

**Honey Creek Community School
Minutes of May 24, 2017**

Call to Order: Megan Masson-Minock called the meeting to order at 5:30p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Karen Andrews (arrived at 5:32pm), Bridgette Carr, Bryan Cole, Matthias Kirch, Megan Masson-Minock, Barnaby Pung, Wayne Millette (arrived at 5:45pm), Pam Reister (arrived at 5:36pm).

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

Public Participation: None.

Consent Agenda:

Karen Andrews noted her arrival time was incorrect under “Board Members Present”. The arrival time should have been recorded at 5:45p.m. not at 6:45p.m. Bridgette Carr moved to approve the consent agenda with the amendment to Karen Andrews arrival time to the April 26, 2017 board meeting minutes, to reflect she arrived at 5:45p.m. Motion was supported by Bryan Cole.

Motion was approved by all board members present.

Board Spotlight:

Facilities Update

Al Waters distributed a building map and noted classrooms C-9 and A-0 will move into the High Point modular classrooms due to a delay in the availability of the B-Wing classrooms. Expects B-Wing classroom construction to be completed by January. Teachers will move in to their new spaces on June 15th and June 16th and Doug Miller will be available to assist on those days with moving the heavy pieces.

Director’s Report:

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

Summer Camp Room Usage

Al Waters met with ISD to review and confirm summer camp classrooms.

Fund Raising Policy

The revised Fundraising Policy has been sent on to MASB for policy review.

Sustainability Officer

Megan Rodgers accepted the Sustainability position and will begin on June 1, 2017.

Expansion Campus

Al Waters reported the ISD board is hesitant to approve a second campus for Honey Creek Community School at this time. Al Waters and Megan Masson-Minock will meet with Scott Menzel on May 26, 2017 to explore other possible quality choice options in the county.

Faculty Liaison Report:

Faculty liaison Mary Bassett shared the following items/concerns:

- Concerns regarding the Sustainability Officer and will there be assurance the school won't lose money on this? Is there a plan in place for goals? Bridgette Carr noted that Sustainability Officer cannot solicit asks in the community, only outside the community.
- Where is the staff handbook? Karen Andrews noted the handbook is undergoing it's final review and will be on the June 28, 2017 board agenda.
- Concerned with parents that are aggressive with teachers and at what point can a teacher say the parent is no longer welcome in the classroom? Is there a policy for this?

A discussion followed. Al Waters said he would look at the Conflict Resolution Policy and review. Megan Masson-Minock recommends the Governance Committee look at the Conflict and board members share their ideas with Pam Reister. Barnaby Pung suggested noting the disruptive incidents, with date, time, and if another parent/adult was in the room. Wayne Millette recommends holding off until the new school year due to having only two weeks remaining. Matthias Kirch expressed there should be early documentation.

Foundation Liaisons Report:

Matthias Kirch read the notes from the Foundation Committee's May 2017 meeting from Justin Adams.

- The Foundation hosted Shelley Strickland of the Ann Arbor Area Community Foundation. The AAAC manages the Honey Creek endowment. She shared the current status of the endowment and the benefits of working with AACF in the future.
- Shelley Strickland recommends not hiring a Development Director, based on her experience with other school foundations and her degree and work at the School of Education at the University of Michigan.
- We are considering using the endowment for future campaigns, after we talk with the administration, current donors, etc.
- We are considering a donation to the school in the next month or two.

Megan Masson-Minock asked Karen Giltrow to add Justin Adams' email to the HCCS board email group when sending out the reminder when board reports are due. This will ensure the Foundation Board meeting minutes will be included in the board packet. Bridgette Carr suggested adding the Foundation report to the board agenda.

PTO Report:

Minutes from the April , 2017 PTO meeting were included in the board packet.

There was not a Honey Creek Board representative at the meeting. The next PTO meeting is on June 9, 2017 at 8:15a.m. Barnaby Pung will be the board representative at the June PTO meeting. Megan Masson-Minock noted the PTO is also having volunteer fatigue.

Strategic Plan Committee Reports:

Finance Committee Report

Written report in board packet. Bridgette Carr reviewed the report that included:

2016-2017 Budget:

- End of year updates being made
- No major variances
- Sustainability Officer will start in late May or early June
- Preparation for the upcoming audit

2017-2018 Budget:

- Updating for recently passed revenues and estimates for other cost increases
- Rent is increasing per the lease agreement with the WISD
- Administration will include 2% teacher increase alternative for board discussion

Replication:

- Discussions with AALC and WISD continue
- Requested rent and other financial information from AALC

Management Company:

- Work is on hold until replication opportunity for 2017-2018 school year is investigated further
- Instructional Assistants costs are now 100% reimbursed due to the passage of the special education millage, so potential savings from the management company would be focused on camp and aftercare staff
- Next meeting on June 1, 2017

Governance Committee

Written report in board packet. Pam Reister reviewed the report and noted the Director Evaluation should be ready for the next board meeting on June 28, 2017. Bridgette Carr brought up a discussion on succession planning.

Communications/Outreach/Branding Committee:

Minutes from May 19, 2017 PTO board meeting included in board packet.

A discussion followed and included:

- Megan Masson-Minock asking about the \$500 needed to complete the brochure.
- Bridgette Carr recommends to wait for the new Sustainability Officer to see brochure before printing.
- Megan Masson-Minock asked about the you tube video and is it ok to share it? Karen Andrews asked if we need to have a disclaimer on it? Al Waters replied that Andy Sheibar has that covered.

