

Honey Creek Community School

Minutes of March 22, 2017

Call to Order: Megan Masson-Minock called the meeting to order at 5:30p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Karen Andrews, Bridgette Carr, Bryan Cole, Matthias Kirch, Megan Masson-Minock, Wayne Millette, Barnaby Pung, Andy Sheibar (arrived at 5:45p.m.).

Staff and Community Members Present: Al Waters, Shellee Almquist, Mary Bassett, Karen Giltrow, Sue Hofbauer, and Honey Creek parent Ross Rhizal.

Public Participation: None.

Consent Agenda: Wayne Millette moved, supported by Karen Andrews to approve the consent agenda as amended. The following amendments were made to the February 22, 2017 minutes:

- Under the agenda item “Strategic Plan Reports” a correction to the Sustainability Committee report was made by Bryan Cole requesting the word “exception” be replaced with the word “abstained” in the last sentence of the report to read; Motion was passed by all board members present, Bryan Cole abstained.
- Under the agenda item “Old Business” Bridgette Carr requested to remove the two extra “incorporations” that were written in the sentence to read; Al Waters reviewed the Articles of Incorporation.
- Under agenda item “Strategic Plan Reports” Andy Sheibar made the correction to the Communications/Outreach/Branding/Committee report under Internal Communications to change the name from Sara Brintnall to Sara Brackenburg.

Motion was approved by all board members present.

Board Spotlight: None.

Director’s Report: Written report in board packet.

Assessments

WIDA assessments of Honey Creek Community School English Language Learners will be completed on March 24, 2017.

Evaluation Training

Al Waters will be out of the building seven days over the next two months for the Danielson Evaluation training that will include two days of observations with the Danielson trainer that will be held off site in other districts.

Data Management

Kim Gallagher (Al Waters’ Intern) is compiling Terra Nova data from the past two years in Excel. We will then be able to determine student growth in the various subjects.

Food Sales

The Michigan Department of Education is now requiring all food sales held at school between the hours of midnight and thirty minutes after the end of the school day (3:45p.m.) be reported. Al Waters is working with Dexter Food Services to create a report to submit when necessary. This report would include Bagel sales, Girl Scout Cookie sales, and token food sales.

Wellness

Schools are now required by the Michigan Department of Education to have a Wellness Committee. Al Waters will work with Dexter Food Services to form a committee that represents all residents in the building (Honey Creek, High Point, Gretchen's House, Huron Valley Beauty Academy, and Just Us Club). A first meeting will be scheduled in April, with Honey Creek representatives Kristyne Russell and a Honey Creek middle school student attending.

Facilities

A-Wing classroom vanities and sinks will be replaced over spring break. A walk through the building with WISD's new Facilities Director, Diane Sevigny, and Bryan Cole is scheduled for March 28, 2017.

Faculty Liaison Report:

Faculty liaison Mary Bassett reported the faculty is looking forward to the updated staff handbook and they continue to be pleased with their raises.

Foundation Liaisons Report: Written report in board packet. Matthias Kirch attended the meeting and noted the committee is currently focusing on; distributing PiDay flyers, Trivia Event fundraiser in the spring, and Alumni Event in the spring. Al Waters shared the committee will focus on regular, grandparent, and alumni asks and that fewer people are giving this year, however they are giving more to the Foundation than last year.

PTO Report:

Minutes from the March , 2017 PTO meeting were included in the board packet. Al Waters reported the money from the PTO Run-Walk-A-Thon will be used for new shelving in the Media Center.

Strategic Plan Committee Reports:

Finance Committee Report:

Written report in board packet.

Bridgette Carr noted the committee spent most of meeting discussing the calendar and the impact of reducing the number of half days in next year's school calendar. Megan Masson-Minock charged the committee with having a 2017-18 draft school calendar placed on the April 26, 2017 board agenda.

Governance Committee:

Written report in board packet.

Karen Andrews noted the Employee Handbook revisions are almost complete.

Communications/Outreach/Branding Committee:

Written report in board packet. Andy Sheibar reviewed the report and had requested the board to send feedback to him on the draft email to the community regarding engagement. Christine Kelley drafted a letter to the community regarding volunteering for the PTO. The HBON newsletter has a new template that is easier to read and has links that direct you to the right area for more information.

A discussion followed on the letter to the community and included Bridgette Carr questioning the legality of sharing information and recruiting for one non-profit without opening that opportunity to all non-profits.

Megan Masson-Minock noted we have two separate organizations doing work and some goals are shared due to having legal distinctions. We need to be very clear and make sure that we are protecting ourselves.

Megan Masson-Minock and Justin Adams met and discussed having the two committees meet in the future to decide the roles and responsibilities of Honey Creek Community School Board and the Foundation Board.

Sustainability Committee:

Karen Andrews requested the Sustainability Committee report be moved down the agenda under New Business.

Facilities Committee:

Written report in board packet. Bryan Cole reviewed the report and noted the sinks and vanities will be replaced in most classrooms (except C9 and C10) over Spring break. The committee discussed needs (cleaning the hot air service ducts) and open work orders with the WISD.

Mary Bassett asked if they would like a list of things that need repaired as they haven't always been addressed. Bryan Cole suggested faculty make a list and share it with the committee. The next meeting will be March 28th from 2:30pm - 4:30p.m. and will be walk through the Honey Creek rooms with the new WISD Facility Manager Diane Sevigny.

Old Business:

Director's Evaluation Calendar

Al Waters reported the Director's evaluation was discussed at the Governance Committee meeting. Information we already have on hand this year will be used for the Director's evaluation for this year, as we can't take all data on student performance to become 40% of the director's evaluation. The Director's evaluation will be the board spotlight on the April 26, 2017 agenda.

