

Honey Creek Community School Minutes of November 29, 2017

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

Roll Call: Megan Masson-Minock, Victoria Bennett, Bryan Cole, Bridgette Carr (arrived at : 6:04p.m.), Melanie Hagan, Wayne Millette (arrived at 5:34p.m.), Barnaby Pung, Andy Sheibar (arrived at 5:31pm).

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

Public Participation: Honey Creek parent Simona Goldin shared her concerns on the following:

- Academic Service Learning: Feels there is a loss of attention to academic service learning. Stressed that academic service learning is a very important component to the curriculum and also to the students.
- Student Diversity: Our student population lacks diversity. We need to do better to reflect the residents of the Washtenaw County community. Encourages Honey Creek to recruit in the community with this in mind.
- Staff Diversity: Need to ensure the people we hire are diverse and also reflect the entire community. Kids need to see representations of themselves in the classroom. One idea would be to always have external searches to ensure equity amongst our faculty and our students.
- Assessment: Would like the board to consider adding the following to the Director's assessment to include/improve diversity in all areas of the school.

Consent Agenda: Bridgette Carr requested the following amendment to the October 29, 2017 board minutes under the Foundation Liaison report to change the first sentence to read; Melanie Hagan noted they are hiring a part-time book keeper and that she will be reviewing the contract on her own person time. Melanie Hagan moved, supported by Wayne Millette to approve the consent agenda as amended.

Motion was approved by all board members present.

Board Spotlight:

Director's Evaluation:

The Director's evaluation date has changed and is scheduled to be completed in January. The Governance committee has asked Al Waters to create a list of goals and share them with the board in January. Bryan Cole noted we use the same evaluation tool the public schools use, and since Honey Creek Community School is different from the public schools, other things need to be considered that are not addressed in the public school evaluation tool. Bryan also wants to ensure the evaluation tool is more sensitive to AI and more fitting to Honey Creek. The current process now includes a board survey to be sent back to Bryan Cole and the MASB, that will come back with comments and feedback for a starting point. Bryan Cole requests the board surveys be sent back to him by January 7th.

Directors Report: Written Report in board packet.

Assessment:

- Al Waters reported the Terra Nova Assessments are completed and he expects we will do well on them.
- M-STEPs have been altered again. The Michigan Department of Education has taken out the performance tasks and added machine scored items to replace some of the written responses. This results in a shorter amount of time taking the test. Grades 3rd-8th will take a ELA and Mathematics benchmark assessment two or three times a year.

Extended Learning Time Grant:

Honey Creek received an extended learning time grant of \$5,670.00. The grant will fund the Summer Literacy Camp.

Consolidated Grant and School Improvement Plan:

State's Title 2 grant has been increased. After the final amount of the grant is determined, the School Improvement Plan will be updated to benefit from the Title 2 increase along with the addition of Title 4 funds. Faculty is sharing their ideas as how to best distribute the Title funds.

Discussion followed and included:

- The handout distributed by Al Waters on Washtenaw Intermediate School District's beginning teacher starting salaries and their top teacher salaries.
- Question regarding since the number of testing hours is less, are the teachers receiving enough resources for time being taken out of their normal schedule?
- Al Waters asked Amber Byers to look for a program on restorative justice and attend the upcoming training at the WISD in January. Wayne Millette asked where funds are most needed and if as a board member he could just write a check to the school. Megan Rodgers replied she has many ideas where funds could be used and noted the music department needs funding.

Faculty Liaison Report: No report.

Foundation Liaison Report:

Megan Masson-Minock thanked the Honey Creek Board members and the Foundation Board members for setting aside time to attend the casual gathering to meet and get to know each other tomorrow night at the Session Room.

Melanie Hagan attended the Foundation meeting and noted the committee spoke about ways to separate the Board and the Foundation. They are currently updating their by-laws and sent out campaign letters yesterday. The Foundation board hired a book keeper. Next meeting is December 4, 2017 at 6:00p.m.

PTO Report: Written Report in Board Packet.

Megan Masson-Minock attended the PTO meeting and noted Al Waters spoke about the audit and the 6% increase in revenue for the fiscal year ending in June. The PTO gave money to the Honey Creek teachers to spend on items for their classrooms. Teachers were thrilled with the gift from the PTO. Bridgette Carr will attend the PTO meeting in December and report back to the board.

Strategic Plan Reports:

Finance Committee Report: Written report in board packet.

The committee discussed the strategic plan goals that included:

- Outline of Revenue Plan/3-5 Year Business Plan and the steps needed to achieve the goal.
- Reviewed the updated 2017-18 budget request and recommends the board approve it.
- 2018-19 Budget DRAFT for board to review.

Governance Committee Report: Written report in board packet.

Committee met on November 9, 2017 to discuss the 2018 Director's evaluation and future Director evaluation planning.

- Director's Evaluation discussed under the Board Spotlight on the agenda.
- Al Waters is resubmitting the School Improvement Plan to include projects eligible for Title IV funds.
- WISD will be contacting Al Waters regarding the upcoming Charter re-authorization.
- Al Waters and Shellee Almquist continue to work on the compliance calendar.
- Proposal to use outside resources to redraft HCCS policies.

