

**Honey Creek Community School
Minutes of November 30, 2016**

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

Recording Secretary: Karen Giltrow

Board Members Present: Karen Andrews, Bryan Cole, Bridgette Carr, Matthias Kirch, Megan Masson-Minock, Andrew Sheibar.

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

Megan Masson-Minock added the discussion of the book “The Bully Brothers“ to the agenda under New Business.

Consent Agenda:

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

Board Spotlight:

Teacher Evaluation Process

Al Waters reviewed the Teacher Evaluation process and noted the teachers are working on the four domains of the evaluation (Planning and Preparation, Classroom Environment, Instruction and Professional Responsibilities).

Discussion followed and included the board’s request to have faculty liaison, Mary Bassett ask the faculty how they would feel if a newly hired part-time administrator came in the classroom do one of the evaluations.

AdvancEd Accreditation

Al Waters gave a presentation on the AdvanceEd Accreditation team’s external review from their visit November 9th-11th.

Findings:

- Improvement Priority review and formalize.
- Formal Professional Development process.
- Inform teachers to let Karen Giltrow know to submit a work order for any necessary facility repairs.
- Teachers head School Improvement Plan.
- Discussed board members become certified, resource utilization due to facilities and technology.

Director's Report

Written report in board packet. Al Waters gave a presentation of the Michigan Educational Researcher's Association Conference report on "School District Fiscal Health in Michigan". Al Waters attended the Michigan Educational Resources Education Conference that focused on school finances, student achievement and state goals and noted our State Superintendent set a goal of becoming a top ten state in educational achievement.

Faculty Liaison Report

No report.

Foundation Liaison

Matthias Kirch reported another "Foundation Ask" for donations will take place around the holidays. Bryan Cole brought up having a policy for "asks".

PTO Report

Matthias Kirch attended the PTO meeting and noted they discussed a possible letter writing to the capital government officials a middle school life skills class.

Finance Committee Report

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

- Special Education money has been received.
- Discussed additional expenditures not reflected in the budget: funding ESL, Instructional Aide, Sub teacher pay increase, AdvancEd and ICT consultant and approved adding them into the budget.
- Discussed structuring a board budget presentation at the December board meeting.
- Began initial discussion of financial modeling regarding class size.

Governance Committee Report

Written report in board packet. Megan Masson-Minock reviewed the report in Pam Reister's absence.

Communications/Outreach/Branding Committee Report

Written report in board packet. Andy Sheibar reviewed priority remains on the brand brochure and plan to finalize in next two weeks. Plan to have brochure printed by the end of the year.

Sustainability Committee Report

Written report in board packet. Karen Andrews reviewed. The committee's goal is \$100,000 for the 2016-17 school year. Karen Andrews and Al Waters would like to share the brochure with five people and ask for \$100,000 over lunch to help build capacity in the external community. A discussion followed.

Old Business:

- Management Company - Tabled to December board meeting.
- Articles of Incorporation - Tabled to next month at the December board meeting.

New Business:

Budgeting Priorities

Megan Masson-Minock asked each board to share their budgeting priorities. The following responses to the question were shared:

- maintain a 3% spread between budget along with a reserve fund for facilities, health insurance, future salaries.
- Long term fiscal health, (not being in the same state in 3-5 yrs from now) could mean a development officer.
- Keep staff happy as at the end of the day faculty and staff is our strongest asset.
- Focus on keeping teachers and give them a raise and add/hire for positions needed.
- Raises, school calendar to not have 14 half days and pay teachers for their time, teacher professional development, and look at long term sustainability and growing the school.
- Must take steps to show faculty we care and give raises, find donors to give money to the school, building capacity.

Megan Masson-Minock will review at next month's Board Meeting and the Finance committee will work on budget.

Book "The Bully Brothers"

This item was added to the agenda at the beginning of the board meeting. Bryan Cole moved, supported by Karen Andrews to ban the book "The Bully Brothers" from the Honey Creek Media Center. **Motion passed by five of six board members present, with Bridgette Carr voting no.**

Board Kudos to:

- Jon Baek, Cheryl Quinn and Salli Kropp, Jim Fader and Jonathon Dupont for all of their hard work with the First Lego Team!
- Honey Creek Staff for their Involvement and Work during the AdvancEd Accreditation.
- Laura Krinock for attending the Intro ICT Training and joining the ICT Team.

Public Participation

None.

Adjournment: Karen Andrews moved to adjourn the meeting 7:44p.m.

