

## **Honey Creek Community School**

### **Minutes of January 27, 2016 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 (left at 6:23p.m.), Sara Hoffman, Christine Kelley, Megan Masson-Minock, Pamela Reister, Steve Rich, Greg White.

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

### **Board Spotlight:**

#### 2015-2016 Budget

Shellee Almquist reviewed the first reading of the 2015-2016 budget with the board that also included a five year budget plan. A discussion followed on possible options and amounts for staff raises, along with how the raises would affect the general fund balance. Greg White would like to see a how a 2% raise would influence the budget. Shellee Almquist will come back to board next month with a budget reflecting a 2% raise. Karen Andrews asked the the board to make the raises a priority this year and to look for alternatives such as a management company, line of credit, and possibly larger class sizes to bring in more funding. Shellee Almquist feels Honey Creek Community School cannot afford to give raises at this time after working on the budget and recommended that it be a bonus. The second reading of the budget will take place at the February 24, 2016 board meeting.

**Consent Agenda:** Megan Masson-Minock moved, supported by Steve Rich to approve the consent agenda. **Motion was approved by all board members present.**

**Director's Report:** Written report in board packet that included the following:

- Fall semester reports were mailed out to families on January 26, 2016.
- Building Maintenance over the holiday break involved the removal of ceiling tiles in all the classrooms and blowing the dust out from the space between the roof and ceiling.
- Enrollment meetings were held on January 20, 2016 and January 25, 2016 with a total of 104 families attending.
- M-STEP results were reviewed with middle school seeing gains.
- Curriculum concern regarding Honey Creek's social curriculum and are being addressed by the administration and Board Executive Committee along with the school attorney.
- U of M department of Education Phd student who is interested in Honey Creek's school culture and social curriculum will be coming to the school to observe in our classrooms.

**Finance Committee Report:** No written report. Megan Masson-Minock noted the committee went over the initial draft of the budget spreadsheet, and the Board appreciates the work the committee put forth on the budget.

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

The Foundation board met on January 9, 2016 for a strategic planning retreat and developed a Strategic Plan with a three year vision plan, a one year plan and a 90 day plan. The goal for 2016 is to raise \$125,000 and to increase the number of monthly recurring donors/families.

**Governance Committee Report:** No written report. Pam Reister reported the committee will meet next week and they have four possible board candidates who are interested in serving on the Honey Creek Community School Board of Trustees: Debi Khasnabis, Andrew Sheibar, Matthias Kirch, and Bryan Cole.

**Communications and Outreach Committee Report:** Written report in board packet. Committee met January 15, 2016.

#### Internal Communications

Chris Cassell formatted the Family Contributions Survey in a new database and will distribute to committee heads and teachers.

#### Parent Communication

- Nina Nabors will look into using Mail Chimp for the Honey Bunches of Notes Newsletter. Committee may move the newsletter back to volunteer committee if necessary for now. Would like to have the newsletter be an institutional/administrative tool and not a volunteer job.
- Committee will provide guidelines to the Talent Show team regarding opting out of emails.
- Al Waters will draft an email to the community with school closing guidelines.

#### Website/Electronic Communications for Internal Users

- Website reviewers will complete updates by February 5, 2016.
- Sara Brintnall will send the Foundation Story for updating/reviewing and will create a link "Read More About Honey Creek" with a list of past articles.
- Mobile display of website is not displaying the Honey Creek website correctly. Will consult Jessica P'Simer regarding issues.

#### External Communications

- Online reviews from Great Schools contain some negative reviews of Honey Creek. Committee reviewed the reviews and will seek out more positive reviews.
- Erin Fessahazion provided her idea for the first update to be printed and ready for the anniversary party.

#### Marketing Committee

- Committee confirmed marketing platform with three levels of text would be useful.
- Request having an official logo/colors/style to promote Honey Creek profile.

**Faculty Liaison Report:** Faculty liaison Mary Bassett noted there were no concerns to report.

**Old Business:** None.

**New Business;**

Facilities Plan

Greg White noted Karen Andrews requested the board put together a facilities plan and form a committee. Megan Masson-Minock recommended a member of the WISD be on the committee. Greg White asked the board to think about facility projects.

First Reading of the Budget

This item on the agenda was moved up to to the board spotlight.

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

Steve Rich would like to have the incoming U of M Phd Education student to meet with the Branding Committee and get her perspective on our Honey Creek culture. Steve Rich also asked and what the next step would be to to begin a line of credit. Sara Hoffman will make it part of the finance committee's job.

Megan Masson-Minock noted sending the Wellness committee to coordinate a water drive with Elizabeth Scott to help the residents of Flint.

**Board Kudos To:**

- Our Honey Creek Teachers for their work on the student semester report cards.
- Shellee Almquist for her hard work on the budget.
- Teachers, Students, and parents for another impresssive Curriculum Celebration.
- Teachers, staff, and parent volunteers for hosting the Enrollment Meetings.
- Sarah VanLoo, Teresa Gonzalez-Woods, and Jessica P'Simer for running after school art.
- Margaret Wesselwalker for her work in the media center, at lunch, and after care this fall.

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

**Public Participation (regarding new business only):** None.

**Adjournment:** Greg White moved to adjourn the meeting at 7:05p.m.