

**Honey Creek Community School
Minutes of July 26, 2017**

Call to Order: Megan Masson-Minock called the meeting to order at 5:40p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Victoria Bennett, Bridgette Carr, Bryan Cole, Melanie Hagan, Matthias Kirch, Megan Masson-Minock, Wayne Millette, Barnaby Pung(arrived at 5:45p.m.), Andy Sheibar.

Staff and Community Members Present: Al Waters, Barbara Naess, Karen Giltrow, Megan Rodgers.

Introductions: Megan Masson-Minock welcomed new board members Victoria Bennett and Melanie Hagan to the meeting, and asked board committee chairs to give a brief summary for the new board members, of what each board committee does, when they meet, and who is on the committee. Bryan Cole will create a master calendar on what each board committee does, who is on the committee and when they meet.

- **Finance Committee:** Bridgette Carr, Bryan Cole, Brian Hockley, and Sara Hoffman are on the committee. The committee meets the first Thursday of the month in Shellee's office.
- **Governance Committee:** Bryan Cole, Wayne Millette and Megan Masson-Minock are on the committee. Victoria Bennett will join the committee.
- **Communications Committee:** Andy Sheibar is on the committee. Barnaby Pung will join the committee.
- **Sustainability Committee:** Karen Andrews, Megan Rodgers, Mathias Kirch, and Barnaby Pung are on the committee. They meet once a month. Committee looking for funds and for a third administrator for succession and training.
- **Facilities Committee:** Bryan Cole, Dennis Crawley, Tim Andrews, Jason Minock, Brian Hockley and John Ambrose are on the committee. Bryan Cole would like to have an additional board member on the committee and noted that in our lease, should Honey Creek create a building need that benefits all building participants and is approved, we could deduct it from our rent.

Public Participation: None.

Consent Agenda:

Bryan Cole moved, supported by Wayne Millette to approve the consent agenda. **Motion was approved by all board members present.**

Board Spotlight: None.

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

Open Positions:

- Received only one candidate for the Music position opening and one for the Physical Education position. Interviews will take place the week of August 7th. Posted openings on six

different websites, including A2 news and m-live. Discussion followed. Al Waters noted the music position will be more difficult to fill than PE/Swim. Victoria Bennett suggested reaching out through the community to help get more candidates to apply for the openings.

Construction:

- The new modulars are in place and expect the work to be completed by August 25, 2017. Floor tiles are being placed in the modulars at this time.

Insurance:

- Received confirmation our health policy will increase by 8.9%. The budget planned for a 10% increase. Complete quote is expected in the next two weeks.

Substitute Services

- Contracted with Guest Teacher Services to provide substitute teachers when we are unable to secure one of our regular substitutes. We will be required to pay \$150/day per substitute should we need to bring a substitute in from the service for emergency back-up.

Megan Masson-Minock asked Al Waters how the audit went and he reported the auditors were in the school last week for three days, and will report back once they complete the audit.

Faculty Liaison Report:

Honey Creek teacher Barbara Naess was the faculty liaison representative for the meeting and reported there was no feedback from faculty. Megan Masson-Minock asked if the teacher's supply wish lists were ready. Barbara Naess will contact the teachers and create a new list for the school and send it on to Lara Thomas.

Foundation Liaisons Report:

Matthias Kirch reported the committee did not meet.

PTO Report: The committee did not meet.

Strategic Plan Committee Reports:

Finance Committee

Written report in board packet. Bridgette Carr reviewed the following:

- The 2017-2018 passed budget reflects a \$1.00 raise for Instructional Assistants. The committee raised the base pay rate to \$13.00 instead of \$12.00.
- Substitute teachers pay was raised by \$10.00 day.
- Committee discussed the Sustainability Officer's role and how they could help support her success.

Governance Committee

Megan Masson-Minock requested the committee to meet after tonight's board meeting to decide who will submit the Governance Committee reports. Bryan Cole accepted the responsibility of submitting the Governance Committee reports.

Communications/Outreach/Branding Committee

Written report in board packet. Andy Sheibar reviewed the written report.

- Committee meets tomorrow July 28th at 8:15a.m. in the High Point Conference room.
- Brochure is at the printer and will be ready for the next board meeting in August.
- Discussed overall direction for the committee.

Sustainability Committee:

Barnaby Pung reported the committee did not meet. Megan Rodgers gave the board an update and noted the following:

- Met with several Honey Creek board members and thanked them for taking the time to do so.
- Al Waters shared the name of the WISD grants coordinator with Megan Rodgers and they will see if they can do some work together.
- Many exploratory meetings with board members and the PTO.
- Have a first external possibility.
- Megan Rodgers thanked everyone for their support.

Facilities Committee:

Bryan Cole reported the committee did not meet. Al Waters noted he will be meeting weekly beginning August 2nd through November 1st with the architect, to begin making a plan for updating the building and how spaces can best be used.

Old Business:

Board Retreat Date:

Megan Masson-Minock distributed a calendar around with possible dates for the board retreat and will review possible dates at the end of the board meeting.

New Business:

School/Foundation Conflict of Interest

Al Waters noted concerns have been raised regarding overlap between the school leadership and the Foundation Board. In an effort to better understand how we can assure there are no conflicts of interest, Al Waters proposed an ad-hoc committee be formed to meet with Thrun Law firm. Megan Masson-Minock agrees it is a good idea to sit down with the Foundation and work on having a cohesive relationship.

Discussion followed and included:

- Bryan Cole feels an outside party needs to talk to the Foundation.
- Bridgette Carr concerned with Shellee Almquist processing the Foundation funds that then get deposited in to the Foundation account. Need to define the lanes between what the Foundation can do and what a Charter School can do.
- Megan Masson-Minock asked if the school would be paying for the law firm and what would it cost. Al Waters replied the school would be paying and most likely would cost approximately \$300/hr.

- Wayne Millette asked should we have a limited number of participants, three from school and three from the Foundation to meet with lawyer?
- Megan Masson-Minock asked the board whether or not they agree to having a dinner meeting with the Foundation.
- Bridgette Carr noted we need to protect our charter. Board agreed to have the meeting.
- Megan Masson-Minock will set the dinner meeting up. Barnaby Pung will assist in planning.

Megan Masson-Minock will send a google form to the board with possible board retreat dates; September 9,16, and 23. Bryan Cole suggested the retreat be held at the Gladwin Center.

Board Kudos to:

- Teachers for their work getting Report Cards out.
- Shellee Almquist for her hard work preparing for the audit.

Preparation for Board Communications:

Al Waters will contact Justin Adams and Thrun Law firm tomorrow.

Public Participation: None.

Adjournment: Wayne Millette moved to adjourn the meeting at 6:46p.m.