



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



October 22, 2014
Board Minutes

Call To Order: Greg White called the meeting to order at 5:32p.m. and expressed his appreciation to the board and administration for all of the hard work they have done.

Roll Call: Greg White, Pam Reister, Nina Nabors, Angela Tracey, Jon Lonsway, Yvette Atkinson, Karen Andrews (arrived at 5:34p.m.) and Christine Cassell Kelley (arrived at 5:35p.m.).

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

Board Spotlight: None.

Consent Agenda: The agenda item Governance Committee report was moved under Old Business. Pamela Reister moved, supported by Yvette Atkinson to approve the consent agenda. Motion was approved by all board members present.

Public Participation: None.

Director's Report:

Written report in board packet. Al reviewed the following:

Criminal History Record Information Policy

Al Waters met with Kristen Clark, the Director of the WISD to discuss the results of The Michigan State Police audit. She will be following up with the Michigan State Police regarding the interagency agreement, as her reading of the law differs from the auditor's. Audit results showed Honey Creek was found in compliance with 6 of the 29 requirements. Prior to November 5, 2014 a corrective action plan will be submitted to the Michigan State Police and updated policy will be submitted by the end of November.

Religious Expression Policy

Honey Creek Community School never had a formal policy regarding religious expression. Al Waters will draft a policy using U.S. Department of Education, ACLU, and First Amendment Schools. Policy will be available for board review prior to the November 19th board meeting.

LGBTQI Policy

Honey Creek Community School needs to include a non-discriminatory policy that will strive towards the advancement of a tolerant and supportive community that recognizes the dignity of all people including those who identify themselves as Lesbian, Gay, Bisexual, Transgender, Questioning, or Intersex.

IRS 990 Form

The data reported to the board on the IRS 990 form summarizes the data in the Honey Creek Community Annual Audit. Full compliance requires that item number 15 on page 6 regarding the annual review of executive compensation needs to be completed. Karen Andrews will prepare a report and bring it to the November 19th board meeting.

Catchafire

Al Waters placed the project to review Honey Creek's Mission, Vision, and Belief Statements on Catchafire. No volunteers have come forward to take on the project, however a 6-8 week turnaround is not uncommon.

Funding

Al Waters updated the board on the following:

- 2014-15 per pupil funding is \$7,251.00 per student and reflects an increase this year of \$83.00 per student.
- Honey Creek Community School will pay an additional \$6,500.00 this year back in to the retirement system.
- Honey Creek Community School will not receive the MEAP performance bonus this year of approximately \$15,000.00. Al Waters will calculate the MEAP scores to see what areas we fell behind in.
- Honey Creek will no longer receive the \$28,500 rural school classification due to the population growth in Washtenaw County.
- Honey Creek meets five out of the seven Best Practice requirements. Al Waters will meet with Randy Trent, WISD Facility Manager for other possible options (bidding for non-educational services and off-site classes).

Finance Committee Report:

Written report in board packet. Angela Tracey reported the committee met October 9, 2014 to review the annual and 90 day financial plans, action items, and an initial review of the supplemental reward for returning teachers. Angela Tracey is planning to have new numbers and scenarios for the supplemental reward for the returning teachers at the November board meeting.

Jon Lonsway updated the board on the technology grant for STEM with Honda and General Motors is temporarily on hold. There are four submission dates and Honey Creek will not make the November submission date.

The committee is asking for Al Waters help with contacting Ethan Lowenstein (Eastern Michigan University) regarding a model partnership with Honey Creek. Karen Andrews identified a possible partnership with Eastern Michigan University Social Entrepreneurship in the Business College. Karen Andrews will bring information back to the board at the November meeting. Angela Tracey will meet with Al Waters before the committee's next scheduled meeting on November 12th.

Foundation Liaisons Report:

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

- Pledged gifts to date total over \$13,000.00
- New Foundation Board members Sean Reed, Kara Bloom, Sara Brackenbury and Will Hathaway were voted in.
- Fundraising is focusing on end-of-year asking from community.
- SalesForce account database is secured. A subcommittee is working on formatting and populating.
- Compiled a small list of foundations to approach regarding grants.

The Fall Festival on October 24th will have a Foundation table placed outside of the cafeteria. Yvette Atkinson brought up branding Honey Creek Community School and how it could help generate donations. Al Waters and Yvette Atkinson are currently working on branding. A discussion followed. Pam Reister suggested reaching out to Honey Creek alumni and requesting donations via Facebook. Shellee Almquist will send a list of alumni information to Karen Andrews.

