

**Honey Creek Community School  
Minutes of December 17, 2014 Board of Trustees Meeting**

**Call to Order:** Greg White called the meeting to order at 5:34p.m.

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Karen Andrews, Yvette Atkinson, Christine Kelley, John Lonsway, Nina Nabors, Pamela Reister, Angela Tracey, Greg White.

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

**Board Spotlight:** Al Waters gave a presentation on the Special Education Program defining the balance of FAPE (free, appropriate, public environment) and LRE (least restrictive environment). Honey Creek Community School's Special Education Program is in compliance with the Michigan Department of Education requirements and provides two components of service for students with Individual Education Plans: accommodations and modifications. Services are provided by "push-in" service (going in to the classroom) and/or by pull-out service (removing student from the classroom to work with). Individual Education Plan goals are aligned with the Honey Creek curriculum. Teacher Consultants meet with the student's teacher weekly to share strategies and tools teachers can use with all of their students. A discussion followed and included IEP areas of assessments (speech and language, reading level, challenges, health impaired). A student must be less than proficient in one area to have an individual education plan. Al Waters will prepare data on proficiency to present at the January 28, 2015 board meeting.

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

**Public Participation:** None.

**Director's Report:** Written report in board packet. Al Waters congratulated Shellee Almquist on receiving her Chief Financial Officer Certification from Michigan School Business Officials and reviewed the following with the board:

- Three school funding financial presentations were held on December 2, 2014 to explain the current financial situation to the community. Thirty nine people attended.
- An administrative policy on religious tolerance was included in the board packet. The board will review and provide feedback prior to the January 28, 2015 meeting when it will be on the agenda as an action item.
- A draft policy was included in the board packet. Current policy for re-admittance allows students to leave the school for one year. Due to questions on re-admitting

students who have left the school for other reasons, it was necessary to develop a new policy to be adopted by the board.

- Al Waters received notification on December 1, 2014 that Honey Creek Community School was selected for a professional development audit. Documentation and artifacts were submitted to the Michigan Department of Education on December 15, 2014.
- On December 12, 2014 the building phone system alarm sounded and the phone readout message showed “This is an emergency. This is not a test.” The building was evacuated. Staff was unaware the phone system had this capability which caused some concerns. Al Waters requested a meeting with the facilities manager to address the concerns.
- Several inappropriate emails were sent out to a student’s email account. We have not been unable to find the person responsible for sending the emails. The acceptable use policy and internet safety and security with the middle school students.
- Catchafire volunteer Erin Keefe, has submitted a Mission, Vision and Values proposal that is included in the board packet. The proposed action plan will begin with a survey going out to the Honey Creek Community. The rewrite and deliver of the Mission, Vision and Values statements will be provided to Honey Creek by the end of January 2015.
- Al Waters met with representatives from Daly Merritt Insurance on December 15, 2014 to review the Health Insurance benefit package. Daly Merritt Insurance was unable to meet or best our current benefit package. Yvette Atkinson offered to help research other health insurance packages.
- Al Waters will notify the State that we will not accept the Title 1 funds this year. This will save Honey Creek Community School approximately \$45,000 - \$60,000.

**Finance Committee:** John Lonsway reported he is continuing work on the technology grant. The general fund is currently at 15.5% after the one time teacher bonus. The committee will continue to look at reinstating teacher stipends and tuition reimbursements.

**Foundation Liaisons:** Written report in board packet. Christine Kelley reviewed the report and added Simone Jenkins will take on the responsibility of supervising event planning. A handout “Recommendations for the Honey Creek Foundation Board” was distributed and reviewed with the board. The Board of Trustees recommends allocating \$25,000 annually to contract a half-time person to become the Executive Director of the Foundation. The main responsibility of the half-time director will be fundraising. A discussion followed resulting in the board supporting the recommendation to allocate \$25,000 to contract a half-time Executive Director for the Foundation. The date of the next committee meeting was incorrect on the written report and will take place on January 7, 2015 at 6:00p.m. at Hathaway’s Hideaway.

**Governance Committee:** Written report in board packet. Nina Nabors reviewed the following that included:

- Final bylaw revisions have been sent over to the Washtenaw Intermediate School District. Plan to have on January 28, 2015 agenda for adoption.
- Reviewed the wording of call for 9<sup>th</sup> Board Member. **“Banking/financing” replaced “accounting/finance”** in the sentence “Areas of expertise include attorney/legal, accounting/finance, business background, community development and fundraising. Should there be more than one 9<sup>th</sup> board member candidate, the committee will decide whether or not to hold a special election.
- Mid-year board retreat recommended date is February 7, 2015. Topics could include Board Development, and reviewing the Strategic Plan.

