

## **Honey Creek Community School**

### **Minutes of May 25, 2016**

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

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Linda Shirato, Pamela Reister, Christine Kelley, Bryan Cole, Greg White, Matthias Kirch, Megan Masson-Minock (arrived at 5:32p.m.), Karen Andrews (arrived at 5:36p.m.).

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

**Board Spotlight:** None.

**Consent Agenda:** Greg White moved, supported by Linda Shirato to approve the consent agenda. **Motion was approved by all board members present.**

**Director's Report:** Written report in board packet. Al Water reviewed the report with the board that included:

#### Foundation:

Cevin Taylor of Taylor Legal, PC has been hired to assist in the process of reinstating the Foundations's tax exempt status. We will need to grant him durable power of attorney so he can work with the IRS. The Foundation will pay for the legal fees and the filing fee of \$800.00. Al Waters and Sara Brintnall plan to have the 990 s and an updated Application for Recognition of Exemption completed and submitted to the IRS in early June 2016. This may affect the spring community ask. Honey Creek will continue to accept donations to the school and will provide tax letters to the families. Al Waters will provide monthly updates to the board.

Karen Andrews noted the Middle School Life Skills class received a call from a donor offering to write a check for 25 chrome books.

#### M-STEP:

M-STEP testing concluded on Friday. Al Waters is projecting we will not meet the required 95% participation. Should Honey Creek not achieve 95% participation two years in a row, we would then need to create and implement an action plan.

#### Management Company:

Al Waters and Megan Masson-Minock will meet again with the WISD on June 3rd to resume the management company discussion.

### Staffing:

Honey Creek Music/Band & Choir teacher Katie Bush submitted her resignation. The .9 FTE position will be posted in June. Pat O'Connell our 2/3 Teacher Consultant and Judy Marks our Occupational Therapist, will both be retiring at the end of the year. Current K/1 Teacher Consultant Kathleen Lixey will take on the 2/3 Teacher Consultant along with her current K/1 Teacher Consultant position. Al Waters will be hiring an Occupational Therapist to replace Judy Marks. A discussion followed on whether or not we are looking for a Media Specialist or have the budget to hire one. The board will make this decision.

### 21st Anniversary Celebration:

Honey Creek's May 21st Anniversary Celebration was tremendous success. Approximately 500 people attend the event on May 21, 2016. Al Waters thanked all those who attended and all the volunteers who helped make the celebration one to remember!

### Staff Recognition and Professional Development Day:

Honey Creek/High Point Staff Recognition and Professional Development took place on May 6, 2016. The Honey Creek and High Point PTO's provided lunch for the staff. High Point staff led the teachers through a process of exploring how both schools could further integrate activities for a better education environment for both High Point and Honey Creek students. A joint committee will be formed.

### Deaf and Hard of Hearing Program:

The WISD is now responsible for the Deaf and Hard of Hearing Program. Honey Creek will have two students from the program participating in 2/3 classrooms, and one student participating in 7th grade classrooms. The new students will have a base classroom in the hall conference room with a teacher, instructional assistant, and interpreter. We will receive some financial compensation for the students. The students will not be enrolled in Honey Creek Community School however they will be participating in our classrooms.

### **Finance Committee Report:** Written report in board packet.

Megan Masson-Minock reviewed the report and noted the committee looked at the year-end update for the 2015/2016 school year. Bonus checks went out to staff on May 13, 2016.

The committee discussed how the state added five additional instruction days to the 2016/2017 school year could be compensated for by the following:

- Adding additional half days to allow for professional development, records time, curriculum alignment and/or updating curriculum.
- Additional personal time off or PSO.

The committee reviewed the 2016-2017 school year updated budget and recommends passing a budget with at least a 9% general fund balance, with the intent to revisit the budget and raises in November 2016 for the 2016-2017 school year. A discussion followed and included how much funding would we receive from the Special Education Mileage Renewal. Shellee Almquist responded approximately \$30,000 but unsure at this time.

Al Waters reported the following news from the Michigan Department of Education. Teachers will be reported as chronically absent on the state website if they are absent more than ten days.

Greg White thanked the Finance Committee for their work.

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

Karen Andrews reviewed the report that included the following seven key activities for the Foundation.

- Back to School Appeal
- New Family Welcome Appeal
- End of Calendar Year Appeal
- Grandparents Campaign
- Alumni Campaign
- Grant Application Coordination
- Direct Asks & Donor Cultivation

Karen Andrews feels the Foundation board needs board representation and support at their meetings. A discussion followed with Pamela Reister suggesting having alumni join the Foundation Board. Honey Creek alumni Nick Bishar and Chris Culbertson were named as possible candidates.

Honey Creek parent Rob Barhite spoke about the committee meeting not being able to focus on one area at a time. Karen Andrews feels the committee isn't meeting often enough and could benefit with extra support from the board.

Mission of the committee is to raise money for the school. Treasurer may need some training and may need mentoring.

Greg White thanked Karen Andrews and Pam Reister for being the board representatives.

**Governance Committee Report:** No written report.

Pamela Reister noted the committee did not meet this month. Self Evaluations went out to board members and only three were returned. Staff Engagement Survey has been extended to June 3, 2016 as only 16 have been surveys have been received. Al Waters will send out a reminder to return surveys by June 3, 2016.

Al Waters resent the Bylaws and Articles of Incorporation along with the revisions, and recommends they go back to the Governance Committee for review. Following the Governance Committee review they will be sent to the attorney before being sent on to the WISD for approval. The Bylaws and Articles of Incorporation were updated to be in compliance with the state.

