

**Honey Creek Community School
Minutes of September 28, 2016**

Call to Order: Bryan Cole called the meeting to order at 5:30p.m.

Recording Secretary: Karen Giltrow

Board Members Present: Karen Andrews, Bridgette Carr, Bryan Cole, Matthias Kirch, Pamela Reister, Andrew Sheibar (arrived at 5:35p.m. and left at 6:15p.m.).

Staff and Community Members Present: Al Waters, Shellee Almquist, Salli Kropp, Karen Giltrow, Sue Hofbauer. Guest Anna Webber came for a school assignment.

Consent Agenda: Karen Andrews moved, supported by Pamela Reister to approve the consent agenda. **Motion was passed by all board members present exception Andy Sheibar arrived after the motion.**

Board Spotlight: M-STEP Scores

Al Waters gave a presentation the 2015-16 M-STEP scores and distributed a handout on the proficiency rate comparisons with State, County, Ann Arbor Public Schools and Honey Creek Community School. A discussion followed.

Director's Report: Written report in board packet. Al Waters noted receiving an official resignation letter from Board member Linda Shirato and reviewed the report with the board that included:

- Honey Creek receiving a gift of \$50,000 from the Foundation.
- Washtenaw Intermediate School District will replace the old sinks and vanities in the classrooms over Spring Break.
- Al Waters reported the 1st and 2nd graders will be taking the online Benchmark Assessments that will be given in the Fall and Spring.
- Advanc-ED Accreditation review team will visit Honey Creek on November 10th and 11th. Approximately 60% of the necessary reports are complete and the remaining reports will be completed prior to the October 10th due date.

Branding Committee Report: The Branding Committee report was moved up on the agenda under the Director's report. Written report included in board packet. Andy Sheibar reviewed the report that included:

- Committee has a rough draft of the Honey Creek story that once completed will be brief and used when meeting with possible benefactors. Will use test scores to highlight the school and use the low dollar amount we receive in per pupil funding to lowlight.
- Plans to use the Honey Creek tag line "Try Hard Never Give Up".
- Honey Creek parent Barnaby Pung has joined the Committee.

Finance Committee Report: Written report in board packet.

Bryan Cole reviewed the report and noted there is not much change in the budget due to the State, WISD and Federal grant income figures remaining the same. Shellee Almquist estimates the General fund balance will be at 5.5%. We will know more in October once the State, Federal and local, revenues are available. Bryan Cole and Al Waters will lead a Management Company subcommittee.

Foundation Liaisons Report: Written report in board packet.

Matthias Kirch attended the meeting and reported the following:

- The Foundation transferred \$50, 000 to Honey Creek.
- The Grandparent's and Fall ask were sent out.
- Voting for officers will take place next month.
- Foundation Committee spoke to parents at sParent Curriculum Night to make sure there are no "go fund me" solicitations when the Foundation is doing their asks. The Governance Committee will work on a policy to address the concerns.

Sustainability Committee Report: Written report in board packet.

Committee last met at the Board Retreat on September 29, 2016. Philanthropy Blueprint created by founding members of the Honey Creek Community School Foundation Board is included in the board packet to review and update. Karen Andrews noted parent Katie Stoermer may be interested in joining the Sustainability Committee.

Governance Committee Report: No written report. Pam Reister noted the committee did not meet last month. The next meeting will be held on October 12th in the Office Conference Room. Karen Giltrow is charged with notifying the community there will be a Governance Committee meeting on October 12, 2016 at 8:00a.m. in the Office Conference Room.

Faculty Liaison Report:

The Faculty Liaison Report was moved down on the agenda after the Strategic Plan.

Salli Kropp was the faculty representative for the board meeting and presented the responses from the faculty to the question from the board on: whether they would prefer to have the school supply wish list all year long or just in June? Two responses were received for in June only and three responded for all year long.

Pam Reister would like to ask the 4/5 and Middle School teachers to request tied pendaflex folders on their supply wish lists.

Karen Andrews would like the faculty liaison to ask the faculty to reply to the following question:

What after school events would teachers prefer to opt out of?