New Business:

Al Waters reported the Ann Arbor Learning Community school building is up for sale or lease. Bryan Cole, Al Waters, Megan Masson-Minock, Wayne Millette and Jason Minock toured the AALC building. They later met with the president of the AALC board and one board member. There is an opportunity to expand/explore to see if this is something we want to consider. Al Waters spoke with the WISD administration and it appears they are supportive; however, they are concerned over possible political issues with traditional school districts.

The ISD board recognizes Honey Creek's success and Scott Menzel asked for a minor request for the WISD board meeting. Al Waters asked the board if we want to consider submitting a proposal.

Discussion followed and included:

- Reasons for expansion; waiting list, financial (Art Teacher and Music Teacher could move between both schools to complete full time positions).
- Megan Masson-Minock asked board members if they are willing to explore whether or not to explore the opportunity. All board members present answered yes, they are willing to explore.
- Megan Masson-Minock asked the board what they need to know to make a decision on whether or not to explore?
 - Megan Masson-Minock; Financial piece.
 - Karen Andrews; Does Al Waters want to take on the extra work and responsibility as he will need to spend a lot of time leading exploration. The financial piece wasn't on our radar at this time and we would need to carefully consider whether or not to explore.
 - Matthias Kirch; What would it mean to the word "community" of Honey Creek? Would it still have the same "community" culture at the new family?
 - Barnaby Pung; Asked how do you replicate "community"?
 - Wayne Millette; First piece to consider is whether or not the WISD will allow this to happen. The AALC building is already a school and we need to look at long term.
 - Bridgette Carr; Asked if expansion is on the Strategic Plan at this time. Hesitant due to the Realty Company contacting Honey Creek and sharing the information about the available building.
 - Al Waters would like to explore the numbers more and feels a moral obligation to provide the same educational opportunity to more families. Would look at three classrooms next year and ISD may join in having some classrooms in the new building as well. There is no commercial kitchen for student lunches, no gym or pool, large open room available and room on plot to add on and a nice library space.
 - Andy Sheibar loves the concept of expansion but is concerned with Honey Creek "2" and we need to be ready to expand. Don't want the brand to suffer if the school won't have the same culture.
 - Barnaby Pung suggested we could look at this as a new endeavor, under different name, brand that it is different, and as a new model guided by HCCS.

- Megan Masson-Minock asked if we would we only want to do this if an ISD classroom would join with us.
- Bryan Cole suggests Al Waters discuss with the ISD and put together a proposal.
- Wayne Millette noted the curriculum is transportable.

Al Waters would like to notify Honey Creek families in May and will need to introduce a basic proposal to the WISD board by April 12, 2017 that will include the following:

- Past years enrollment wait list numbers
- Basic budget projection
- Number of classrooms

Megan Masson-Minock recommended having a reject date and putting forth the effort and if we can't meet it, let it go for now. Drop deadline date at the board meeting May 24, 2017.

Megan Masson-Minock called for a resolution to the board to draft conversation tonight for the letter to send to the WISD by May 24, 2017.

Barnaby Pung moved to have a board resolution for Al Waters to pursue investigation of the Honey Creek Community School expansion with the WISD, and the decision to be made by the Honey Creek Board whether or not to go forward with the expansion for the 2017-18 school year by the May 24, 2017 board meeting. Bryan Cole 2nd. **Motion was approved by all board members present.** Megan Masson-Minock, Bryan Cole, Wayne Millette, and Matthias Kirch will support Al Waters in this effort.

Sustainability Committee Report:

The Sustainability Committee report was moved down the agenda under New Business after the agenda item Replication Opportunity. Written report in board packet.

Bridgette Carr asked the Sustainability committee to review the graphic structure optics of the fundraising platform.

Karen Andrews reviewed the report.

The committee is asking for the Board's approval and support to allocate the funds necessary to employ the professional for a minimum of one year.

Discussion followed and included; Al Waters \$25,000 for the position. Will have a budget discussion and will pro-rate and add \$25,000 and whatever is left over from the 2016-17 year and move it in to next year. Wayne Millette suggested to wait and see what the budget looks like and then consider it at that time.

Matthias Kirch would like the board to consider moving forward with interviewing.

Wayne Millette concerned with funding and noted this needs to be a budget approval as we don't know budget yet it was a six month request.

Bryan Cole doesn't want to commit until next year's budget is in and when the numbers are presented.

Karen Andrews noted the availability of consistent funding impacts the candidate pool significantly. Candidate needs to produce real results and we need to have qualified candidates.

Wayne Millette moved the Sustainability Committee pursue with the interviews to fulfill the Sustainability Officer position. No second, motion died.

Barnaby Pung moved to allow the Sustainability Committee to move forward in the selection process of a Sustainability Officer with Al Waters. Megan Masson-Minock 2nd. **Motion passed with board members Bryan Cole and Bridgette Carr voting against hiring a Sustainability officer.**

Board Kudos to:

- Sherry MacKay, the STEM Committee, all the participants, volunteers and supporters of the Stem Fair.
- Jon Baek and Joe Griffith for coaching after school basketball.
- Sherlonya Turner, Emily Waters, and Dave Melcher for their Summer Camp advertising expertise.
- Claire Sparklin for leading Honey Creek students in the "Snow Phoenix" art project at lunch.
- Students, teachers and parents who participated in conferences; and to the families who provided lunch for the teachers and supported the CPK fundraiser.
- The Literacy Committee for their work with March is Reading Month.

Preparation for Board Communications:

Public Participation: None.

Adjournment: Matthias Kirch moved to adjourn the meeting at 7:50p.m.