

## **Honey Creek Community School**

### **Minutes of July 23, 2014 Board of Trustees Meeting**

**Call to Order:** Greg White called the meeting to order at 6:00 p.m.

**Recording Secretary:** Christine Kelley

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

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

**Board Spotlight:** Al Waters presented an overview of student achievement as reflected by MEAP data from Fall 2013.

**Consent Agenda:** Jon Lonsway moved, supported by Nina Nabors to approve the consent agenda with the following addition to the minutes: “During Old Business, Yvette Atkinson expressed frustration around needing the board to be more proactive around future issues, and better at clarifying roles.” **Motion was approved by all board members present.**

**Public Participation:** None.

**Finance Committee:** Jon Lonsway noted no additions were added to the report. Shellee Almquist reports that the annual audit has just been completed by Yeo & Yeo, and a report is forthcoming.

**Foundation Liaisons Report:** Written report in board packet. Correction to the written report: Kara Bloom was present at the July 9th meeting. Next meeting will be held on August 6, 2014.

**Governance Committee Report:** No written report. Greg White and the Governance Committee completed a successful board orientation on July 16. Board self-evaluation still needs to be completed; Karen Andrews offered an online tool that may be helpful, and will send this on to Greg White.

**Communications and Outreach Committee Report:** Written report in board packet. Committee met on June 27, with a focus on updating website information and resurrecting Honey Bunches of Notes. Noted that communications from the Board of Trustees need to be distinct from communications from the HC Foundation. Continued to look at role of outreach for the committee. Will continue to work on joint communications with the Community Involvement Committee.

During discussion, the following were suggested as changes to the HC website: changing posted meeting times for the board meetings; black box error on home page; fourth goal information needs to be added to the strategic plan.

Karen Andrews suggested potentially approaching technology firms in Ann Arbor about updating the website pro bono.

Yvette Atkinson expressed concern around how the technology plan is presented on website, and was curious about the role of the STEM committee in this plan. Board agreed to move this conversation to the upcoming board retreat.

**Community Involvement Report:** Written report in board packet. The committee did not meet last month, although Yvette Atkinson met individually with several community members. Community Involvement is working to gain clarity in an organizational map. Yvette Atkinson expressed the need to have more communication between the PTO and the Board. Noted that PTO is currently struggling with a lack of focus and volunteer fatigue.

**Faculty Liaison Report:** No report.

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

- Hiring: there is at least one strong applicant for the Technology position. Special education position likely to be filled this week. Candidates for Instructional Assistants are not as strong as in previous years, and we are continuing to advertise those positions.
- Title I audit was completed, with two citations: the Title I position needs to file a biannual personal activity report; and the account number used was one digit off. Both issues have been addressed.
- Federal audit is complete and went well. Results will arrive in September or October.
- Blackbaud database is moving forward with great efforts on the part of Al Waters and Shellee Almquist. Al was grateful for the work of his U of M intern for helping speed the transition to the new system.

#### **Old Business:**

##### Expansion of the Board.

Al Waters recommended expanding the board to eight members. Jon Lonsway moved, supported by Yvette Atkinson, to expand the current Board of Trustees to eight members.

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

#### **New Business:**

##### Appointment of Governance Committee Consultant

Yvette Atkinson moved, supported by Jon Lonsway, to appoint Karen Andrews as Governance Committee Consultant. **Motion was approved by all board members present.**

##### Board Recommendation of Trustee Candidate

Nina Nabors moved, supported by Pamela Reister, to nominate Karen Andrews as Trustee Candidate to the WISD for the newly expanded board. **Motion was approved by all board members present.**

##### Board Retreat

Scheduled for September 6, 8-2 pm. Location TBD. Karen Andrews recommended the following for inclusion in the retreat: team building, clarifying committee goals and membership; goal setting (3-year and 1-year), and identifying constituencies.

Board Roster

Christine Kelley will create a board roster with contact information for all trustees.

**Other Items of Business:** None.

**Board Kudos To:**

- Johnny Thompson and Liz Scott, for a successful Creative Explosion camp.
- Karen Andrews for her willingness to join the board.
- New members Pam Reister and Angie Tracey for their service.
- Honey Creek middle school students for being good citizens of the world (as evidenced by their behavior at UMMA field trip).
- The Honey Creek athletes who participated in the Washtenaw Interclub Swim Championships.

**Preparation for Board Communications:** A summary of the board meeting will be sent out to the community.

**Public Participation:** None.

**Adjournment:** Christine Kelley moved to adjourn the meeting at 7:55p.m.