

## **Honey Creek Community School**

### **Minutes of May 27, 2015 board of Trustees Meeting**

**Call to Order:** Greg White called the meeting to order at 5:32p.m.

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Karen Andrews (arrived at 5:40p.m.), Yvette Atkinson, Christine Kelley, John Lonsway, Nina Nabors (via skype at 5:45p.m.), Pamela Reister, Angela Tracey (arrived at 5:37p.m.), Greg White, Steve Rich.

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

### **Board Spotlight**

WISD Facility Manager, Randy Trent was unavailable to present on the the Facility Deep Cleaning. Al Waters noted the modulars, A-9 and A-0 are scheduled for cleaning on June 13<sup>th</sup> and the remaining classrooms will be cleaned over the summer.

### **Consent Agenda**

Christine Kelley moved, supported by Greg White 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 report that included:

#### **Expansion/Replication**

- Al Waters met with representatives from the WISD and they advised moving forward with the community visioning event in the fall. Honey Creek will provide the additional data of current Honey Creek families' residential locations to the WISD, per their request. The next step will be to form a visioning committee to handle the preparations for the event. Concerns include identifying the resources needed for planning and the initial costs. Where will the funding come from?
- Two marketing studies from the University of Michigan Ross School of Business were included in the board packet and will be reviewed at the July board meeting.

#### **M-Step**

- M-Step testing is completed and results are expected in September. Plan to administer online version next year. Faculty Liaison noted the teacher's felt the test took far too much time to complete.

#### **Bylaws and Articles of Incorporation**

- The Bylaws and Articles of Incorporation are still being reviewed by the WISD. Al Waters attended the WISD board meeting and noted there was some hesitation from some board members regarding the request to increase our number of board members from nine to thirteen.

#### **Freedom of Information Act**

- Legislative changes to the Michigan Freedom of Information Act will take effect July 1, 2015. Due to the changes Honey Creek will need put together a new Procedures and Guidelines Manual and an itemized billing schedule. The Michigan Association of School Boards is creating a generic manual that Honey Creek Community School can customize and adopt.

#### **Rent Increase**

- The WISD will begin charging all parties using WISD facilities more for renting space. Honey Creek Community School may see an increase in our rent of \$90,000 (60% increase from last year). The rent will now be based on the amount of square footage used. Al Waters has spoken with Randy Trent regarding the increase and he will take it to their board for reconsideration. Al Waters will meet with WISD Assistant Superintendent Sarena Shivers, to see if there can be any modifications to the proposed increase.

### **Finance Committee Report**

Written report in board packet. Karen Andrews moved, supported by Christine Kelley to accept the 2014-15 Updated Budget. **Motion was approved by seven board members.** 2015-16 Budget concerns were discussed and included increase in rent. A discussion on rent and expansion building followed and included the very short notice of the rent

increase. Karen Andrews recommends a position paper to address this concern. Greg White suggested the governance committee draft a paper.

### **Foundation Report:**

Written report in board packet. Christine Kelley reviewed the report that included:

- Foundation board agreed the 8<sup>th</sup> grade gift will be a donation to the endowment fund.
- Honey Creek's 21<sup>st</sup> anniversary celebration is in the planning stages.
- Committee is looking at the possibility of a golf outing event in the fall.
- Teresa Gonzalez-Wood and Elizabeth Scott have applied for a technology grant.
- Al Waters is researching a national charter school replication grant.
- Next meeting June 3, 2015 at 6:00p.m.

### **Governance Committee Report**

Written report in board packet. Nina Nabors reviewed the report that included:

- Director's evaluation draft will be ready for review at the June board meeting.
- Board self-assessments will go out next week.
- Staff engagement survey will be sent out by Al Waters and will report the results at June meeting.
- Board elections are underway, with three board candidates for the three open seats.

### **Communications and Outreach Committee**

Written report in board packet. Christine reviewed the report that included:

- Looking at reconfiguring the Honey Bunches of Notes newsletter and changing the name.
- Parent Handbook will be revised.
- Parent Ambassadors will be in place this summer for new incoming families.
- Video project is up and running, waiting on the rough cut to approve.

