need to pay another \$500 dollars to get the Honey Creek brochures printed.
- Meeting with Tevah Platt to consolidate social media to one official page.
- PTO needs volunteers to fill roles, committee could meet w/Alison Polidano to help create some strategic asks.
- Erin Peterson has the "Parent Ambassador" program organized.
- Christine Kelley drafted an email to the community outlining changes on the 2017-2018 school calendar. Andy Sheibar sent the email and included a link to the calendar.
- Website video posted.
- Committee will meet to address mission and goals.
- Next meeting July 28, 2017.

Sustainability Committee:

Written report in board packet.

Karen Andrews reported the committee met on June 6th and June 27th.

and introduced Honey Creek's Sustainability Officer Megan Rodgers, who reviewed the FY18 Development Plan with the board:

- Goal 1: Securing \$100,000 in new revenue.
Strategy: Develop a case for support; including a process to disseminate and share information with the HCCS community and beyond.
- Strategy: Identify and solicit grantor opportunities via Community Foundations, family foundations, corporations, and individuals. Create and manage an annual grant calendar.
- Strategy: Identify budget-relieving items and areas.
- Strategy: Research, review and consultation of communication practices and strategies as they relate to fund development; information sharing and collaboration, event attendance, appeals and campaigns etc.
- Strategy: Volunteer roles, recruitment, retention, engagement and support as it relates to fund development. Volunteer inventory plan.

Megan noted Strategy #2 grant opportunities take a lot of work. Both Foundation Center and Inside Philanthropy require paid memberships to obtain donor information. She reached out to Inside Philanthropy and received a free membership and met with Al Waters to find out what needs and requests are priorities.

Karen Andrews appreciates the amount of research Megan is doing (pulling 990's) for information and finding lists of who they gave to and the amount they gave.

Facilities Committee:

Written report in board packet. Bryan Cole noted the committee met on June 1, 2017 and reviewed the report that included:

- Modular construction and allocation.
- Other Honey Creek needs that may not be part of general renovation.
- Timing and logistics of classroom moves.
- Volunteers needed to help move classrooms.
- Building cleaning schedule/rotation.
- Timing of possible cleaning contracts.
- Long term planning process.

Old Business:

Director's Evaluation:

Discussed the need to change the Director evaluation calendar due to the late timing of the staff survey email going out to the teachers after their last day in the building.

Pam Reister reviewed the MASB 2016 Superintendent Evaluation process the board will use tonight to evaluate Director Al Waters. The Director is evaluated on the following areas:

Section A: Governance & Board Relations: Rating 4

Section B: Community Relations: Rating 3

Section C: Staff Relations: Rating 3

Section D: Business & Finance: Rating 4

Section E: Instructional Leadership: Rating 4

Section G: Part 1: Student Growth: Rating 4

Section G: Part 2: Progress Toward District-Wide Goals: Rating 4

Bridgette Carr moved to adopt this year end evaluation rating of "Highly Effective" for superintendent (Executive Director) Al Waters. Bryan Cole 2nd. **Motion was approved all in favor.**

2017-2018 Budget 2nd Reading:

Karen Andrews moved to adopt the 2017-2018 Budget with the 2% raise.

A discussion followed the motion, with Bryan Cole suggesting to re-evaluate the budget with the 2% raises in the fall due to unknown health care costs, and until the audit is completed. Bridgette Carr and Megan Masson-Minock also expressed concerns. Karen Andrews noted we need to back the 2% raise now to show the teachers we appreciate them and that what they do is important to us. Andy Sheibar supported the motion. **Motion to adopt the 2017-2018 budget with the 2% teacher raise passed by a vote of five yes to three no votes.**

Employee Handbook:

Handbook included in board packet.

Karen Andrews will send a word version of the Employee Handbook for Al Waters and Shellee Almquist to review and/or make changes.

New Business:

Capital Assets Policy

Written policy in board packet.

Honey Creek's auditors Yeo & Yeo requested we have a Capital Asset Policy in place even though we don't have any capital assets at this time.

Barnaby Pung moved to adopt the Capital Assets Policy as presented, Bryan Cole 2nd. **Motion passed with all in favor.**

Maturation Curriculum

A brief discussion included Bridgette Carr finding many changes that should be made to the Maturation curriculum. Al Waters suggested the readers meet with him to go over the Maturation curriculum and bring any changes back to the board at the July 26, 2017 meeting.

Board Kudos to:

- Karen Andrews and Pam Reister for their service on the Honey Creek Community School Board.
- PE Play Day Volunteers and Staff for an amazing day of fun and teamwork!
- Honey Creek Foundation for their successful year of fundraising.
- All the student/parent volunteers for helping pack up and move Honey Creek classrooms to make way for summer renovations.
- Teachers and Administration for a smooth end of the year transition.
- Honey Creek teachers and parent volunteers for another great graduation and graduation party.
- Al Waters for achieving a "Highly Effective" Director Evaluation rating.
- Honey Creek Summer Camp staff for all the hard work they put forth preparing for the first day of Summer Camp.

Preparation for Board Communications: Andy Sheibar will prepare a summary of the board meeting for the Honey Bunches of Notes newsletter.

Karen Andrews brought up looking at possible board retreat dates.

Megan Masson-Minock charged the governance committee with setting a date for the board retreat.

Public Participation: None.

Adjournment: Barnaby Pung moved to adjourn the meeting at 7:30p.m.