

## **Honey Creek Community School**

### **Minutes of October 26, 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, Bridgette Carr, Megan Masson-Minock, Pam Reister, Andrew Sheibar.

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

### **Yeo & Yeo Presentation on 2015-16 Audit:**

Brian Dixon of Yeo & Yeo presented the 2015-2016 audit to the board and reviewed the three components of the audit; Financial Statements, Internal Controls and Compliance.

Honey Creek Community School received the following:

Financial - Unmodified Opinion

Internal Controls - Material Weakness - Cash Reconciliations

Compliance - No Current Year Findings

A discussion followed on how to improve internal controls. Brian Dixon noted it is up to the board on how salary changes are announced to the board.

### **Consent Agenda:**

Pam Reister moved, supported by Karen Andrews to approve the consent agenda. **Motion was approved by all board members present.**

### **Approval of 2015-16 Audit:**

Karen Andrews moved, supported by Pam Reister to accept the 2015-2016 Audit.

**Motion was approved by all board members present.**

### **Board Spotlight:**

#### **Strategic Plan**

Written report in board packet. Megan Masson-Minock reviewed the 2016-2017 Strategic Plan as the board's working document for the rest of the school year. A discussion on the general fund balance resulted in lowering the general fund balance to 10% from 15%.

#### **Strategic Plan Approval**

Karen Andrews moved, supported by Andy Sheibar to approve the 2016-2017 Strategic Plan with the following amendment; to lower the general fund balance from 15% to 10%. **Motion was approved by all board members present.**

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

Al Water reviewed the report with the board that included:

#### First and Second Grade Benchmark Assessments

The State now requires schools to administer benchmark assessments in English Language Arts and Math to First and Second graders. Al Waters noted there is no information on the cut scores or on student performance at this time.

#### English Language Learner Programming

Chica McCabe has been hired as our English Language teacher. She has masters's degrees in English as a Second Language and Reading.

#### AdvancED Accreditation

AdvancEd will be at Honey Creek on November 9, 10 & 11th and will need to meet with board members. Al Waters will let the board know what day the accreditation team would like to meet with the board.

#### Faculty Evaluations:

Al Waters met with the faculty today and will do a board spotlight on the Faculty Evaluations at the next board meeting.

#### **Faculty Liaisons Report:**

Faculty liaison Mary Bassett reported on the following question posed to the faculty by the board; "Which community events would the faculty prefer to opt out of?"

Twelve faculty members participated in the survey with the following results:

- Twelve would like to opt out of the grade level potlucks as it is more of a family event.
- Six would like to opt out of the Graduation Dinner.
- Seven would like to opt out of the Middle School Dance.
- Ten would like to opt out of the Graduation Ceremony.
- Six would like to opt out of the Enrollment Meetings.
- Twelve would like to opt out of the Curriculum Celebration.
- Twelve would like to opt out of Parent Curriculum Night.
- Two would like to opt out of the Winter and Spring Performances.

A discussion followed and included ideas on how to make it easier for teachers to find the new Honey Creek families at the beginning of the year school picnic and to consider having the picnic at a smaller venue like County Farm Park or Veteran's Park.

Al Waters suggested placing "what is and what isn't expected" in the Employee Handbook and having teachers and administration discuss the topic at a faculty meeting.

### **Foundation Liaisons Report:**

No written report. Pam Reister reported the Foundation elected new officers. Sales force to talk with quick books. Committee also discussed the board taking on doing a larger ask.

### **Strategic Plan Committee Reports:**

Finance Committee Report: Written report in board packet.

Megan Masson-Minock reviewed the report that included looking at increasing the sub teacher pay to \$85 dollars and will also continue to look for ways for the teachers not to have to call for a substitute teacher when they need one.

Committee's goal is to have a recommendation regarding a management company within 90 days.

Bryan Cole will meet with Shellee Almquist to get information to run financial models on student classroom size.

Governance Committee: Written report in board packet.

Pam Reister reviewed the report that included:

- Administrative Load and Succession
- Curriculum Alignment
- Goals for the year include develop and seed Sustainability Committee and Board Recruitment
- Next meeting dates: November 16, 2016 December 7, 2016
- "Ask" Training for Board Development

Al Waters reported he was told by WISD that Honey Creek may get a couple of larger classroom. Al Waters will ask Randy Trent when that may happen and report back to the board at the November 30, 2016 board meeting.

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

Andy Sheibar noted the primary focus of the committee is on the branding brochure which is almost complete. Andy asked the board to look at the brochure and requested email feedback. A discussion followed and included having a downsized version of the Strategic plan in the brochure. The next step is making sure photo releases are in place for the student photos in the brochure and also need to make the brochure user friendly for all (visually impaired, etc.) to be in compliance. Al Waters will share the School Improvement Plan with Andy Sheibar and Barnaby Pung for the brochure.

Sustainability Committee:

Karen Andrews has been recruiting people for the committee and getting ready for scheduling a meeting. Honey Creek parent Barnaby Pung is interested in joining the committee along with a couple of others that are also interested. The committee has a \$100,000 goal.

### **Old Business:**

### Management Company

Al Waters spoke with a management company representative and has shared the information with the Finance Committee for further consideration.

### Articles of Incorporation and Bylaws

Bridgette Carr completed the revisions of the Articles of Incorporation and Bylaws and returned them to Al Waters for review. Once reviewed, they will then be sent to the WISD for approval.

### **New Business:**

#### Action Items for Next Board Meeting

2016-17 Budget

Teacher Evaluation Process

90 Day Strategic Plan Goals

Accreditation

### **Board Kudos To:**

- All the families and staff who organized and participated in the grade level potlucks.
- Angie Tracey and all the parents and staff who helped with the Run-a-Thon and all the students who participated and worked so hard to raise money for our school.
- The teachers, parents, and students for participating in conferences and to the families who contributed food for the teacher's lunches.
- Everyone involved in the Fall Festival and Harvest Dinner, especially Ann and Tom Kovacs and Julie de Jong.
- Chef Chris Chiapelli for the delicious meal he prepared for the Harvest Dinner.
- Tante Farms, Remarkable Coffee Roasting, Busch's/Dexter, Goetz Farms, Trader Joe's, White Lotus Farms, and Great Harvest Bread Company for their generous donations to our Fall Harvest Dinner.
- Shellee Almquist for all her work resulting in a clean audit.
- Foundation Board for the \$50,000 gift to Honey Creek and their work grandparent ask
- Shellee Almquist and Tim Andrews for a terrific job coaching Field Hockey and to Amber Byers for coaching Cross Country.

**Preparation for Board Communications:** Karen Giltrow will prepare a summary of the board meeting for the Honey Creek Newsletter.

### **Public Participation (regarding new business):**

A discussion on having Blue Swing Sign on bench swing discussion.

**Adjournment:** Karen Andrews moved to adjourn the meeting at 7:14p.m.