Old Business:

Faculty Luncheon Review

Board members felt the Board/Faculty luncheon held on September 27th went well. Four tables were set up at the luncheon with different topics; Community Expectations, Professional Development, Building and Funding. Bridgette Carr brought up the discussion regarding teacher and administrator attendance at events outside of school hours and possible ways to lessen the teachers and administrators load. She asked if others in the building or board members could serve in the administrator's role during some events. Al Waters will check with ISD and noted in the past, board members that have stepped up and attended events. Sue Hofbauer expressed the importance on following through with the items discussed with faculty during the luncheon. Bryan Cole noted some items on the lists will be easier to address and follow through with than others and that staff will recognize that. Al Waters wants to make sure the staff approach the administration prior to building and or making changes.

Karen Andrews posed the following question to the Faculty Liaison to ask question on what events they would faculty like to opt out of? A discussion followed.

Strategic Plan

Bridgette Carr raised the question if we have defined the word sustainability and need to have more discussion on the definition of sustainable before approving the Strategic Plan.

A discussion followed and included:

- Karen Andrews would like to have a five year financial plan in place and to think of the long term when building a strategy. She feels it is the board's responsibility to take accountability to ensure the school's financial health and to find financial solutions broader than fundraising.
- Pam Reister suggested by having 20 students per class would bring in more funding and consider hiring a professional fund raiser as an employee.
- Karen Andrews feels they can ask financially able community members to fund a professional fund raiser down the road may be more effective.
- Al Waters recommends authorizer takes "cleaning" off the strategic plan.

Bryan Cole moved to defer the action on the strategic plan, with the request to each committee chair to provide comments and feedback to Pam Reister. Bridgette Carr supported the motion and requests the Strategic Plan be placed on the November 26, 2016 agenda as an action item.

All board members present approved the motion (Andy Sheibar was not present).

Superintendent Evaluation Training

The Superintendent Evaluation Training date was set and will take place on October 26, 2016 2:00p.m.-5:00p.m. with the Board meeting following at 5:30p.m. Al Waters reminded the board that a representative from governance committee must attend the training.

New Business:

Depositories & Accounting Funds

Bridgette Carr moved supported by Karen Andrews, to authorize the Treasurer or Director if delegated by the Treasurer and approved by the Board, shall deposit or cause to be deposited, funds of the Academy in the institutions as authorized by the Board and in the proportions authorized by the Board. **Motion was approved by all board present (Andy Sheibar was not present).**

Director's Goals

Al Waters asked to have the Director's goals as soon as possible before his evaluation. This should be discussed at the next Governance Committee meeting or the Governance Committee could meet with Al Waters. Al Waters will create a draft and submit it to the Governance Committee.

Publishing Curriculum

Al Waters informed the faculty at the staff meeting they teachers will need to have the unit calendars in place in Atlas by January 2017.

Title 1 Relinquishment

We are offered \$9,700 in Title I funds that are based on number of students who receive free and reduced lunches. The funds are used to identify and provide supplemental instruction for students who are less than proficient in reading and math. A discussion followed and included: how it would impact the classrooms, would need to hire someone to go out and identify students that qualify, with no guarantee those students would get in to Honey Creek through the random selection lottery. Al Waters recommends relinquishing the Title I funds as we have the last couple of years. Karen Andrews moved, supported by Bridgette Carr to approve the Title I Relinquishment. **Motion was approved by all board members present (Andy Sheibar was not present).**

Other Items of Business by Consensus of the Board: None.

Board Kudos To:

- Andy Sheibar for his work on the Honey Creek Brochure.
- Honey Creek Board of Trustees for the Faculty/Board Luncheon.
- Pam Reister for providing the Zingermans dessert for the Board Retreat.
- Karen Andrews for Organizing the Board Retreat.
- The entire Summer Camp Staff for an amazing summer program: Amber Byers, Ashley Bartley, Val Cullip, Jessie Hieber, Steve Kwasny, Jennilee Smith, Jasmine Beemon, Julie Sampson, Emily Waters, Willa Johnson, Frank Havasi, Ben Jenkins, Kaleigh Storey, Johnny Thompson, Emilee Nazereth, Shellee Almquist, Karen Giltrow, Al Waters.
- All the volunteers who made the Honey Creek Summer picnic a huge success!

- All the parent volunteers who assisted our new families on the first day of school.
- The middle school team and parent volunteers who kept our middle school students safe and entertained at Camp Tamarack.

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

Public Participation (regarding new business): Bryan Cole welcomed guest Anna Webber to the meeting.

Adjournment: Karen Andrews moved to adjourn the meeting at 7:28p.m.