

## **Honey Creek Community School**

**Minutes of January 25, 2017**

**Call to Order: Megan Masson-Minock called the meeting to order at 5:33p.m.**

**Recording Secretary:** Karen Giltrow.

**Board Members Present:** Megan Masson-Minock, Pam Reister, Wayne Millette, Andy Sheibar, Bridgette Carr, Matthias Kirch (arrived at 5:38p.m.), Bryan Cole (arrived at 5:50pm), Barnaby Pung (arrived at 5:45p.m.).

**Staff and Community Members Present:** Al Waters, Shellee Almquist, Mary Bassett, Karen Giltrow, Sue Hofbauer, Justin Adams, Randy Trent.

Megan Masson-Minock moved the agenda item “Welcome New Board Members” down on agenda and will follow the agenda items “Recognition of WISD Operations Manager Randy Trent” and “Public Participation” that were moved up on the agenda.

### **Recognition of WISD Operations Manager Randy Trent**

This agenda item was moved up on the agenda from under “New Business” on the agenda.

Pam Reister moved to recognize the outstanding job and support WISD Operations Manager Randy Trent has given Honey Creek Community School under his term of service at the WISD by presenting him with a certificate of our appreciation. Second by Bridgette Carr. **All in favor.**

### **Public Participation:**

This item was moved up on the agenda. Justin Adams introduced himself to the board as as the parent of two Honey Creek Community School students and the President of the Honey Creek Community School Foundation. He came to the board meeting to share the Foundation Board Executive Committee’s thoughts on; sustainability, the proposed budget, lowering the fund balance, and the Foundation’s efforts for long term and near term sustainability. A handout was distributed.

**Welcome New Board Members:** New Board Members Barnaby Pung and Wayne Millette were welcomed and introduced to the board by Board President Megan Masson-Minock.

### **Consent Agenda:**

Bridgette Carr moved, supported by Wayne Millette to approve the consent agenda. **Motion was unanimously passed.**

### **Board Spotlight:**

#### Accreditation Report

Written report in board Packet. Al Waters reviewed the report.

Team Report

Areas Doing Well:

- Classroom Assessments for Student Learning.
- Looping Project Based Learning.
- Parental Involvement.

- Honey Creek Efficiently Discusses Data and Collaborates Effectively with all stakeholders.

Areas Needing Improvement:

- Review, revise and formalize the School Improvement Process with the focus on Cassell to further student advancement.
- Evaluate Instructional Use of Technology by Students.

Discussion followed and included Pam Reister would like to see the faculty have more professional development opportunities along with more funding for it.

Opportunities for Improvement:

- Design a formal Professional Development Process for the governing body and individual members.
- Document evidence of staff involvement in creating and updating the school's purpose of student success.

Al Waters noted he participated in the WISD's Facility Manager interviews.

### School Improvement Plan

Al Waters distributed and reviewed the handout on the 2016-2017 Honey Creek Community School Improvement Plan.

### Goal's Summary

- 57% of current Honey Creek students perform proficient or better on the math portion of the M-STEP, by 2019 the percentage will increase to 65%.
- Currently 78% of students score proficient or higher on the ELA portion of the M-STEP. the percentage will increase in 2019 by 8%.
- Currently 42% of students score proficient or better on the science section of the M-STEP. This percentage will increase to 70% in 2019.
- Currently 51% of students score proficient or better on the social studies portion of the M-STEP. This percentage will increase to 59% by 2019.

A discussion followed and included whether or not the goals are achievable. Al Waters responded the goals are reasonable and achievable and noted Honey Creek exceeds the state in most areas of the test. Megan Masson-Minock would like Al Waters to report back to the board once all the goals are achieved.

**Director's Report:** Written report in board packet.

### School Report Card

A Power Point of the School Report Card included in the board packet. Al Waters reviewed the report card noting that it is all based on M-STEP which is changed every year and is a more difficult test than the MEAP. Overall school ranking 86 Percentile.

