



**Board of Trustees Honey Creek Community School**  
Integrating Life, Learning, and Community  
1735 S. Wagner Road  
Ann Arbor, Michigan 48103  
(734) 994-2636



**Time: 5:30p.m.**

**November 19, 2014**  
**Board Minutes**

**High Point Reception**

Call To Order: Greg White called the meeting to order at 5:40p.m.

Roll Call: Yvette Atkinson (arrived at 6:02 p.m.), Christine Kelley, John Lonsway (arrived at 5:58 p.m.), Nina Nabors (arrived at 5:43 p.m.), Pamela Reister, Angela Tracey, Greg White.

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

Board Spotlight: None.

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

Director's Report:

Written report in board packet. Al Waters reviewed the following:

Criminal History Record Information:

Honey Creek Community School Criminal History Record Information Policy along with the corrective action plans were submitted to the Michigan State Police in October 2014. Notice was received on November 6, 2014 that both the Honey Creek CHRI Policy and the corrective action plans were accepted.

LGBTQI Policy and Religious Expression Policy:

Both policies are currently in the process of being drafted, and will be shared with the board when completed.

Honey Creek Community School Replication/Expansion:

Al Waters met with Washtenaw ISD Assistant Superintendent Sarena Shivers on November 11, 2014 and she confirmed the Washtenaw ISD would support an effort of Honey Creek to replicate the K-8 program or the addition of a high school. Al Waters reviewed public school academy legislation and contacted the Michigan Department of Education and learned that both expansion and replication would require authorizer permission, and occupancy permitting for new facilities. Al has asked local commercial real estate agent Jeff Harshe to look for properties for repurposing or building, and has also spoken with David Feinberg of Turner-Agassi (an organization that works with investors to provide financial and societal returns). A discussion followed and included the need to have a good sense of what the new school would look like. Two schools are currently available in Ypsilanti, Roberto Clemente and a Catholic school with 8 classrooms. Yvette Atkinson and Pamela Reister volunteered to head teams and to complete the following for the February 2015 board meeting:

- Establish a team and determine the scope and needs of an additional K-8 campus.
- Establish a team and determine the scope and needs of a high school campus.
- Estimate costs and capital requirements and determine feasibility of expansion and/or replication.

- Determine next steps.

#### Branding:

Interview has been scheduled with a Catchfire volunteer on November 17, 2014 to work on the project of revisiting Mission, Vision, and Beliefs.

#### Title 1 Audit:

Honey Creek will be audited for Title 1 compliance. Title 1 funding is currently at \$11,000.

We are out of compliance in the following areas:

- Need to have a program/policy in place for children of migrant workers.
- Need to have a before-school, afterschool, and a summer school program (would cost \$25,000).
- Need to have parent education programs.
- Need to have professional development for teachers to increase parent involvement.
- Need to network with Washtenaw County early education programs (Headstart, etc).

Al Waters will review the audit and will report back to the board whether or not it is worth the \$11,000 we would receive from Title 1.

#### Finance Committee:

Written report in board packet. The committee met on November 12, 2014 to review the budget and the 90-day committee goals. The current fund balance is at 18% this year, and a 3% bonus for returning staff would bring the fund balance to 16%, then down to 15.5% with stipends and reimbursements. The committee will continue to look at the possibility of returning tuition reimbursements and stipends and the additional 2% bonus later in the year. Al Waters would like to see reimbursements and stipends covered next year, as teacher Barbara Naess has spent a lot of time in professional development working with the math curriculum, and teachers Salli Kropp and Teresa Gonzalez-Woods have been working with CASL. The Finance Committee recommends a 3% bonus to all returning staff with stipends to be determined later. A discussion followed. Angela Tracey moved, supported by Yvette Atkinson, to approve the 3% to all returning staff as soon as possible. **Motion was approved by all board members present.** Faculty liaison Mary Bassett will notify the staff regarding the 3% bonus to all returning staff.

John Lonsway will need board member resumes to continue his work on the technology grant. Karen Giltrow will send the board resumes to him.

