

Honey Creek Community School

Minutes of February 22, 2017

Call to Order: Bryan Cole called the meeting to order at 5:47p.m.

Recording Secretary: Karen Giltrow.

Board Members Present: Karen Andrews, Bryan Cole, Matthias Kirch, Barnaby Pung, Pam Reister (arrived at 5:47p.m), Andy Sheibar.

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

Public Participation: None.

Consent Agenda:

Barnaby Pung moved, supported by Karen Andrews to approve the consent agenda. **Motion was approved by all board members present.**

Board Spotlight:

Terra Nova Results 3rd-5th Grades

Al Waters gave a power point presentation of the Terra Nova scores for 3rd-5th graders.

- 5th grade showed significant growth in math, science and language arts.
- 4th grade showed significant growth in math, language arts, reading.
- 3rd grade is the first year of taking the Terra Nova test.

Director's Report: Written report in board packet.

Teacher Evaluations

Al Waters reported the new teachers have been observed 1-2 times and are going well.

Preliminary observations meetings with the Specials, K/1 and 2/3 teachers are scheduled and 4/5 and Middle School teacher observations will begin in mid-March.

M-Step and Benchmark Assessments

Spring assessment began February 10, 2017. The WIDA assessment window opened on February 10th and will end March 24th. Honey Creek has five students who are required to take the assessment. First and Second grade math and literacy assessments will be given between April 10th and May 26th. Fifth and Eighth grades will take the M-STEP April 10th through May 26th. The M-STEP will be given to third, fourth, sixth and seventh grades between May 1st and May 26th.

Annual Education Report

The Annual Education Report was completed and had been shared with the community. The report is available to view in the Honey Creek Office or on the HCCS website at (<http://honeycreek school.org/wp-content/uploads/2011/09/HCCSAER-2015-16.pdf>).

Faculty Liaison Report:

Faculty liaison Mary Bassett reported the staff is excited and appreciative of the raise. Teachers and Instructional Assistants would like a staff handbook. Karen Andrews and Al Waters have been working on a staff handbook for a year. A discussion followed and included the question from Karen Andrews asking for specific examples on what the staff would like to have in the handbook (i.e. snow days, bereavement compensation, etc.).

Foundation Liaisons Report:

Pam Reister attended the meeting and noted the Foundation Committee is disappointed about the \$25,000 for sustainability in the budget due to not having funds when parents have ideas for the school they would like to spend money on.

PTO Report:

Minutes from the February 10, 2017 PTO meeting were included in the board packet. Al Waters attended the meeting and reported they discussed the shortage of parent volunteers. Al noted another reason the volunteer pool is low is that we are accepting fewer new families through enrollment now and the PTO may need to trim back on some activities. The PTO also wants to know how the funds from the Run-Walk-A-Thon be used as they would like it to benefit all students. New library shelving was one idea that would benefit all students. Discussion followed and included Pam Reister suggesting if the PTO meetings were held late afternoons instead of on Friday mornings due to many parents working it may bring more in more parent volunteers. Al Waters will share the idea with the PTO. Barnaby Pung recommended the PTO share the agenda for the meetings and consider having more frequent meetings.

Strategic Plan Committee Reports:Finance Committee Report:

Written report in board packet. The committee met on February 9, 2017 and discussed the following:

- Management Company - waiting on information on costs. Al Waters will follow up on the costs.
- Strategic Goals - discussed most goals have been met with the exception of a recommendation of a management company.
- Discussed the school calendar for the 2017-18 school year and the impact of raises on full days verses 1/2 day schedules. Shellee Almquist will work on the calendar for next month's meeting. The number of 1/2 days will decrease for the 2017-18 school year.

Governance Committee:

Written report in board packet.

Pam Reister reviewed the report that included:

- Updated policy on crowdfunding has been sent to the Governance Committee for review. Following edits Al Waters will have policy reviewed by a lawyer.
- Results from the AvanceEd Accreditation survey in the fall, will be used for the Director's Evaluation.
- Management Company continues to be a topic of discussion and research.
- HCCS Foundation is dissatisfied with Board decision on budget for sustainability.

Al Waters noted the Directors Evaluation Calendar will be difficult to complete in June 2017 due to the teacher evaluations.

Communications/Outreach/Branding Committee:

Written report in board packet.

