

**Honey Creek Community School
Minutes of August 20, 2014**

Call to Order: Yvette Atkinson called the meeting to order at 5:30p.m.

Recording Secretary: Karen Giltrow Yvette Atkinson called the meeting to order at 5:30p.m.

Board Members Present: Yvette Atkinson, Christine Kelley, Nina Nabors, Pamela Reister, Angela Tracey.

Staff and Community Members Present: Karen Andrews, Shellee Almquist, Al Waters, Karen Giltrow.

Board Spotlight: Board Member Yvette led a discussion on the article “What Do You Talk About at Your Board Meetings” written by Simone Joyaux, created January 4, 2013. A discussion followed on the board’s purpose and how the board’s purpose should focus around governance. Karen Andrews thanked Yvette Atkinson for sharing the timely article and announced Board President Greg White has given permission for her to facilitate the board retreat on September 6th from 8:00a.m. - 2:00p.m. at the Gladwin Center. The retreat agenda will include team building, mission, vision, goal planning and setting midrange goals for the next three to five years.

Consent Agenda: The August 20, 2014 Board Agenda’s format was changed by Yvette Atkinson which prompted a discussion on what agenda items should be in the Consent Agenda and what items should not. Only written reports should be included in the Consent Agenda. Christine Kelley moved, supported by Pamela Reister to approve the Minutes of July 23rd Organizational Meeting, Minutes of July 23, 2014 Board Meeting, July 2014 Financial Report, July 2014 Expenses, and the August 2014 School Age Programs & Academic Service-Learning Report. **Motion was approved by all board members present.** Pam Reister recommended Karen Giltrow use a lap top computer to take the board minutes.

Finance Committee Report: No report.

Foundation Liaisons Report: No written report. Christine Kelley noted Sara Brackenbury will present information about the Honey Creek Community School Foundation to the Honey Creek community at the meeting on the first day of school on September 3, 2014.

Governance Committee Report: No written report. Nina Nabors reported that she and Karen Andrews met on August 19, 2014 and looked at the Board Self Evaluations, Board Bylaws/Articles of Incorporation, and Board Policies and discussed the inconsistencies and what needs to be updated and included in the red book. Recommended Al Waters to update the sections with inconsistencies first and then get the policies updated and give to the Governance Committee for their binder for the September 24, 2014 board meeting.

Communications and Outreach Committee Report: No report. Christine Kelley noted they committee is continuing work on updating the website.

Faculty Liaison Report: No report.

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

- **Staffing**
Laura Krinock will join us as the Middle School Special Education Teacher.
Jessica P'Simer will join us as our Technology Teacher/Coordinator.
Julie Sampson will join us as the 2/3 Instructional Assistant.
Erica Melnykowycz will join us as the 4/5 Instructional Assistant.
Erin Gram will join us as the Middle School Instructional Assistant.
- **August Professional Development**
Salli Kropp will be facilitating the Data Analysis Activity in Reading, Writing and Mathematics.
Barbara Naess will facilitate further work on the Mathematics Curriculum and Alignment process.
- **Focus School Reporting**
Michigan Department of Education has elevated Honey Creek Community School's status to "Lime" with a Score 83.33%. We do not fall on the list of Focus Schools for this year however we will remain in our four year cohort of Focus Schools. The top to Bottom list indicates Honey Creek is rated excellent in each category.

Old Business:

Michigan Department of Education Charter Renewal

Honey Creek Community School is chartered for an additional five years by the Michigan Department of Education.

Board Roster

Christine Kelley distributed a Board Member Roster with contact information.

Board Self Evaluations

Nina Nabors reported the Governance Committee look at the Honey Creek board Self Evaluations and will update and send on to last year's board members with a link to respond. Results will be brought to the Board Retreat.

New Business:

Strengths, Weaknesses, Opportunities, Threats

Yvette Atkinson distributed a hand out and a discussion on Honey Creek's strengths, weaknesses and threats followed to help prepare for upcoming Board Retreat.

Other Items by Consensus of the Board: Christine Kelley asked if we have received the epi-pens from the Michigan Association of School Boards. Al Waters responded we have not received them.

Preparation for Board Communications: Christine Kelley will prepare a summary of the board meeting for the community.

Adjournment: Nina Nabors moved to adjourn the meeting at 7:18p.m.

