

## **Honey Creek Community School**

### **Minutes of September 23, 2015 Board of Trustees Meeting**

**Call to Order:** Greg White called the meeting to order at 5:30p.m.

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Megan Masson-Minock, Greg White, Linda Shirato, Karen Andrews, Pamela Reister, Sara Hoffman, Christine Kelley, Steve Rich (arrived at 5:40p.m.).

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

**Board Spotlight:** None.

#### **Consent Agenda:**

Christine Kelley moved supported by Karen Andrews to approve the August 26, 2015 consent agenda as amended by striking Shellee Almquist's name from the Staff and Community members present, and by amending the Foundation Liaison report's second paragraph to read as follows: Need one board member to serve on the Foundation Board to replace Angie Tracey. **Motion was approved by all board members present.**

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

#### Enrollment

Current enrollment is at 248 students and will continue to try to fill the last two openings. Special needs percentages have increased this year.

#### Instructional Assistants

Al Waters will present a proposal to the Finance Committee at their next meeting to bring Instructional Assistant wages more in line with the competition.

#### Administrative Support

A proposal for a 1/2 time administrative assistant will be submitted to the Finance Committee.

#### Psychologist Services

Due to current limited psychologist hours offered, our Special Support Service staff would like to have one on staff one day a week.

#### **Finance Committee:**

Sara Hoffman noted the committee met and have another meeting scheduled for next week. Shellee Almquist noted the audit reconciliation did not go well and work continues. Problems arose when switched from old data system to the new system and the alignments did not go smoothly.

**Foundation Liaison:**

Karen Andrews reported the committee met and tried to figure out how to get more members on the Foundation Committee with the mission of raising money for the school. The fall appeal went out to the community asking families to donate along with a recommendation for monthly payments. Will meet with Sara Brintnall to see how things are going. Plan on electing officers at the next meeting. The committee needs a treasurer.

**Governance Committee:** Pamela Reister reported the committee met before tonight's board meeting and discussed board policies, compensation, and future administrative succession.

**Communications and Outreach Committee:** Written report in board packet. Christine Kelley reviewed the report that included:

- Jessica P'Simer will assist the committee with Communications and Outreach projects.
- Committee will review Faculty Engagement results at next meeting and report back to board with recommendations.
- Christine Kelley will continue to talk with Foundation board to provide liaison to PTO and with Communication and Outreach Committee.
- Parent Ambassador Program will connect new families with ambassadors.
- Parent Handbook revision is complete (will have additions for next revision).
- Newsletter will come out the first week of the month and include Director letter, Board News, Foundation Update, Aftercare News, PTO News and links to monthly grade level updates.
- Website design process recommendations will be discussed at the October meeting.
- Video project will be posted to YouTube, with link to the Honey Creek website.
- Christine Kelley will meet with Steve Rich to discuss marketing and branding and how they can collaborate with the Marketing and Branding committee.

**Faculty Liaison:** Mary Bassett had nothing to report from the faculty.

**Old Business:****2015-2016 Strategic Plan**

Written report in board packet. Karen Andrews reviewed the 2015-2016 Strategic Plan that includes a 3-5 Year Vision, 1 Year Plan and 90 Day Plan to assist in guiding and prioritizing goals/plans. A discussion followed and included Greg White requesting each committee chair to report/update the board on the Strategic Plan's progress and Karen Andrews asking how the plan will be shared with the community (website, email and in the Honey Creek Newsletter with a link to the website).

**New Business:** None.

**Other Items of Business by Consensus of the Board:** Karen Andrews brought up the mid-year board retreat in February. The date for the retreat was set for Saturday February 27, 2016.

Steve Rich noted drinks need to be brought to the Board/Staff luncheon. Al Waters and Steve will take care of the drinks and Greg White will bring plates, napkins, silverware and cups.

**Board Kudos To:**

- The entire Honey Creek Summer Camp Staff and Program for an amazing summer: Amber Byers, Sarah O'Brien, Val Cullip, Kristin Vespa, Julie Sampson, Emily Waters, Willa Johnson, Leah Basala, Laura Krinock, Frank Havasi, Jasmine Beemon, Benjamin Jenkins, Johnny Thompson, Margaret Wesselwalker, Elizabeth Scott, Sarah VanLoo, Kim Braun, Shellee Almquist, Karen Giltrow, Al Waters.
- All of the volunteers who helped make the Honey Creek Summer Picnic a huge success!
- The parent ambassadors who assisted the new Honey Creek 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.
- The Honey Creek staff for a great start to the 2015-2016 school year.
- Karen Andrews for her work on the Strategic Plan.
- Shellee Almquist for her work on the Audit.

**Preparation for Board Communications:** Christine Kelley will prepare a summary of the board meeting for the Honey Creek newsletter and add dates and times to the strategic plan.

**Public Participation:** Greg White welcomed Honey Creek parent Todd Austin to the meeting who has a son in Barbara Naess' K/1 class.

**Adjournment:** Megan Masson-Minock moved to adjourn the meeting at 6:25p.m.