### Terra Nova Results

Written report in board packet. Al Waters reviewed the data on 8th, 7th and 6th grades. Terra Nova results demonstrate a pattern of growth over the past four years. Al Waters will review the Terra Nova results for grades 3rd-5th at the February 22, 2017 board meeting.

### Facilities

Discussions on restructuring facility use continue. The WISD will meet with Honey Creek, High Point, and ISD staff once they determine their present and future facility needs.

### Enrollment Meetings

Enrollment meetings were well attended. A total of 79 families attended the Enrollment meetings that took place on January 17 & 23, 2017.

### **Faculty Liaison Report:**

Faculty liaison Mary Bassett there was nothing to report.

### **Foundation Liaisons Report:**

Matthias Kirch attended the meeting and summarized the point the Foundation does not want to utilize the corporate funding sector. The Foundation raised \$15,000 and wanted to hire someone to stuff envelopes. Matthias Kirch tried to be an intermediary between the Foundation and the Board due to fundamental differences. The Foundation Committee also does not want the money to go towards hiring a Development Director. Matthias Kirch stressed the importance of having good, clear communication to the community of what both the Honey Creek Community School Board and the Honey Creek Foundation Committee's responsibilities and duties are.

A discussion followed and included:

- Barnaby Pung suggested looking for grants to sustain and hire a part-time Development Officer.
- Megan Masson-Minock recommends better communication and messaging to the community on what the School Board and the Foundation are doing and who they are. Board needs to define sustainable funding internally.
- Bridgette Carr importance to be clear with message on where the money is going and reflect the information in the board minutes. School Board is not the Foundation and they are not the School Board.
- Wayne Millette suggested the Foundation could raise money to augment the school and recommends the Foundation should not be allowed to hire staff.

### **PTO Report:**

Al Waters attended the January PTO meeting and reported they reviewed the budget. The budget is looking healthy this year.

## **Strategic Plan Committee Reports:**

Finance Committee Report: Written report in board packet.

Bridgette Carr reviewed the report with the board that included:

- Discussed Management Company and joining a Professional Employer Organization. Next steps include Al Waters getting quotes from more PEO's and talking with the WISD.
- Megan Masson-Minock is forming a Facility Committee to work cooperatively with the WISD. Honey Creek parents Dennis Crawley and Jason Minock have been recruited to join the committee.

Governance Committee: Written report in board packet.

Pam Reister reviewed the report that included:

- Growth of Honey Creek
- Policy of Crowdfunding
- Management Company Update
- Facilities Relation to Accreditation
- Director's Annual Evaluation
- Policy Revision Tracker
- School Board Calendar

Communications/Outreach/Branding Committee: Written report in board packet.

External Communications:

- Andy Sheibar reported the final version of the Honey Creek brochure is ready for printing and has found a printer willing to do it for free.
- Erin Peterson shared her list of potential community connections and discussed including University of Michigan departments.
- Christine Kelley will ask Chris Cassell to add the Todd Parr video to the website.
- Andy Sheibar will work on consolidating the official Honey Creek Facebook page.
- Al Waters needs to send teachers requests for website content updates.

Andy Sheibar will do HBON summary and Karen Giltrow will have Sharon Maccini send her PTO Meeting minutes to be included in the Honey Creek board packet.

Internal Communications:

- Discussed needing teacher input regarding meeting their needs for communication.
- PTO is planning ahead for next year. Many events will need leadership.
- Looking for ways to reenergize parents and have them become involved in the PTO. Could possibly share the message at the Spring Curriculum Celebration and maybe an email from Al Waters encouraging parents to get involved.

Foundation:

- Pi Day fundraising; Christine Kelley will ask Chris Cassell to review graphics. Spring ask/appeal to follow.

- Christine Kelley will meet with Andy Spengler High Point/Honey Creek parent to see how everything is going and report back at the next meeting. Due to scheduling it appears the Honey Creek/High Point teacher luncheon will not take place.

