

**Honey Creek Community School**

**Minutes of November 20, 2013 Board of Trustees Meeting**

**Call to Order:** Board Vice President Greg White called the meeting to order at 5:37p.m.

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Yvette Atkinson, Christine Kelley, Kelly Krawcke, Nina Nabors, Greg White.

**Staff and Community Members Present:** Al Waters, Shellee Almquist, Elizabeth Scott, Mary Bassett, Brian Wells, Sue Hofbauer.

**Board Spotlight:** None.

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

**Public Participation:** The board welcomed Elizabeth Scott and Brian Wells to the meeting.

**Finance Committee:** No report.

**Foundation Liaisons:** Written report in board packet. Items of note: Will Hathaway and Christine Kelley will compose an end-of year request letter. Sara Brackenbury and Mary Anna Dickinson are preparing a slide presentation for the Winter Performance and Teresa Gonzalez-Woods will make a “thermometer” graph to show the percent of Honey Creek family involvement to the Foundation. The 501(c)3 paperwork will be submitted to the lawyer this week.

Elizabeth Scott noted the website is up and running and credit cards will be accepted at the Winter Performance.

Al Waters reported he spoke with Brad Banasik, legal council for the Michigan Association of School Boards regarding administrative and board involvement in fund raising and was advised to consult our authorizer. WISD Assistant Superintendent Sarena Shivers will look into it.

Two presentations to the Honey Creek Community will take place on December 3, 2013 at 3:30p.m. and at 6:00p.m. to share information on Honey Creek finances.

**Governance Committee:** Written report in board packet.

Lisa Wozniak, Nina Nabors , Greg White, Simona Goldin, and Al Waters are working on a teacher evaluation tool that is in alignment with the strategic goals and a protocol for the Director to report on the growth and development of the teacher. Each teacher will receive one teacher assessment per year. This will include the teacher evaluations and written feedback provided to the teacher. The assessment tool will have a qualitative summary of the observation and commentary on the progress towards the implementation of the first three strategic goals. The Executive Director will report on the number of

teacher evaluations that have been completed at each board meeting and will provide a two page summary of the overall strengths and weaknesses of the faculty and steps for improvement including professional development, building on strengths, and how the weaknesses will be addressed. This report will be presented to the Board in June in conjunction with the Director evaluation.

The committee wants to delegate some of the Executive Director's responsibilities to free up time so he can focus on the teacher evaluation process and reporting to the board and view this as a necessary step in implementing the strategic goals.

**Communications and Outreach Committee:** Written report in board packet. The committee name was changed from Communications Committee to Communications and Outreach Committee to reflect that they will be doing both communications and outreach. The committee plans on focusing more on internal communications than external communications this year.

**Community Involvement Committee:** Written report in board packet. Yvette Atkinson expressed frustration regarding what the committee's responsibility is and the understanding of the 4<sup>th</sup> goal of the strategic plan: Sustain and enhance Honey Creek Community School by encouraging and connecting the time, talent, and resources of our entire community. A discussion followed and included: the focus of the committee is to get people to volunteer to support the curriculum and instruction in the classroom and to create a list of skills in the community to support staff in the classrooms.

**Faculty Liaison:** No report.

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

- Re-Authorization: Thrun law firm has drafted new charter contract language for the WISD. The WISD board will adopt that language next week and the first reading of our new contract should take place at their December 2013 board meeting. If approved will bring to Honey Creek January board meeting.
- Outreach and Fund Development Opportunity: Jay McEwen, Account Representative for Cumulus Radio contacted Al Waters and a conversation on the possibility of identifying a community service opportunity that would invoke an emotional response among the greater community and that Honey Creek would lead the effort in organizing the service opportunity, and 107.1 FM would promote it to individuals and corporations. A fee would be charged to participate in the event and those fees would be donated to Honey Creek. This discussion is in the very early stages.
- Focus School: Al Waters continues to meet weekly with our Focus School Consultant. Our work is based on reviewing data from the 2011-2012 MEAP and this data will be used to create the 2014-15 school improvement plan. Al has raised the concern that we will be using two-year old data to develop the school improvement plan and is waiting for a response.

**Old Business:**

Director's Evaluation: This agenda item has been moved to the December board meeting.

Honey Creek Charter Renewal: Update in Director's report.

**New Business:**

Phoenix Rising Gala Liquor License

This item was moved up on the agenda. Kelly Krawcke moved, supported by Nina Nabors to approve and submit the application authorizing Honey Creek Community School to have a one-day special liquor license for the Parent & Faculty Gala in February. **Motion was approved by all board members present.** Board Secretary Kelly Krawcke signed the application and Lisa Wozniak will also sign the application.

**Other Items of Business by Consensus of the Board:**

Shellee Almquist reviewed Tax Form 990 for the year ending 6/30/13 with the board members. Al Waters signed the form that will be sent back to Yeo & Yeo and submitted.

**Board Kudos:**

- To the Fine Arts Committee, Drummunity and Lori Fithian for bringing the drumming circles to our Honey Creek Students.
- To the Wellness Committee, Julie de Jong, Ann and Tom Kovacs, Jodi and Mark Klein, middle school ghouls, and everyone involved in making the Harvest Dinner such a success.
- To the vendors who contributed to the Harvest Dinner: Mighty Good Coffee, Zatkovich Pastures, Back Forty Acres, Golden Fleece Farm, Salomon Garden, Old Pine Farm, Tantre Farm, Zingerman's Roadhouse, and Ruhlig's.
- To Katie Gay, Kate Meader, Kristine Meader, Ellen and Rick Meader for collecting, cutting, and submitting 10,900 Box Tops earning Honey Creek \$960.50!!

**Preparation for Board Communications:** Kelly Krawcke will prepare a summary of the board meeting for the Honey Creek Community.

**Public Participation:** None.

**Adjournment:** Yvette Atkinson moved to adjourn the meeting at 7:06p.m.