Communications/Outreach Report: Written report in Board Packet

Andy Sheibar noted the committee will make their 90 day strategic plan goal.

Communication Plan

Outlined types of content and vehicles to deliver the content using a n applicable template. Started developing evergreen guidelines to create and distribute consistent and effective communication. Plan to have a final draft for the board's consideration at the January 2017 board meeting.

ADA Compliance for Website

Al Waters and Andy Sheibar have talked with potential partners to assist in the ADA compliance. The ISD can add us to an existing program at no cost, that can

identify areas that are out of conformity and give a monthly report on what areas need to be fixed.

Social Media

Committee determined the maintenance of the Honey Creek Face Book presence can no longer be a volunteer effort and must become a part of someone's job.

Family Contributions

Megan Masson-Minock suggested reviewing the survey and make it easier to complete to help increase responses. Next year send it out through Survey Monkey so it only gets sent out to those who haven't participated.

Honey Bunches of Notes

Andy Sheibar will speak with Jessica P'Simer and Zane Almquist regarding the site's structure to consolidate the content in one place.

Liaison with Faculty, PTO, Foundation

Committee is seeking faculty involvement on the committee. Next meeting will be December 15, 8:15a.m. HCCS Conference Room.

Sustainability Report:

Barnaby Pung noted the committee discussed a meeting engaging the community on how can they host us, so we can support. Karen Andrews will facilitate.

Megan Rodgers will present to the board at the December 20, 2017 meeting and will bring a draft of Honey Creek's succession planning.

Facilities Report:

- Al Waters met with the architects yesterday and shared he is not sure where everyone will go. We may not get Room C-8. B-Wing plans include two science rooms.

- Al Waters is working with Dianne Sevigny on a RFP for a possible new cleaning company. She has brought in an engineer in to look at the vents regarding clean air.
- A vestibule will be added by the front doors of the school and they will take the the canopy over the entrance doors down.
- Shellee Almquist asked if they could put a button in her office to lock down the front doors.

Old Business:

Honey Creek Form 990 and 8879-EO

Bryan Cole moved, supported by Barnaby Pung to approve the Honey Creek Form 990 and Form 8879-EO. **Motion was approved by all board members present.**

New Business:

Updated Articles of Incorporation

Al Waters reported the ISD should have read the 1st reading of the Updated Articles of Incorporation at their board meeting last night and will have a second reading. Once approved Al Waters will sign them.

Resolution to Support School Finance Research Collaborative

Al Waters distributed handout. A discussion followed and included Megan Masson-Minock asking if we should we adopt the resolution or send it on to the State delegation from Washtenaw County? Al Waters recommended if we value education we should adopt the resolution. Barnaby Pung agreed we should adopt the resolution to fund schools more equitably, send it to the ISD and then the state to have our voice heard.

Bryan Cole moved, supported by Wayne Millette to support the resolution to support the School Finance Research Collaborative. **Motion was approved by all board members present.**

1st Reading of the Budget FY 2018

This item was added to the agenda. Shellee Almquist reviewed first reading of the 2018 fiscal year budget and noted the big pieces are the Instructional Assistants and Principals. Fund Balance is less than 9% which is more than the state average. The 2nd Reading of the Budget FY 2018 will be on the December 20, 2017 board agenda.

Discussion followed and included:

- Could Sustainability committee help with funds? Megan Rodgers hopes to work with the ISD.
- Al Waters feels we should look for a new administrator/principal now, even if it takes six months.
- Bryan Cole supports the budget however has concerns with the low fund balance. Expressed the need to address sustainability and succession planning now.
- Wayne Millette Honey Creek is a special school and families are clamoring to get in therefore we need to keep that in mind and may need to do some uncomfortable things.
- Victoria Bennett noted she is unfamiliar with budgets being a new board member. Feels some staff fatigue is going on and suggests bringing in new ideas and energy to the school.
- Melanie Hagan agrees with adding new energy to the staff and increasing the staff diversity. Favors the 2018 budget.
- Andy Sheibar sees value bringing new energy into the school and feels you can promote from within. 9% fund balance isn't a problem.
- Barnaby Pung asked how do we sustain small classroom sizes?

The board was asked to communicate ideas on the budget to Shellee Almquist and Bridgette Carr.

Board Kudos to:

- Amber Byers for coaching Cross Country and Ann Kovacs for her work on getting the new uniforms and for the water treats.
- All the parents and staff who helped organize and supervise the Middle School Dance, especially Lara Thomas.
- Teachers and students for their hard work on the Terra Nova tests.

Preparation for Board Communication: Andy Sheibar will prepare a summary of the board meeting for the HBON Newsletter.

Public Participation:

Jennifer Crayne introduced herself to the board and announced she will be taking the board minutes at the board meetings, replacing Karen Giltrow.

Adjournment:

Wayne Millette moved to adjourn the meeting at 7:15p.m.