#### Honey Bunches of Notes:

- Looking at a new template for the Honey Bunches of Notes that is easier to read, along with new format with headline and links to content on the website. Committee agreed Board news needs to be included in the newsletter.

#### How to be Connected at Honey Creek:

- Include social media information and the link to the Honey Creek Parent Handbook. Andy Sheibar will review and have Jess P'Simer review before distributing to the community.

#### Recruiting:

- Recruit Social Media person with coding skills.

#### New Parent Mentor Program:

- Sara Brakenbury will head up the New Parent Mentor Program.

#### Sustainability Committee:

Matthias Kirch reported the committee is waiting to hear back regarding the possible \$2,500.00 grant from the MASB. The grant will go to help support life skills.

Binda training for teachers is available through the Guido A. and Elizabeth H. Binda Foundation for \$35/hour. to help meet the 3rd grade reading goals. Barnaby Pung will meet with Binda trainers on February 15, 2016.

#### **Old Business:**

##### Continuous Monitoring System (Timely IEP's, 2014)

Al Waters addressed the board last year regarding Honey Creek Community School having five late IEPs and noted there is no flexibility beyond the 30 days only. Continuous Monitoring System is required to be placed on the board agenda and Al Waters is required to share the information with the board.

#### **New Business:**

##### Revised 2016-2017 Budget

Written report in board packet. Shellee Almquist reviewed the budget scenarios and where they would take us including what the fund balance would be under each scenario based on current expectations.

A discussion followed and included:

- Megan Masson-Minock requesting the minutes reflect if the fund balance remain in place, Karen Andrews in her absence would like to have the board share Al Water's recommendation on the budget.
- Al Waters would like to compensate for additional time worked and cost of living increases. Don't have specific numbers and may find ourselves not being able to give raises next year.
- Al Waters recommends going with the 5% raise for the 2016-17 school year retroactively today and to secure funds to bring on a Development Officer.
- Bridgette Carr encouraged the board to stay with the original motion from last month.

Bridgette Carr moved to support the updated 2017 budget. Motion died.

Bridgette Carr moved to amend the budget to reflect the updated 2017-3 as presented and to update that same budget with a line item of sustainability in the amount of \$25,000.00. Second by Andy Sheibar. **Wayne Millette abstained, all other board members present voted yes. Motion passed.**

Appointment of Sex Education Curriculum Committee Co-Chairs:

Al Waters recommends Honey Creek Physical Education/Swim Teacher Kristyne Russell and Middle School parent Danielle Terry, be appointed as middle school Sex Education Curriculum Co-Chairs. Barnaby Pung moved, seconded by Wayne Millette to appoint Kristyne Russell and Danielle Terry for Honey Creek Community School middle school Sex Education Curriculum Committee Co-Chairs. **All in favor.**

Additional Instruction Time Grant:

Al Waters applied for a \$4,460.00 Additional Instruction Time grant based on the number of current 1st grade students to create a Summer Literacy Camp. Entering First and Second graders would be invited to attend. Any incoming child that is not proficient or borderline proficient is eligible to attend. The camp will begin this summer.

**Board Kudos to:**

- HCCS Foundation Committee for raising \$15,000.00.
- Honey Creek Faculty and students for the Curriculum Celebration held on January 20, 2017.
- Shellee Almquist for the hard work and time on the new budget.

**Preparation for Board Communications:**

Andy Sheibar and Megan Masson-Minock will work together to prepare a summary of the board meeting to include the approved motion on the budget to the community for the Honey Creek Bunches of Notes Newsletter. Al Waters will send out the School Report Card and the Terra Nova test results to the community. Karen Giltrow will get PTO meeting minutes from Ann Kovacs to place in future board meeting packets.

**Adjournment:** Wayne Millette moved to adjourn the meeting at 7:48p.m.

