

**Honey Creek Community School
Minutes of October 25, 2017**

Call to Order: Megan Masson-Minock called the meeting to order at 5:30p.m.

Board Members Present: Wayne Millette, Victoria Bennett, Megan Masson-Minock, Melanie Hagan, Barnaby Pung, Matthias Kirch, Bryan Cole (arrived at 5:45p.m.).

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

Public Participation: None.

Consent Agenda: Victoria Bennett moved, supported by Barnaby Pung to approve the consent agenda. **Motion was approved by all board members present.** Bryan Cole was not present for the vote.

Board Spotlight:

2016-2017 Audit Review

Al Waters gave a power point presentation reviewing the 2016-2017 Honey Creek Community School Audit. Discussion included the question on whether or not Yeo & Yeo might help with the backing up of Quickbooks and Retirement. Shellee Almquist replied they would not. Megan Masson-Minock requested Shellee Almquist to let her know if she needed any help. Fund Balance is at \$534,000.

Review Honey Creek Form 990 and 8879-EO

Al Waters asked the board to read section B #15 Policy before the November 29, 2017 board meeting. It will be on the November agenda under Old Business.

Director's Report:

Written report in board packet.

Facilities

Al Waters reviewed the remodeling recommendations sent to the ISD for the B-Wing, C-Wing, and the D&A corridor and noted the remodeling will happen in stages and would take two to three years. Discussion followed.

School Finance Research Collaborative

Al Waters participated on the Very Small School District Panel for the School Finance Research Collaborative on October 17th and 18th. The panel came up with how many FTE staff it would take to run a small, general education school, a preschool, and a school for high risk students by percentage of high risk students and special needs students. Final report due in January and will be shared with the board.

Assessments

Terra Nova testing for 3rd through 8th graders will begin early November. Wayne Millette congratulated Al Waters on Honey Creek's Terra Nova test scores being higher than surrounding schools.

A hand out on the Spring M-STEP 2016-17 proficiency rate comparison results were reviewed with the board. Significant changes to the Spring 2018 M-Step will include:

- Removal of all performances tasks in ELA grades 3,4, 6 and 7.
- Removal of short constructed response items in ELA for all grade levels.
- Addition of writing a text analysis in ELA for all grade levels.
- Assessing science in 5th and 8th grades (change from 4th and 7th).
- All students in grade 5th and 8th will participate in a science field test (replaces an operational test).

Al reported Federal funds are coming our way. A new grant Title 4 \$10,000 and Title 3 \$3,000 with focus on climate and openness in the school.

Faculty Liaison

No report.

Foundation Liaison

Melanie Hagan noted they are hiring a part-time book keeper and that she will be reviewing the contract on her own personal time. Letters will be going out to to the community in November, Spring and the beginning of the next school year.

PTO Report

Written report in board packet. Barnaby Pung reviewed the report that included the following:

- PTO is interested in seeing the Strategic Plan.
- PTO discussed grants and how to write them.
- Passed a budget that included \$10,000 for teachers to buy materials for their classrooms that can be used over the next several years.
- Al Waters was asked about the school's start time and converting the pool from chlorine to salt water. WISD has no plans to do that.

Strategic Plan Reports:

Finance Committee

Committee did not meet.

Governance Committee Report

Written report in board packet. Bryan Cole noted the Director's Evaluation will be on the November agenda. Melanie Hagan mentioned the upcoming MASB Director Evaluation conference for any board members interested.

Communications/Outreach Report

Megan Rodgers attended the meeting and shared the committee is looking at putting together a sample communication plan for emails, newsletter and other communications.

Sustainability Committee Report

Barnaby Pung noted the committee is moving forward on their 90 day goals. Combining 1 & 2 organizational comparisons with draft recommendations for the meeting.

Facilities Committee Report

No report.

Old Business:

None.

New Business:

2017-2018 Strategic Plan

Wayne Millette moved to accept the 2017-2018 Strategic Plan supported by Bryan Cole. **Motion was approved by all board members present.**

Board Kudos To:

- Families and Staff who participated in the grade level Popsicle Socials.
- Angie Tracey and all the parents and staff who helped with the Run-A-Thon and especially to all of the students who worked so hard to raise money for the school.
- Teachers, parents and students for participating in conferences, and to the families who contributed food for the teachers on conference days and special thanks to Marolyn Valenzuela for organizing and cleaning up.
- Everyone involved with the Fall Festival and Harvest Dinner, especially Sherry MacKay, Julie de Jong, Jody Klein, Sarah Hakala, Ann Kovacs, Ilia Mantle, Mary Johnson and Buddy Paul.
- Shellee Almquist for coaching Field Hockey.
- Carla DeVries for organizing the Menchie's fundraiser and all who supported the fundraiser.
- Megan Rodgers for sending out daily emails to the community for the "Tools for Schools" \$1,000 from Old National Bank and to all the Honey Creek families who participated.
- Honey Creek Teachers for all their hard work with students contributing to good M-STEP scores.

Public Participation:

None.

Adjournment:

Barnaby Pung moved to adjourn the meeting at 7:00p.m.