

Honey Creek Community School

Minutes of September 24, 2014 Board of Trustees Meeting

Call to Order: Greg White called the meeting to order at 5:35p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Karen Andrews, Yvette Atkinson, Christine Kelley (arrived at 5:37p.m.), Jon Lonsway (arrived at 6:28p.m.), Nina Nabors, Pamela Reister, Angela Tracey, Greg White.

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

Board Spotlight: Yeo & Yeo representative Brian Dixon presented the June 2014 Audit to the board and noted overall it was a successful audit. Internal Controls had no issues. The 990 is in draft form and needs to be signed by November 11, 2014. The board should read through the required communication.

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

Public Participation: None.

Finance Committee: Shellee Almquist stated the committee did not meet.

Foundation Liaisons: Written report in board packet. The committee met on September 10, 2014. Christine Kelley reviewed the report with the board. Topics included:

- Fundraising Committee sent the Fall contribution letters out to the community.
- Grants Committee member Sean Reed suggested exploring potential collaboration with the Hands On Museum and Liz Scott and Teresa Gonzalez-Woods are completing an initial letter of interest to send out to grant sources
- Governance Committee reviewed changes to the bylaws regarding membership on the Foundation board and will brought to the October 2014 board meeting.
- Christine Kelley suggested the Foundations Board consider seeking a professional development officer to help support this year's goal of raising \$150,000. A discussion followed.

Al Waters and Christine Kelley will create a position paper to give to the Foundations Board and Yvette Atkinson will form an ad hoc committee to work on ideas for branding.

Governance Committee: Written report in board packet. Nina Nabors reviewed the report with the board. The committee will submit recommendations and proposed language changes to the Honey Creek Community School Bylaws and Articles of Incorporation at the October Board Meeting. Skills necessary for the 9th board member may include some experience in grant writing, fundraising, marketing, financial and legal experience. The committee will review and complete the timeline and steps of the Director's Evaluation and present to the board at the beginning of the year for approval. Nina Nabors distributed last year's board self-evaluations and will go over them at the October board meeting.

Communications and Outreach Committee: Written report in board packet. Christine Kelley reviewed the report with the board. The committee met on September 14, 2014. The focus was on establishing a mission and outlining goals for the year. Draft statement: Strengthening communications and fostering relationships to engage all members of the Honey Creek Community, and beyond. Work will be focused on the following three areas:

Internal Communications:

- Fostering relationships between groups (liaisons for PTO, Faculty, Board, Foundation).
- Collect data about participation (financial, skills, family businesses/connections) in one tool to share with appropriate groups.
- Improving an orientation to communications at Honey Creek (Enrollment meetings, parent ambassadors, grade-level liaisons or other system).
- Bring back the Honey Bunches of Notes Newsletter.
- Improve website for internal users.

External Communications:

- Media relations.
- Communicating with prospective families.
- Strategizing around increasing diversity.
- Consulting/communicating with other schools/wider education community.

Digital Design/Communications Technology:

- Encompass both internal and external needs.

Next committee meeting will be on October 17, 2014 at 8:15a.m. at Honey Creek.

Community Involvement Committee: No report.

Faculty Liaison: Mary Bassett introduced herself to the board as the faculty representative for this year. The board asked how they could communicate and create a better relationship with the faculty and asked if a presentation at staff meeting may be an opportunity. Mary Bassett will poll the faculty to ask for ideas and report back to the board at the October board meeting.

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

- Criminal History Record Information Audit was conducted on September 18, 2014. A full report from the audit will be sent within the next 30 days. Administrative Policy and corrective actions will be shared with the board at the November 2014 board meeting.
- Jessica Carter, a graduate student in the University of Michigan Educational Leadership Program will be an administrative intern at Honey Creek for the Fall and Winter semesters.
- State Senate is holding hearings on a proposal on a Financial Early Warning System to help schools avoid a deficit situation. The package would place costly reporting requirements on schools and impose financial penalties for failing to comply with the Uniform Budgeting Act.

- Al Waters, Christine Kelley, Sean Read, and Will Hathaway attended the Michigan Association of School Board and American Schools Foundation Alliance Conference in Lansing on September 22, 2014. They learned the following: Honey Creek Community School's Foundation is very active compared to much larger districts, liability insurance is needed for any Foundation events, develop and build relationships with donors over time, branding Honey Creek is important to make community aware of our school.
- Kristin Vespa Honey Creek Physical Education and Swim Teacher gave notice effective October 3, 2013. Ads have been placed on MLive. Two interviews are scheduled for September 25, 2014.
- Volunteer matching organization "Catch a Fire" contacted Al Waters regarding placing projects on a site where they can be matched with volunteers who send a resume. Subscription fee of \$200-\$300 is required. Possible source for branding Honey Creek Community School.

Old Business: None.

New Business: The Honey Creek Board requests the board minutes be sent out no later than one week after the board meeting.

Other Items of Business by Consensus of the Board: Board President Greg White asked Jon Lonsway if he was still committed to being a productive board member due to some missed board meetings. Jon Lonsway answered yes he definitely is committed to serving on the board.

Board Kudos To:

- Pamela Reister for donating books to Honey Creek Community School.
- Summer Camp staff for an absolutely amazing summer: Amber Byers, Ashley Bartley, Ellis Crayne, Val Cullip, Kristin Vespa, Danny Hurvitz, Alex Pulgini, Charlie DeSautel, Julie Sampson, Emily Waters, Lee Hampton, Frank Havasi, Charles Elliott, Jasmine Beemon, Darnell Talbert, Johnny Thompson, Elizabeth Scott, James Watz, Katherine Downie, Kim Braun, Shellee Almquist, Karen Giltrow, Sarah and Bill VanLoo, Al Waters.
- All the volunteers who helped make the summer picnic a huge success!
- The parent volunteers who were Honey Creek ambassadors and assisted our new families on the first day of school.
- The middle school team and parent volunteers who kept our middle school students safe and entertained at Camp Tamarack.

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

Public Participation: None.

Adjournment: Karen Andrews moved to adjourn the meeting at 7:28p.m.