**Communications and Outreach Committee:** Written report. Christine Kelley reviewed the report that included:

- Faculty needs survey went out this month.
- Provide Board Reports to the PTO.
- Collecting data on the family contributions survey for the Foundation database.
- Continue work on ways to communicate with current and incoming families.
- Parent Pledge draft by Catie Wells to present at next meeting.
- Develop script and recruit committee volunteers to present at Enrollment Meetings in January.
- Design Charette online training with meetings to focus on Honey Creek needs.
- Branding project update: Catchafire volunteer is working on vision/mission/belief statements by January 28, 2015 board meeting.
- Assist Al Waters in writing a Title 1 Funding communication letter to District, State and Federal legislators.
- Erin Peterson created a video proposal. Committee will review and comment at the next meeting.

**Faculty Liaison:** Faculty Liaison Mary Bassett shared the staff’s heartfelt gratitude for the one-time bonus and for considering the future 2% and one staff member feels there is no need to have the Honey Bunches of Notes newsletter.

### **Old Business:**

#### Religious Expression

Written report in board packet. Al Waters requested the board to read and provide feedback on the Honey Creek Community School Religious Tolerance Policy.

#### Board Development

Karen Andrews led a discussion on board self-assessment and ongoing board development. Discussed different ways of development: self- study based modules, local resource experts, having other school boards come in and work with Honey Creek on topics of importance regarding school challenges. Guest speakers could be invited to speak during the board spotlight and/or at the board retreat. The following ideas on areas board members would like to learn more about included; governance and process, board responsibilities, strategic planning, healthy conflict, team effectiveness, online modules

regarding how to get more revenues for our school. Karen Andrews would like you to email her regarding ideas now to get something lined up for February board retreat . Governance committee will determine the agenda.

#### Title One Audit

Discussed in the Directors report.

#### By-Laws and Articles of Incorporation

Discussed under Governance Committee report.

#### **New Business:**

##### Re-Admittance Policy

Karen Andrews moved, supported by Nina Nabors to adopt the Re-Admittance Policy that reads:

Honey Creek Community School Re-Admittance Policy

Petitions for re-admittance will be considered when:

- The student has demonstrated reasonable effort toward making academic progress at the academy.
- The student has demonstrated an ability to follow academy rules and contribute toward a positive academy culture.
- The student has limited tardies and absences.
- All debts were cleared when the student departed the academy.

**Motion was approved by all board members present.**

Al Waters recommends re-admitting former Honey Creek Community School student Jack Hammond in January 2015 to enter 4<sup>th</sup> grade. Karen Andrews moved, supported by Yvette Atkinson to re-admit Jack Hammond in to 4<sup>th</sup> grade at Honey Creek Community School. **Motion was approved by all board members present.**

#### Professional Development Audit

Discussed under the Director's report.

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

Greg White reported a Honey Creek Community School parent brought air quality concerns in the school to the attention of board members. A discussion led by Karen Andrews included OSHA and EPA standards for air quality in schools, the responsibility of the school to respond to the concerns, and possibly inviting facilities manager Randy Trent to speak at the next board meeting regarding the air quality and ensuring that Honey Creek Community School is in compliance with air quality standards. Al Waters will meet with Randy Trent and will send an email to all employees asking if they feel that the air quality in the building has had a negative impact on their health, and if so they should report it to Al Waters and/or Shellee Almquist and file a workman's compensation claim.

Regarding expansion and/or replication of Honey Creek Community School, Al Waters reported there is an Illinois facility fund not for profit that works with investors to help them find facilities for charter schools. A discussion followed on whether or not it will have a positive impact on Honey Creek. Al Waters feels it needs to be explored and an ad hoc committee needs to be formed and sanctioned by the board. The Board agrees it is worth exploring. Pam Reister will work with Al Waters on creating the committee.

**Board Kudos To:**

- Karen Andrews and all of the volunteers and students who participated in the STEM Fair.
- Jeannie Crayne and everyone involved with the Winter Craft Sale.
- Katie Gates Bush and our students for another wonderful Winter Performance.
- Jon Baek for attending ICT training.
- Lunch with an Expert presenters Dr. Randall Brown, Pediatric Pulmonologist and Lara Thomas for their presentation on “Wheezing and Sneezing - A Kids Guide to Asthma”.

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

**Public Participation:** None.

**Adjournment:** Christine Kelley moved to adjourn at meeting at 8:23p.m.