

Honey Creek Community School

Minutes of October 28, 2015 Board of Trustees Meeting

Call to Order: Greg White called the meeting to order at 5:31 p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Greg White, Karen Andrews, Pam Reister, Linda Shirato, Christine Kelley, Sara Hoffman, Megan Masson-Minock, Andrew Banas.

Staff and Community Present: Al Waters, Sue Hofbauer, Mary Bassett, Karen Giltrow.

Board Spotlight: Legislative Updates

Al Waters gave a power point presentation on the following pending legislation, that if passed could have a huge impact on education.

Bills 442 and 561

Concealed weapons by CPL holders allowed in schools and other places. Ann Arbor will not allow weapons in school. This may end up in the Supreme Court.

Bill 103

Teacher and Administration Evaluation bill is on the Governor's desk. The bill requires 40% of teacher evaluation be measured by student growth through testing, allowing some flexibility in measurement tools. Teachers and administrators will need to be trained in whatever tool Honey Creek uses. The tool will also need to be posted on the Honey Creek website. Those rated highly effective two years in a row will only need an evaluation every other year. This bill is expected to pass.

Bill 4822

3rd Grade Reading Bill will require retention of 3rd grade students who do not demonstrate proficiency in reading or language arts on the M-Step. The Governor is expected to sign the bill that would go into effect beginning with 2016-17 year kindergartners with no consideration for students making progress. Al Waters recommends sending letters or going to Lansing to testify before the house or sub committee and will get and share the information with the community and board. Greg White requested information on 3rd graders being held back.

Amendment to Act 451

The amendment is about creating School Empowerment Zones and is currently on the table. State or Ann Arbor school board could create an empowerment zone and all schools that fall within that area would be under this zone. This would include schools with a general fund below 5%. Under zone management a manager would be hired and be in charge of making decisions for the schools regarding enrollment, expansion, and whether or not the school should close. All state funded schools will be charged 1% funding.

Consent Agenda: Christine Kelley moved, supported by Megan Masson-Minock to approve the consent agenda. **Motion was approved by all board members present.**

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

School Psychologist

Federal IDEA funds available for Special Education only, will be used to support contracting a psychologist for 8 hours/week. Al Waters has a candidate in mind and the person hired will work with along with the Special Support Services to help identify ways to help students. We will contract directly with this person.

Instructional Assistant

Denise Cain has been hired as a 2/3 instructional assistant and joined Honey Creek on October 26, 2015. Denise is a retired teacher teacher consultant and comes highly skilled in reading intervention.

Administrative Intern

Caleb Medacco has joined us as an administrative intern and is a student in the University of Michigan Educational Leadership Program. He is currently reviewing online teacher evaluation applications and looking for grants to fund a K-1 reading remediation camp.

M-Step

State wide data included in board packet showed the statewide proficiency rates are lower than 2013, as expected. District wide data will be available within the next few weeks. A discussion followed.

Special Education

The WISD is reviewing qualifying criteria for certification of disabilities. The new guidelines for certifying OHI could significantly impact the number of students who qualify and many will need to receive accommodations under a 504 plan. Al Waters and Laura Krinock will attend a meeting on 504's next month.

Terra Nova

Terra Nova test results are expected the end of November.

Principal Description-

Christine Kelley requested breakdown of Assistant Director job description

Level 1 and Level 2 Instructional Assistants

Al Waters is recommending a raise for both Level 1 (90 credit hours) and Level 2 (teaching degree) Instructional Assistants. The instructional assistants with a teacher certification would receive a higher raise. Honey Creek has four instructional assistants who in the Level 2 category.

Finance Committee:

Sara Hoffman reported the committee met and discussed the strategic plan. The plan is on track with the timeline and should be on target. Committee meets again next week.

Al Waters noted Shellee Almquist has a November 2, 2015 deadline to reconcile the monthly financial statements and send them to the auditor. The new software has posed many problems and the software company has not been very supportive. Honey Creek could be placed on the list of schools who didn't complete the report on time, and funding would not come through on time should the deadline not be met. A discussion followed with Andrew Banas asking about staff raises. Al Waters responded once all the components are in place he will bring a proposal to the board that will include compensation for the entire staff.

Foundation Liaison:

Christine Kelley reported the committee discussed some concerns raised over the lack of leadership and their disappointment with the lower than expected response to the fall appeal letters. The spring ball and auction may not happen due to lack of volunteers willing to run the event.

