

Honey Creek Community School

Minutes of September 23, 2017

Call to Order: Megan Masson-Minock called the meeting to order at 8:02 a.m.

Recording Secretary: Andy Sheibar

Board Members Present: Bryan Cole, Bridgette Carr, Matthias Kirch, Barnaby Pung, Melanie Hagan, Megan Masson-Minock, Andy Sheibar, Victoria Bennett.

Staff and Community Members Present: Al Waters, Karen Andrews, Megan Rodgers, Mary Bassett.

Public Participation: Tom Kovacs

Tom made a request of the Board to change Megan Rodgers' title from Sustainability Officer to, e.g., Development Officer. He feels the current title is confusing to parents and the public, undermines his professional and personal work (as a Sustainability Chair who deals with sustainability in its "true" definition in the environmental sense and context), and could potentially harm Megan's career.

The Sustainability Committee discussed this at their last meeting, and agreed that it would be left to Al Waters and Megan Rodgers to decide; as of this meeting there had been no further movement nor a decision.

Consent Agenda

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

Old Business

With regard to the second reading of the School Meal policy and the Bad Debt policy, there were no further questions from the Board.

Victoria Bennett moved supported by Bryan Cole to approve the policies as proposed. Motion was approved by all board members present.

New Business

2016-2017 Audit completed by Yeo & Yeo

Reviewed Internal controls, compliance and financial statements
> Financial statements were unmodified

FINANCIALS

Note: all totals are rounded to nearest \$1k

Total assets in 2016: \$898k

Total assets in 2017: \$982k

Total liabilities in 2016: \$393k

Total liabilities in 2017: \$447k

Fund balance increased from \$504k last year to \$534k this year

Revenues for 2016-17: \$2.90M

Expenses for 2016-17: \$2.88M

75% of general revenue is from the state, down from 79% in 2012

85% of expenses are comprised of salaries and benefits, up from 81% in 2012
> this does not include contractors

Note: this is above average, but teachers are still underpaid (though we are making headway)

Fund balance is at 18.6%, up from 18.5%

Peer average is 17.15%, state average is 8.85%

Endowment Fund is \$86k, up from \$77k

> though the school cannot access the corpus, they can benefit from the interest

COMPLIANCE

No current issues

Cash reconciliation weakness has been corrected

Up to speed with Title II requirements

INTERNAL CONTROLS

A significant deficiency* was noted by the auditors regarding the recording of retirement and wage statements

* Note this is the least serious type of deficiency

These statements need to be signed → this is strictly an accounting rule, but the auditors are suggesting we need to do this

The school needs to understand they have a liability to the teachers

Al Waters to research further why this is a requirement

For contract and part-time employees, the statement serves as a reminder that their compensation is at a certain level

Question: Is the Board ready to accept this, or do we want more time to review? It is crucial that the Board understand this very well...

Barnaby Pung moved to accept the 2016-2017 audit with additional review, supported by Melanie Hagan. Motion was approved by all board members present.

Strategic Plan Committee Reports

Finance Committee Report:

No questions for the committee.

Governance Committee Report:

No questions for the committee.

Coming Meetings / Events

October 20 – Fall Festival

October 25 – Board Meeting @ 5:30

Nothing from Staff

Adjournment: Victoria Bennett moved to adjourn the meeting @ 8:35 a.m.