

Honey Creek Community School

Minutes of March 25, 2015 Board of Trustees Meeting

Call to Order: Greg White called the meeting to order at 5:30p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Greg White, Nina Nabors, Karen Andrews, Pam Reister, Christine Kelley, Steve Rich, John Lonsway, Angie Tracey.

Staff and Community Members Present: Al Waters, Shellee Almquist, Mary Bassett, Sue Hofbauer, Karen Giltrow, Will Hathaway.

Board Spotlight: Greg White welcomed Dr. Stephen Gill a trustee at Washtenaw Community College, and author of a book on Innovations in Education. Dr. Gill gave a power point presentation on innovation. A discussion followed and included some ideas on how to prepare for the future:

- Get accustomed to change.
- Improve process and challenge conventional wisdom.

Consent Agenda: Nina Nabors 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. Handouts on the M-Step Testing Schedule and the Replication and Expansion Minutes were distributed. Al Waters reviewed the reports that included:

- The new State assessment M-Step Testing will begin mid April and continue through May. The testing schedule will be emailed to the community tomorrow.
- Marketing/Branding
Plan on moving away from Catchafire to in house. One of the two marketing teams from the University of Michigan has visited Honey Creek and the second group will visit on March 27, 2015. Data collected will be shared in April and be included in the initial presentation to the WISD board.
- Replication and Expansion
The committee met and outlined the physical and program needs for a high school. The Washtenaw Intermediate School supports this effort and would like Honey Creek to make presentations to their board once plans are further along.
- Facilities
A Google form has been created that allows staff to report facility issues on line. This allows staff to quickly report facility issues directly to the WISD Facilities Director.
- Al Waters requested and received \$200.00 from the Honey Creek PTO to purchase a digital air quality monitor to check the air quality in the school.

Finance Committee: Written report in board packet. Angie Tracey reviewed the report with the board.

- First reading of the 2015/2016 budget will take place at the May 27, 2015 board meeting.
- Discussed requesting a \$65,000.00 gift from the Honey Creek Community School Foundation Board for the general fund.

- John Lonsway will submit a rough draft of the Honda Grant to Al Waters and Shellee Almquist. Al Waters will create an account with the American Honda Foundation and Shellee Amquist will upload the materials by the May 1, 2015 grant due date.

Foundation Liaison: Written report in board packet included the following:

- Sean Reed was approved unanimously as the new Foundation president.
- Sara Brintnall has been hired for the Development Officer position and will work 16 hours/week at \$25.00/hour.
- Total gifts received this fiscal year \$36,693.00.
- Foundation has a cash balance of \$77,572.71.
- Basic data has been entered in to Sales Force.
- Looked at the school budget to target gifts to specific line items in the school.
- Discussed trying a directed giving appeal in the spring.
- Elizabeth Scott will attend a grant writing workshop.
- Al Waters is working on the Toyota Honda STEM grants.
- Simone Jenkins and Al Waters are getting insurance quotes for the board and will report back to the board at the April 22, 2015 board meeting.
- Foundation now has membership in AFSA allowing access to events, grants and insurance.

Governance Committee: Written report in board packet. Items included:

Board Development Options

Discussed online training options as an idea for both new and current board members

Bylaws and Articles of Incorporation Revisions

Reviewed feedback from the WISD on the recommended revisions and will make the recommended revisions and submit back to the WISD for their next meeting.

Director Evaluation

Reviewed the annual director's goals and how to add them into the survey and how to include assessment of student performance in the evaluation. The committee will review a draft of the evaluation and then present it to the board.

Communications and Outreach Committee: Written report in board packet. Christine Kelley reviewed the report that included:

- PTO allocated \$999.00 for video project.
- Orientation to Communications at Honey Creek Community School
 - Parent Ambassador Program
 - Room Parents
 - Parent Pledge
 - Parent Handbook
 - Middle School Orientation
 - Honey Bunches of Notes Newsletter
 - Website
 - External Communications

Faculty Liaison: Written report in board packet. Mary Bassett reviewed the report and a discussion followed and included a Faculty/Board Luncheon, Faculty/Board Retreat, and the Honey Bunches of Notes newsletter. Al Waters will put these items on the agenda at the next staff meeting. Discussed sending out a survey to the faculty on job satisfaction. Karen Andrews will bring sample surveys to the next board meeting and the governance committee will send the survey out.

Old Business:

Updated 2014-15 Budget: Greg White moved, supported by Christine Kelley to accept the updated budget. **Motion was approved by seven of the eight board members present.** Board member Steve Rich abstained from voting.

New Business: Greg White moved to add the Foundation Board gift request to the agenda. Angie Tracey moved, supported by John Lonsway to add the Foundation Gift request as an action item to the agenda. Discussion followed on the amount of gift request. Greg White moved to ask the Foundation Board for a gift of 65,000.00. **Motion was approved by all board members present.**

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

Board Kudos To:

- Heidi Ellis for teaching the after school sewing class.
- The Druckmans, Cyrulniks and everyone involved in the production and support of the Talent Show.
- The Fine Arts Committee and Honey Creek student artists for sharing their work.
- Everyone who helped with the Talent Show Dinner.
- Parents for providing lunches for teachers during conferences.
- Everyone is helped with March is Reading Month Activities.
- The Wellness Committee for the two presentations on stress.
- Karen Andrews for having Dr. Stephen Gill for the Board Spotlight.
- Teachers, parents and students for participating in conferences.

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

Public Participation: Elka Francisco requested Karen Andrews read an email she wrote to the board requesting information on the progress made and an assessment of improving the air quality in the building due to her son's breathing concerns. Al Waters will assess her son's classroom first as soon as he gets the air quality monitor, and will report back at the next governance committee after meeting with WISD's facility director Randy Trent regarding possible answers and solutions. Greg White will send a letter to Elka Francisco regarding the email she sent.

Adjournment: Greg White moved to adjourn the meeting at 8:01p.m.