A discussion followed and Karen Andrews feels the board needs to create synergy for all committees to move in the same direction (PTO and the Foundation). PTO has over \$50,000 in their account at this time and the Foundation board would like them to gift/contribute more than the offered \$200. Greg White asked if having a board /PTO joint meeting would be helpful. Mary Masson-Minock suggested the board attend the PTO meeting with the next step of synergy and communication to be on the same page.

Governance Committee:

Written report in board packet. Pam Reister noted the committee must post the Governance Committee meeting schedule on the website due to the committee's size being larger this year consisting of five people, which is quorum of board. The committee met today and focused on personnel and board policies and set the priority order for reviewing and updating.

- Employment Policies and Procedures
- HCCS Compensation Policy
- Section 5000-Personnel of the Board Policy Manual
- Staff insurance summary plan description

A discussion followed and included concerns on quantity and quality of information to parents from teacher communications, along with what should be covered during parent, student, teacher conferences. Karen Andrews and Al Waters will meet and discuss.

Communications and Outreach

Written report in packet. Christine Kelley reviewed the report that included the following:

Internal Communications

Fifty responses have come back from the Family Contributions Survey. Al Waters will send the survey out to the community again, in hopes of receiving more responses.

Liaison with Faculty

The Faculty Engagement Survey received a wide range of responses. The newsletter will now include links to grade-level updates on the website. Middle school teacher Jon Baek has expressed interest in working with the committee. Ideas to be more responsive to teacher's needs were discussed.

Liaison with PTO

Christine Kelley will continue to be the liaison with the PTO and is committed to remind the PTO to focus on ideas that can support and enhance the curriculum. Need to identify a liaison between the PTO and the Foundation.

Parent Communication

Nina Nabors continues to work on connecting new families with a parent ambassador. Plan to include the Parent Pledge with the next communication to bring attention to ways they can volunteer at Honey Creek. The Honey Bunches of Notes newsletter will be sent out in October and include the calendar.

Website/Electronic Communications for Internal Users

Catie Wells, Christine Kelley, and Jessica P'Simer are working on the website design process to determine what areas of communication are concerns. Video project is complete and has been added to the website. Currently looking at why the "Up and Coming" section is not filling correctly and what events would be useful to add to the calendar.

External Communications

Marketing and Branding

Written report in board packet. Steve Rich was not present to report. Christine Kelley noted she shared the Communications and Outreach Committee folder of documents with Steve Rich that includes the Honey Creek Story, Honey Creek Rocks and video talking points.

New Business

Set Yearly Goals to improve both internal and external communications.

Primer for Communication at Honey Creek to help families find basic information and better navigate the information landscape.

Anniversary Celebration committee is working on materials that may benefit from Communication and Outreach materials to be archived and used by the entire community. Christine Kelley will meet with Jean Steppe to coordinaton the Honey Creek logo that will only be used for spirit wear.

Old Business

Discussed recruitment for 2015-16. Noted Adam Druckman's resignation

from the committee and appreciation for his contributions.

Faculty Liaison

Mary Bassett thanked the board from the faculty for the board/staff luncheon. The faculty has concerns with the volume and number of announcements made during school hours. They also want more substitute teachers as soon as possible added to the sub teacher list. A discussion followed on ways to get more subs and included; joining PESG, placing a note in the Honey Creek newsletter for interested parents to apply, and the possibility of bringing on a 1/2 time administrative assistant to help with coverage for teachers.

Old Business:

Al Waters was asked about the status of the facility lease for Honey Creek and he replied no news on the lease. A discussion followed with Megan Masson-Minock requesting someone find out from Shellee Almquist if and what amount they are paying on the lease right now. Will discuss at the November board meeting.

New Business: None.

Board Kudos To:

- The faculty and families for Curriculum Night and for participating in parent/student/teacher conferences.
- All the families who helped provide food for the staff for Curriculum Night, Conferences, Professional Development days; and provided food, set-up and supervision for the grade level potlucks and the Middle School Dance.
- Angie Tracey and all the volunteers and participants for the Walk-Run-a-Thon.
- Ann and Tom Kovacs for the Harvest Dinner and all the volunteers and participants in the Fall Festival.
- Lauren Hall and Communications Committee for their work on the first Honey Creek newsletter.

Adjournment: Greg White moved to adjourn the meeting at 7:24p.m. and reminded the board to stay within the timelines for the Strategic Plan.