Al Waters, Jess P'Simer and Andy Sheibar will come up with with a template for the HBON.

External Communications:

- Completed and submitted the application to participate in Allegra Printing's non-profit program. If we qualify we could be awarded \$1,000 towards the brochure printing.
- Andy Sheibar will meet with Sarah and begin consolidating Honey Creek social media in to one official page.
- Solicited an estimate from iNet Solution to help in the ADA-compliance website project and are waiting on a quote.

Internal Communications:

- February 10, 2017 PTO Meeting Minutes included in Board Packet.
- Al Waters, Jess P'Simer and Andy Sheibar will create a template for the Honey Bunches Of Notes newsletter and will add "How to Be Connected" as a link in the newsletter.
- Sara Brackenbury is heading up the New Parent Mentor Program.

Sustainability Committee:

Written report in board packet. Karen Andrews reviewed the report that included:

- Committee reviewed their charge of \$100,000 for the 2016-17 school year.
- Discussed the \$25,000 sustainability budget.
- Bringing the following items to the board; sending out an RFP for assessment of different options available to the school and hiring an experienced development professional to staff the committee who would report to Al Waters.

A discussion followed and included:

- How to create funders who have a relationship with Honey Creek as parents are aging out of the school.
- The committee would like to use the \$25,000 for a sustainability officer and other option of considering hiring a consulting firm.
- Al Waters suggested posting the job for a month before the next board meeting in March.
- Bryan Cole suggested a possible melding of the two options by a position internally and externally in an advisory position and would like to explore the options.
- Karen Andrews stressed the importance of being clear of what we want the person to do. Barnaby Pung and Karen Andrews have some people lined up that are interested in the position. Barnaby Pung suggested incentives by the amounts brought in and a capacity to have a relationship with the building, the school and the board.
- Matthias Kirch feels it would be worth sending out a RFP and expressed concern with the splintering with the Foundation Committee.
- Al Waters noted there are two paths, and recommended to take steps down both and post the position. Revisit next month at the March 22, 2017 board meeting.
- Karen Andrews is willing to modify the sustainability office position.
- Bryan Cole would like to see an open conversation with the Foundation Committee around the Development Officer position and funding.
- Al Waters noted the Sustainability Committee tried to work with the Foundation Committee but they were unwilling to work together.

Karen Andrews moved the Sustainability Officer position be posted, and the position be revised to be more specific regarding externally facing funder opportunities, to have as an action item at the March 22, 2017 board meeting. Barnaby Pung seconded the motion. **Motion passed by all board members present, Bryan Cole abstained.**

Facilities Committee:

Written report in board packet. Bryan Cole is the Chair of the new Facilities Committee and reviewed the report that included the following:

- First committee meeting will be held on March 2nd at 5:30p.m. in the pit.
- Six people have expressed interest in joining the committee.

School building needs will be addressed by the following categories:

Immediate Term

- Building a loft in one of the educational rooms.
- Addressing storage and inappropriate use of floor space in the modulars.
- Inventorying, categorizing, and submitting an updated list of all cleaning and maintenance repair concerns.

Intermediate Term

- Prioritize the building improvements that could be offset against our rent under the current lease and submit the list to the WISD.
- Review the WISD proposals for space allocation and modular usage for the 2017-18 school year and beyond.

Long Term

- Advocate at the WISD for improved use of the High Point building while honoring it's architectural history.
- Options for possible future school growth.

Old Business:

Article of Incorporation and Bylaws/Action Item

Al Waters reviewed the Articles of Incorporation and a discussion followed. Bryan Cole moved to accept the Articles of Incorporation as presented. Karen Andrews seconded. **Motion was approved by all board members present.**

New Business:

The agenda item "Director's Evaluation Calendar" was discussed under the Governance Committee report.

Board Kudos to:

- Jody Klein for coaching the Jr. Lego Team.
- Johnny Thompson for offering the Homework Club.
- Honey Creek Parent Eric Moore for Heading up the Talent Show Auditions.
- Sustainability Committee for their hard work.
- Terra Nova test takers and teachers for a doing a great job on the assessments.
- Honey Creek parent Eric Moore for heading up the Talent Show Auditions.

Preparation for Board Communications: Karen Giltrow will prepare a summary for the the Honey Bunches of Notes newsletter.

Adjournment: Barnaby Pung moved to adjourn the meeting 7:00p.m.