Sustainability Committee

Written report sent to board members before the board meeting.

Karen Andrews reviewed the report and noted the committee created a draft of the goals/objectives for the Sustainability Officer role and thanked Al Waters for all his input and insight. A discussion followed and included the question from faculty liaison Mary Bassett on what happens if the Sustainability Officer doesn't meet the goals? Karen Andrews replied we would let her go.

Facilities Committee

Written report in board packet.

Bryan Cole noted the committee did not meet. Next meeting will be held on June 1st. Al Waters reported he is working with Diane Sevigny regarding specific items and areas that need cleaning on a monthly, weekly, and daily basis.

Old Business:

Director's Evaluation

This agenda item will be placed on the June 28, 2017 Agenda as an action item.

2016-2017 Budget 2nd Reading

Shellee Almquist reviewed the budget labeled 2017-3 Budget Draft and noted there isn't much difference to the board approved budget in January. Barnaby Pung moved to accept the budget as presented. Wayne Millette 2nd. **All in favor, motion passed unanimously.**

2017-2018 School Calendar

Al Waters distributed a hand out on the recent comments from the community regarding the school calendar. A discussion followed and included Bryan Cole expressed he is not happy with the early dismissal Fridays. Al Waters noted all the 1/2 days that were added to the calendar last year with the exception on one, have been taken off the 2017-18 calendar. Al Waters asked the Communications Committee to share the information with the community should the calendar be approved. Wayne Millette moved to accept the 2017-2018 School Calendar. Matthias Kirch, 2nd. **Motion was approved by all board members present.** Shellee Almquist was thanked for all her work on the 2017-2018 calendar.

AALC Update

Al Waters reported the ISD Board is hesitant to approve a second campus at this time. He will meet with the EMU Charter Office administration and the ISD Superintendent on Friday. Discussion followed and included Megan Masson-Minock's conversation with a parent that expressed some concerns; how would the expansion work with our current site, would the succession plans change, and what about the Honey Creek brand with the new building. Bryan Cole hopes the expansion discussions will continue.

New Business:

Maturation Curriculum

Al Waters thanked Kristyne Cole for her work on revising the Maturation Curriculum. The Honey Creek Community had several opportunities to review and comment on the revised Maturation Curriculum. Board members Bridgette Carr, Barnaby Pung and Matthias Kirch will review the revised Maturation Curriculum and make a recommendation to the board at the June 28, 2017 board meeting.

First Reading 2017-2018 Budget

Shellee Almquist reviewed the draft 2017-2018 Budget with the board.

She wants to wait to decide on raises until the October audit, as she would like to know what the other numbers that can't be predicated at this time will be. The actual health insurance numbers won't be available until summer. Megan Masson-Minock asked all board members to look at the budget and bring any questions to the June 28, 2017 Board meeting when the 2nd Reading of the 2017-2018 Budget will be on the agenda.

School Board Election Certification

Al Waters reported there were two board nominees in the election, and two open seats on the board. Melanie Hagan and Victoria Bennett are Honey Creek's newly elected board members.

Bridgett Carr moved to certify the Honey Creek board election results as presented, and recommends the WISD appoint Melanie Hagan and Victoria Bennett to the Honey Creek Community School Board. Bryan Cole 2nd. **Motion was approved by all board members present.**

Al Waters will inform Melanie Hagan and Victoria Bennett they have been elected to the Honey Creek Community School Board. Karen Giltrow will contact the new board members and schedule the date they will be sworn in at the WISD.

Wayne Millette suggests two current board members send the newly elected board members a welcome email. Bryan Cole and Wayne Millette will send the welcome emails.

Board Kudos to:

- Curriculum Night students and teachers and 4/5 for the Wax Museum.
- Replication Committee for their work on Honey Creek expansion.
- Sustainability Committee for hard work.
- Garcia-Long family for donating games to the after school program.
- Frank Havasi for his work in the lunch, after care, and summer camp programs.
- Joe Griffith for coaching Flag Football.
- Max Davis for teaching the after school Skateboarding class.

- Chris Bruxvoort for teaching the after school Art class, and to Teresa Gonzalez Woods for her assistance.
- Karen Andrews, Katherine Andrews, and Emma Fader for volunteering and pioneering the Volleyball club.
- Jon Baek, Jessica P'Simer, Jim Fader, and Jon Dupont for coaching the Techmaniacs Robotics Team.
- Ray Garrison for teaching the after school Chess class.
- Dante Alighieri for offering after school Italian classes.
- Kristyne Cole for her work on revising the Maturation Curriculum.
- Paige Hockley for her contributions to the WISD Wellness Committee.
- Shellee Almquist for her work on the 2017-18 budget.
- GOTR Coaches Ann Thomas Amber Byers.
- Best to the Science Olympiads who will compete on Saturday June 3rd at Pioneer High School from 8:00a.m.-8:00p.m.

Preparation for Board Communications: Andy Sheibar will prepare a summary of the board meeting for the Honey Bunches of Notes newsletter. Megan Masson-Minock will send a communication out to the community announcing the newly elected board members.

Public Participation: None.

Adjournment: Barnaby Pung moved to adjourn the meeting at 7:15p.m.