Greg White moved, supported by Karen Andrews to amend the agenda and add Election Process to the Board Agenda under Old Business. **Motion was approved by all board members present.**

**Communications and Outreach Report:** Written report in board packet. Committee is working with Branding Committee to complete assessment and identify social media needs.

**Branding Committee Report:** Written report in board packet. The branding exercise Andrew Sheibar sent out to the board earlier, was also sent out to additional contacts in a more condensed version with hopes of receiving more responses back. A designer and social media person are now in place. Next steps will be collaborating with the Communications and Outreach Committee and put a plan together for development of the identity piece.

**Faculty Liaison Report:** Tammy Hall was the faculty liaison representative for the board meeting and shared the following two responses on moving away from MPSERS:

- I just want the board to know that as an IA, the fact that HCCS pay into the state retirement system is a huge plus for me. I taught before and will teach again in the future, so knowing that I am still earning my years as an IA was top on my list for accepting this job. I would much rather stay in the MPSERS system than getting a 6% pay raise. I am vested, so the money they are putting in is not lost.
- I've heard undercurrents about people's opinions about the possibility of moving away form MPSERS for our Aftercare/IAs/Summer Staff. I want to share my two cents. I think it is only fair to "grandfather in" any IAs we currently have. Many have been banking years to become vested and it would greatly affect them if they didn't quite make it to that ten year mark. That said, I've also heard rumblings that we wouldn't get "quality" staff, if in the future, MPSERS weren't an option for incoming employees. I strongly disagree with this. A person looking at new teachers who haven't entered the MPSERS system yet anyway or retired teachers who are already fully vested. Either way, or even if we get people outside of that framework, I think we're going to have quality applicants. The pay scale would be higher and they could use that money to invest as they choose. This is especially true for staff who aren't certified teachers or planning to work in education long term. They won't likely ever bank enough hours to become vested, so it's a waste of money.

Al Waters said they have not decided at this time about MPSERS. Greg White said the board is exploring the possibility of moving from MPSERS and what savings there may be and whether or not it would be worth it.

Christine Cassell-Kelley read a card from Honey Creek teacher Barbara Naess thanking the board for their hard work this year.

The only item the board would like faculty feedback on is if they found the beginning of the year luncheon with the Board helpful, and would they like to continue having the luncheon? Please send faculty responses on the luncheon to Salli Kropp who will be the faculty liaison representative at the June 22, 2016 board meeting.

### **Old Business:**

#### Board Election Process

This agenda item was added to the agenda. At this time Bryan Cole, Matthias Kirch, and Andrew Sheibar are the only board candidates who have sent in their board nomination forms.

The nomination deadline will be pushed back along with the board elections. Karen Andrews reported Simona Goldin would be interested in serving on the board in 2017-2018 school year. An email will be sent out to the community again for board candidates along with changing the date nominations are due to a later date. Board applications will be due by June 3, 2016 and board elections open on June 6th and closed by June 10th.

### **New Business:**

#### Special Education Compliance

Al Waters reported the state incorrectly reported that Honey Creek had five IEPs that were held late last year which would have made us out of compliance. This was an error the state made, as Honey Creek only had one IEP that was held late. Al Waters noted that having only one late IEP and not five, we will not need to do a correction plan. We do need to have this discussion with the board and the item must be on the agenda and reflected in the minutes.

#### 2016-2017 School Draft Calendar (Draft D)

Shellee Almquist reviewed the 2016-2017 School Calendar (Draft D) and noted the shorter mid-winter break, 17 half days, extra day off before winter break, added state mandated five additional school days. A discussion followed and included;

- 17 half days is too many and place a burden on families
- Martin Luther King Day off again
- Communication strategy to community
- Possible After School Program price break for additional half days
- Three half days off during the last week of school

Shellee Almquist asked the board to look at the calendar, think about it, and remember the teachers are working the 1/2 days. Christine Cassell-Kelley will ask the Communications Committee to come up with some ideas and language to begin making the community aware of the upcoming changes. Will revisit at June 22, 2016 Board meeting.

Karen Andrews requests board members to mark the date and hold Sept 29, 2016 half day of school for board luncheon with faculty.  
will revisit at June board meeting.

### **2015-2016 Final Budget**

Written report in board packet. Megan Masson-Minock moved to approve the 2015-2016 Final Budget as presented, supported by Bryan Cole. **Motion was approved by all board members present.**

### **First Reading 2016-2017 Budget**

Written report in board packet. Shellee Almquist reviewed the budget and noted we're hoping for additional funds from the per pupil allowance. A discussion followed. The 2nd Reading of the 2016-2017 School Budget will take place at the June 22, 2016 board meeting.

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

### **Board Kudos To:**

- All the 21st Anniversary Celebration Committee, volunteers, and attendees for making the celebration a huge success!
- Teachers and students for successfully completing the MSTEP.
- Katie Bush for growing the music program at HCCS and to the amazing students at the Spring Performance.
- The students and teachers for all the projects they showcased at the Curriculum Celebration.
- Shellee Almquist for all the hard work on the budget and the school calendar.
- Linda Shirato, Katy Kramp, and Debi Khasnabis for their hard work as volunteers in our Media Center.
- Sue Hofbauer for marketing Honey Creek Summer Camp by placing signs throughout the city.
- Families who provided food for the Staff Recognition Luncheon on May 6th.
- The PTO for a lovely Teacher Appreciation Week and luncheon and to all the families who provided food.

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

### **Public Participation (regarding new business):**

Rob Barhite thanked the board for all of their hard work.

**Adjournment:** Greg White moved to adjourn the meeting at 7:38p.m.

