

**Honey Creek Community School  
Minutes of January 28, 2015 Board of Trustees Meeting**

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

**Recording Secretary:** Christine Kelley

**Board Members Present:** Greg White, Yvette Atkinson, Pam Reister, Angela Tracey, Karen Andrews, Jon Lonsway (5:41), Christine Kelley.

**Staff and Community Members Present:** Al Waters, Shellee Almquist, Mary Bassett, Rhonda DeLong.

**Board Spotlight:** Building Air Quality. Al Waters introduced Randy Trent, facilities manager for last 1.5 years at WISD. The board thanked him for his work so far (replacing floors, fire damage, etc.). Emphasized collaborative approach to WISD maintenance. Greg White raised issue of mice in school (especially clean up); use of PA system (is there a way to adjust volume? Could there be training so that all individuals know how to use that system?); and asked for update on air quality. Specific questions from Al Waters: is there a mold issue? Dust streaks around air vents. K-1, 2-3 classrooms are not mopped daily.

Randy Trent's response: Facilities has plugged all exterior holes at Teaching and Learning Center, thorough cleaning. Willing to do similar program at Honey Creek. Weathers stripping to be looked at, willing to do thorough cleaning one Friday. Will follow up with cleaning crew about better nightly cleaning. Classrooms should be mopped nightly. Karen Andrews requests that the slick space in front of modular doors be addressed. Randy Trent agrees.

Acknowledged difficulty in scheduling big, thorough cleaning of the building as there is no unoccupied stretch of time (as at other elementary schools). No plan is in place for cleaning ceilings or ducts. EPA standards for air quality in schools: this will be part of lease negotiation, but Randy worries about cost. Greg White asks what air quality reports have been done in the past. Randy said when he arrived HVAC was way out of whack, now there is much better control and filter exchange. These are now documented. Randy indicates that he has done "hundreds" of CO2 tests, and has not found any evidence of excessive dust or CO2 in the building. Pam Reister suggested potentially making available any results of air quality tests that have been run in the past. Randy will follow up with providing any results from past tests.

Randy needs more feedback about where air quality concerns are centered and asked for a specific, defined complaint: he needs to be able to collect specific data (logs, then potential tests). He will provide logs for keeping track of air quality concerns. Greg White will be point person to look at the logs on air quality.

Yvette Atkinson expressed frustration that Randy has not been aware of the issue and has not been proactive in dealing with this issue.

Sound system: Randy will check on attenuation to see if volume can be changed. Continue to talk to other units about how those systems are used. Will bring it up at the monthly meetings. Randy feels good about the way WISD funds have been prioritized and is happy to keep hearing our concerns and feedback.

Karen Andrews expressed desire to open collaboration with board and potential parent volunteers. Karen Andrews expressed some concerns around setting expectations, especially around regular maintenance schedule, and particularly as we think about renegotiating the lease. Karen offers to be the point person for negotiation around lease.

**Consent Agenda:** December minutes need to be amended: In Foundation Liaison Report, minutes should be changed to read “Board of Trustees recommends” instead of “Foundation board recommends”; Angie moved to approve with change, Christine Kelley seconded. **Motion was approved by all board members present.**

**Public Participation:** None.

**Director’s Report:** Written report in board packet. Al Waters reviewed the following with the board:

- Catchafire survey went out today.
- Al will correct Honey Bunches of Notes piece on email, as it appears that email issues seem to be resolved.
- Expansion/replication committee met, reviewed enrollment/demand. Next steps: Feb. 10 meeting, laying out needs for K-8 building, curriculum requirements for high school, and also laying out needs for high school. Gelman building is for sale. Willing to explore.
- Contacted Assistant Superintendent about bylaws/articles of incorporation. Should be available for March board of trustees meeting.
- Met with special education staff; started a spreadsheet recording all progress made on IEP goals.
- Ross School of Business class solicited proposals for market review for class; Honey Creek’s proposal was accepted and Al will attend presentation in April; board members may be invited.
- Immunization regulations: communication will go out in Honey Bunches of Notes. Religious/philosophical waivers will need to attend class/signed form by health department; Honey Creek will exclude anyone without a waiver for next school year. Compliance goal is 95%.

**Finance Committee:**

- On Feb. 6, John Lonsway will meet with Jessica P’Simer about the technology grant.

- Updated budget figures in report. Fund balance is at 15%. Recommendation to reinstate stipends for teachers: board liaison, CSLE teachers, math alignment project. Karen Andrews moved to approve, Pam Reister seconds. **Unanimous vote to approve.**
- Continue conversation about 2% raise for staff at retreat.