### **Faculty Liaison**

Mary Bassett asked the board about the 2% faculty increase that was discussed at an earlier board meeting. John Lonsway answered that unfortunately due to 2015-16 budget concerns, it is not prudent at this time. Greg White asked Mary Bassett if the faculty had received a copy of the Updated Strategic Plan and Goals from the board's fall retreat, and she replied yes they did receive it.

### **Old Business**

#### **2014-2015 Updated Budget**

The 2014-15 Updated budget was moved up to the Finance Committee Report on the agenda.

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

The By-Laws and Articles of Incorporation were addressed in the Director's report on the agenda.

#### **Mission/Vision Statements**

Al Waters distributed a handout of the Mission and Vision statement based on the survey data and recommendations from Catchfire, the team reviewing Honey Creek's Mission and Vision. They propose the following statements:

Purpose Statement: Honey Creek Community School develops the whole child by integrating life, learning and community.

Vision Statement: 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.

**Mission Statement:** Honey Creek Community School develops the whole child by integrating a rigorous, project-based curriculum, real-life experiences and expertise, a focus on relationships, and an emphasis on the importance of community in a supportive, multi-age classroom setting.

A discussion followed on the absence of the service-learning piece in the mission statement and what emerging skills will prepare us in the 21<sup>st</sup> century, and whether or not they should be listed in the vision statement. Greg White requested any changes be sent to the Communications Committee to be included in the June Board Packet as an action item, open for discussion.

## **New Business**

### **First Reading of the 2015-2016 Budget**

Written report in board packet. The 2015-16 budget shows a serious deficit of approximately \$300,000 for next year due to the following:

- Increase in annual facility rent to \$90,000
- Scheduled salary increases based on years of service.
- Expected 5% increases in health care costs.
- Increasing interventionist hours to full time and special education person hours to full time.
- Hiring a curriculum principal.

A discussion followed on the 2015-16 budget and included:

- Areas the board recommends Shellee Almquist focus on: curriculum principal position, increased hours in Special Education, and the increased hours for the interventionist. Al Waters emphasized the importance of the additional hours for both Special Education and the Interventionist.
- Open a meeting to the Honey Creek community to discuss possible cuts.
- Consider asking the WISD to support the principal position in light of the rent increase.
- Angie Tracey recommends assessing the budget again after more information on the rent increase is available prior to deciding what and where budget changes can be made.
- Shellee Almquist must have the budget completed by June 30, 2015. Modifications may be made to the budget in July and August.
- Karen Andrews suggested asking the Foundation for an estimate gift for next year.
- John Lonsway will invite the Foundation Committee to attend the next Finance Committee meeting regarding the 2015-16 budget.

### **First Reading of the 2015-2016 School Calendar**

2015-16 Draft Calendar in board packet. Shellee Almquist presented the first reading of the 2015-16 calendar.

A discussion followed.

### **Other Items of Business by Consensus of the Board:**

- Christine Kelley reported there are three board candidates that have been nominated. Honey Creek parent Justin Adams expressed interest, but has not completed a nomination form at this time.
- Nina Nabors noted 82 responses have been received from the Director's Evaluation that was sent out via survey monkey.
- Al Waters gave information on the Affordable Health Care Act and noted compatible health plans show company pay 80% of the cost and employee pay 20%. Al Waters recommends the board form a committee to work with him to research Health Insurance plans for the 2015-16 school year. Steve Rich and Karen Andrews volunteered to assist Al Waters with the research. Steve Rich will lead with the framework planned for July.

### **Board Kudos To:**

- Christine Kelley for managing the Honey Creek School Board elections.
- Honey Creek teachers and students for sharing their projects with the community at the Curriculum Celebration.
- Honey Creek parents for contributing dinner for the teachers prior to the Curriculum Celebration.

- Katie Bush and the Honey Creek students for treating us to another amazing Spring Music Performance!
- Nina Nabors for leading the Director Evaluation process and sending out the on-line survey.
- Shellee Almquist for her work on the budgets.
- Diane Miller for coaching Aerial Silks Team.
- David Harty for teaching the juggling class and donating his fee to Honey Creek.
- Johnny Thompson & Elizabeth Scott for directing the school performance of “Looking Glass Land”.
- The PTO for their kindness to the staff during Teacher Appreciation Week.
- The Dante Alighieri Society for providing Italian classes.

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

**Public Participation:** None.

**Adjournment:** Greg White moved to adjourn the meeting at 7:04p.m.