

Honey Creek Community School

Minutes of February 25, 2014 Board of Trustees Meeting

Call to Order: Greg White called the meeting to order at 5:35p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Christine Kelley (arrived at 5:40p.m.), Kelly Krawcke, Jon Lonsway, Nina Nabors, Greg White.

Staff and Community Members Present: Al Waters, Shellee Almquist, Sue Hofbauer, Mary Bassett, Karen Giltrow, Kara Bloom, Karen Andrews, Ahmed Elbatran.

Board Spotlight: Honey Creek parent and Human Resources Consultant Karen Andrews introduced herself to the board. She is interested in identifying areas and opportunities within the Honey Creek School Board where she can be valuable due to her experience working with nonprofit boards. Areas Karen has helped other nonprofit boards with include:

- Reaching Board Goals
- Identifying areas that need improvement
- Challenges
- Bylaws
- Fundraising
- Grant writing
- Relationships between the Board and CEO

A discussion followed on what areas are working well and areas that are not working well. Board members noted the areas working well included; compatible board members, committed to mission, right committees, board is moving in right direction. Areas that are not working well included; need more committee members, need longer board member terms for continuity, board members with broader skill sets, new board member training and development. Karen will stay and observe the entire meeting and share feedback at the end of the meeting.

Consent Agenda: Christine Kelley moved, supported by Kelly Krawcke to approve the consent agenda. **Motion was approved by all board members present.**

Public Participation: Greg White welcomed Honey Creek parents Kara Bloom, Karen Andrews and University of Michigan student Ahmed Elbatran who is currently an administrative intern at Honey Creek.

Finance Committee: Written report in board packet. Shellee Almquist gave a power point presentation on the Updated Budget Projection showing increases. Fund balance for this year is 12.6% before the addition of Foundation \$30,000, and fund balance after the addition of 30,000 Foundation is 13.8%. Shellee stressed the message that fundraising is crucial to the functioning of Honey Creek Community School. A discussion followed and included: ways to again more community participation, what amount is really needed to be sustainable for 2014-2015 school year, and whether or not the Foundation goal should be raised from \$100,000 to \$250, 000.

Foundation Liaisons: Written report in board packet. Christine Kelley reviewed the report with the board and recommended talking to families regarding the financial situations. Nina Nabors asked if it would be possible to send quarterly Foundation updates to the community. Christine Kelley will take the idea back to the committee and report back to the board at the March 27, 2014 Board meeting. Al Waters announced the IRS confirmed receipt of the 501(c)3 application and we should received notification of approval within 90 days. The next committee meeting is on March 5, 2014.

Governance Committee: Written report in board packet. Greg White reviewed the report and noted the committee is on track with the following goals:

- Developing a director evaluation tool including a survey, achievement data, and assessment of progress towards director's goals. Surveys will go out next month to all board members, staff, Al Waters, and randomly selected parents with a goal of 100% board participation, 80% staff participation, and 50% parent participation.
- Revising the board election process to address problems with the previous elections.

Al Waters noted the following changes to the Honey Creek bylaws will need to take place prior to the year's charter agreement; must be a US citizen to be a board member, and the new board member election process.

Greg White charged Kelly Krawcke with sending an email to the community announcing the upcoming board member nominations. Al Waters noted parent Angie Tracey may be interested in becoming a board candidate.

Communications and Outreach Committee: Written report in board packet. Nina Nabors noted the video project idea initiated by a Honey Creek parent is tabled for now due to the parent being unable to work on it. Greg White will get in touch with Washtenaw Community College's film director to see if they would be interested in working on the project with Honey Creek. Committee will meet in March to continue conversation on how to tackle communication challenges and bring recommendations to the board for changes.

Community Involvement Committee: Written report in board packet.

Faculty Liaison: Mary Bassett reported she is waiting on the faculty's response to the board's question of whether the assessment data should be used a part of the Director's evaluation.

Director's Report: Written report in board packet. Al Waters updated the board on the following:

- ISD identified amendments that will need to be made to the Honey Creek Community School By-Laws by June 2015 before we can proceed with our charter contract renewal. Once the ISD attorney itemizes the changes, Al Waters will forward them on to the board.

- Preliminary MEAP assessment data is in however the data is embargoed by MDE and may not be shared with the public at this time. MDE is expected to remove the embargo in mid to late March.
- Terra Nova tests will be administered to the 2nd through 8th grade students in April.
- 4th and 7th graders will be participating in a trial of the Smarter Balance Assessment this spring.
- Freedom of Information Act request was received on February 3, 2014 from the American Federation of Teachers. Honey Creek complied with the request within the five-day window.

Old Business:

Teacher Evaluation Tool

Al Waters noted he and the teachers have not been able to meet to check with wordsmithing. Faculty will process through it and bring back to the board.

Honey Creek Charter Renewal

Addressed in Director's report.

Response January 2014 Director's Report

Greg White wants to know the gap data strand areas and Christine Kelley would like to see time spent evaluating teachers in report. Al Waters replied three teacher observations have been conducted since the last report.

Board Elections

Addressed in Governance report.

Bi-Monthly Board Meetings

A discussion included pros; shorter meetings, WISD has bi-monthly meetings, and cons; difficulty getting everyone to be available two times a month, special board meetings could be an option.

New Business: None.

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

Board Kudos:

- To the staff and community members for representing Honey Creek at the Enrollment Meetings.
- To Erin Peterson and everyone who helped make the Gala a tremendous success!
- To Heidi and Russell Ellis for helping our students learn to sew after school.
- To Randy Trent Facilities Manager for the recent building upgrades.
- To Honey Creek Foundation Committee for their work on completing the 501(c)3 paperwork.
- To Karen Andrews for being the Board Spotlight February 25, 2014.

Preparation for Board Communications: Kelly Krawcke will send out a Board Election announcement to the community and will prepare of summary of the board meeting for the community.

Public Participation: Karen Andrews shared her observations with the board that included:

- Board members are very nice and polite to each other, don't be afraid to question or disagree with each other.
- Board members are open and comfortable with each other.
- Board portal websites: freeboardportal.com and boardvantage.com where you can post questions online may be a helpful opportunity to explore.
- Board appears to be spread thin, may want to add more board members that include external members from outside the community (11-15 board members).
- Tighten up agenda items and don't leave open-ended questions unanswered.
- Consider standing committee times.
- Move board kudos to the beginning of the meeting.

Ahmed Elbatran asked how the committees worked.

Adjournment: Greg White moved to adjourn the meeting at 7:44p.m.