**Foundation Liaisons:** Written report in board packet. Christine Kelley reviewed the report and discussed push-back on recommendation to hire Executive Director position. She has drafted a counter proposal: could do 6 months rather than year (renewable contract), hourly rather than salary, 16 hrs/week rather than 20, title would be Development Officer rather than Executive Director.

- Discussion about how to get more people to give to foundation.
- Al Waters spoke to one of the large donors. She would not be upset to bring someone on board for \$25,000 who could really do the job.
- Karen Andrews voices thanks to Christine Kelley for the great job she has done.
- There is someone from HCCS community who has the skills and would do it for \$8,800, so may hire him.
- Discussion about ways to move forward and actually get Foundation to grow and raise more money.... volunteers, professionals, combinations of pros and community members, etc.
- Yvette Atkinson can see where the foundation is coming from.

**Governance Committee:** Written report in board packet. Karen Andrews reviewed the following that included:

- New board members: call to the community produced two nominees: Steve Rich (parent) and Rhonda DeLong (referred by Yvette Atkinson). Yvette introduced Rhonda DeLong, Marketing and Communications Director for University of Michigan School of Public Health, and reviewed her experience around marketing and communications, design, web, internal communications and messaging. DeLong talked about her work with School of Public Health especially doing fundraising, honing messages for developing donors. Expressed affinity for education, community-based organizations, nonprofits. Insight around working to increase volunteer base. Expressed some hesitation around how much time/involvement required in being a board member. Board thanked her for her interest, welcomed her involvement. Karen Andrews and Greg White explained a bit about what being a board member is like (time, responsibilities). Al Waters introduced rebranding project as a potential area where DeLong could consider contributing. Discussion followed. Governance committee will talk with Rhonda after she thinks about level of involvement, then bring to next board meeting.
- Committee will vet and bring recommendations to the next board meeting. Governance will invite two candidates as guests to the board retreat.
- Reporting requirement around reviewing salaries. Committee is reviewing salaries of other charter schools in county; noted that this was not a good market comparator (because of management companies); also look at independent charters in Michigan. Will also look at salaries for other administrators and

teachers. The issue before the board will be: what do we want to make of this data?

- Board retreat, February 7, 8-12 at Gladwin Center.
- Board development: We will invite Diana Kern to speak to board, either as Board Spotlight or stand-alone training. Karen Andrews will follow up with her to bring back options. Also potential for Stephen Gill to do Board Spotlight (innovation in education); Deborah Parizek (from Henry Ford, about monetizing experience). Governance will also flesh out online independent training options. Al Waters has a copy of *Innovation and Change*, and will be glad to loan out.
- Yvette Atkinson would like to have training in what works for independent charters in terms of business model. Karen Andrews invited Yvette to do some more research around other potential speakers.
- Beginning process for Al Waters' evaluation. Form will be outlined toward the end of March. This year will be an abbreviated evaluation.

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

**Faculty Liaison:** Faculty Liaison Mary Bassett indicated that one faculty member expressed support for the Wellness Committee assisting with air quality, if WISD leads. Another faculty member expressed extreme concern around mouse problem in A Wing. A third faculty member voiced concern around loud and interruptive PA announcements for High Point. Al Waters indicated that this may be a problem with substitutes on front desk misusing PA system; there is also a need to have more training on the phones. One faculty member responded to Al's question about Workman's Compensation claim, declining to do so. Karen Andrew's suggestion potential of having a committee that could tour facility 2x/year. Al Waters volunteered to make this an administrative committee, Greg White volunteered to serve. Will invite faculty, Wellness, potentially students.

**Old Business:**

Relinquishment of Title 1 Funds

Al Waters had communications with the state about relinquishing the funds. Letter has been drafted. Christine Kelley moves, Karen Andrews supports; board votes unanimously to withdraw funds.

Board Development Plan discussed in Governance report.

Director Evaluation Process discussed in Governance report.

Board Retreat discussed in Governance report.

**New Business:** None.

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

**Board Kudos To:**

- Faculty and students for their hard work on the curriculum celebration.
- Enrollment speakers for giving time and points of view—Rita Hathaway especially for fielding questions.
- Thanks to Will and Rita Hathaway for financial film.
- Karen Andrews for work on Governance Committee.
- Christine Kelley for work on Foundation board/Communications committee.
- To Shellee Almquist for work on enrollment process, and for Johnny Thompson for her help with forms.

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

**Public Participation:** None.

**Adjournment:** Yvette Atkinson moved to adjourn at meeting at 8:18 p.m.