#### Foundation Liaisons:

Written report in board packet. Christine Kelley reviewed the report and noted approximately \$10,000 has been donated to the foundation since the beginning of the school year. Grants committee is stalled. The fundraising committee is currently gearing up for the end of the year appeal to the Honey Creek community. Letters have been sent, signs have been posted around the driveway to the school, and three state of the school presentations are scheduled December 2, 2014 in the High Point Reception room at 8:30a.m., 3:30p.m., 5:30p.m. A discussion followed. Christine Kelley feels hiring a professional to help with development would not be as effective as having a peer within the community and Honey Creek alumni to ask the community for donations. The committee will continue to do more research on who the alumni families are. A discussion followed. Shellee Almquist shared she received a \$2,000 for the foundation today.

#### Governance Committee:

Written report in board packet. Nina Nabors reported the committee reviewed the bylaws that focused on Al Waters' role on the Foundation board. The committee recommends adding a line to the director's duties stating: "The director may serve in some capacity on the Honey Creek Foundation." Three prospective 9th board members from the community with financial backgrounds have declined the membership invitation, however they will serve on committees. The committee recommends calling out to the Honey Creek community and asked the Finance Committee to help with the language for the community call. Governance committee will begin the wording for the message. The committee recommends a comprehensive director evaluation every three years, followed by two years of a simpler annual evaluation of the director's goals. Nina Nabors will begin work on the evaluation at the beginning of the year.

## Communications and Outreach:

Written report in board packet. Christine Kelley reviewed the report that included:

- PTO Liaisons Yvette Atkinson, Christine Kelley, and Karen Andrews continue to attend PTO meetings to provide board updates
- Faculty Liaison Nina Nabors is working on faculty needs assessment
- Family contributions survey sent out to the community to build skills database
- Orientation to communications at Honey Creek by educating room parents, enrollment meetings, revitalizing the parent mentor program, and looking at parent pledge
- Continue to improve Honey Bunches of Notes
- Improve website for users
- Branding Project
- Video Project

## Faculty Liaison:

Mary Bassett thanked the board for the 3% bonus for returning staff.

## Old Business

### Board Self-Assessment

Karen Andrews was not present to review the results of the board self-evaluations. Nina Nabors highlighted that many of the concerns identified in the self-assessment have already been addressed by the current board. Low ratings were given in areas of knowing what needs to be done and who monitors, needing a five-year financial plan, monthly reports are not always understood. Discussed having Tony Derezinski, former MASB and former Honey Creek board member, in to speak to the board and/or Diana Kern to come in and talk to the board, and attending or going online to MASB for new board member orientation. Parent Handbook needs reviewed every year. Christine Kelley recommends having Tony Derezinski and Diana Kern as a board spotlight. Discussion followed. Governance Committee will decide whether they will be a board spotlight or another meeting.

### Bylaws and Articles of Incorporation

Nina Nabors reviewed items for discussion with WISD attorney and will bring back to board meeting for adoption.

- 1) Clarify Al Waters' role on foundation and how specific should they be in the bylaws. "The director may serve in some capacity" discussion followed.
- 2) Question related to Board Elections and nominations: should we leave as is? Al Waters replied that Honey Creek makes the recommendations to the WISD and then the WISD appoints the new board members. A discussion followed about number of board members and the length of the terms. Nina Nabors will send revisions out to the board for viewing.

## New Business:

### Replication/Expansion/Exploratory Teams

Al Waters asked if the board is ready to explore teams high school or temporary. Yvette Atkinson and Pamela Reister volunteered to help.

## Other Items by Consensus of the Board:

Christine Kelley asked the question how Honey Creek Community School would handle the open carrying of a gun by a person on the school campus (as legal for parents under Michigan state law). This was in response to parents open carrying weapons in the Huron Valley district. A discussion followed, and Al Waters replied the school would follow the lockdown procedure. There was general agreement among board members on this point.

Yvette Atkinson noted Dr. Pat Deldin appreciated the board invitation to present the middle school sleep study during a board meeting, however her intention was to inform and share the information with the board which has already been done.

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

Public Participation (regarding new business only): None.

Adjournment: Nina Nabors moved to adjourn the meeting at 7:26p.m.