Governance Committee Report:

Nina Nabors reviewed the written report. The committee identified three areas of expertise that would be very helpful in selecting a 9th board member (grant writing, legal expertise, and fundraising). Community member/Lawyer Andrew Banas may be interested and there are also two community members who are grant writers that may also be interested. Karen Andrews recommended targeting Investment/Wealth managers in seeking a 9th board member.

Communications and Outreach Committee Report:

Christine Kelley reviewed the written report in board packet. A discussion followed and included the idea from Karen Andrews for creating a marketing video on social media. A discussion followed and resulted in Christine Kelley offering to look at the Dawn Farm/Bank of Ann Arbor video. Al Waters and Pamela Reister suggested their grown children may be interested in creating a video for Honey Creek Community School.

Faculty Liaison Report:

Liaison Mary Bassett shared faculty responses with the board, and noted all responders mentioned how much they love working at Honey Creek Community School. The majority of responses from the faculty were about compensation. The staff are in favor of a raise or bonus, and they feel raises should be made a priority. Other items mentioned included; need to find money to replace computers, many expressed appreciation for our health plan and the extra money the school is paying for this year's increase in health care costs, one teacher responded "the health care plan itself is a disgrace", one teacher feels there is no need for third administrator. There is also some concern among the faculty about an "inconsistent" message regarding finances. Karen Andrews pointed out Al Waters has been a very strong advocate for the teachers receiving compensation, and she feels the finance message is consistent however there are two priorities; raising funds to support the school, and compensation for staff. The Board would like to have a conversation with the faculty regarding their concerns. A discussion followed and Al Waters recommended having a board meeting at a time when the staff can attend, such as after school gets out (3:30pm meeting). Greg White brought up having additional board meetings or a mini-retreat to discuss ideas at greater length. The discussion will be continued at a later time.

Old Business:

Board Goals

Greg White will make a 90 day board goal checklist and reminded committees to document the processes so new incoming committee members can pick up where they left off. Nina Nabors led a discussion and recommended a "drop box" for committees to keep their notes in.

Governance Committee

This agenda item was moved under Old Business.

ByLaws:

Nina Nabors reviewed the recommendations and changes. A discussion and recommendations were made and included the 3-13 board members, and board flexibility to appoint board members. Greg White will discuss the language around board appointments at the next Governance Committee meeting and will meet with Al Waters to refine the language further and they will also look at the list of the Director's responsibilities before the next Governance Committee meeting. Greg White will ask Andrew Banas to look over the revisions after they are completed and Nina Nabors will make the changes and send the revisions to the board.

Articles of Incorporation:

Nina Nabors reviewed the changes with the board.

The governance committee will review the Board of Trustees evaluation at next November 19th board meeting.

New Business: None.

Other Items by Consensus of the Board:

Yvette Atkinson brought up research done by Dr. Patricia Deldin regarding middle school sleep patterns and needs and her recommendation to consider changing the start time for school to a later start time. Al Waters responded that due to transportation and traffic concerns with High Point School, Huron Valley Beauty Academy, and Honey Creek Community School it would not be feasible to start school at a later time. A discussion followed and Yvette Atkinson will invite Dr. Deldin to speak at board meeting under the agenda item Board Spotlight.

Preparation for Board Communications:

Christine Kelley will prepare a summary of the board meeting for the Honey Creek community.

Public Participation (regarding new business only): None.

Board Kudos To:

- Krisin Vespa for coaching Middle School Field Hockey.
- James Watz for coaching Cross Country.

- Everyone who helped make the Middle School Dance and Potluck a successful event on September 26th.
- Al Waters for interviewing and hiring qualified faculty and staff before school began.
- Nina Nabors for all the time and effort with the Governance Committee work.
- Honey Creek Board members for serving on our board and all of their hard work within the board committees.
- Morgan & York for providing a wonderful lunch for the PTO Teacher Luncheon on October 17th and for the 10% back on the cost of the luncheon along with 10% back on any purchases made at Morgan & York on that same day.
- Angie Tracey and all the Honey Creek parents, students and staff who volunteered and/or participated in the 4th Annual Honey Creek Walk-N-Run-A-Thon.

Adjournment: Jon Lonsway moved to adjourn the meeting at 7:26pm.