



Honey Creek Community School Board of Trustees

Regular Meeting – Wednesday October 16, 2024 – 5:30 PM – Room #144

The public Zoom link will be posted on honeycreekschool.org/school-board.

School Policy and Principles: [Board Policy](#), [Belief Statements](#) and [Statement on Social Justice](#)

1. Call to Order & Roll Call - 5:35PM - All present, Mouna in person
2. Changes or Additions to the Agenda - Remove Pandemic Response Action Item
 - a. Mouna: could we add a discussion item around social media? Sherry: Yes, it's added to notes but not a stand alone agenda item.
3. Consent Agenda - Motion to adopt: Laura, Karen. All present in favor.
 - a. Meeting Minutes: [October 2, 2024 \(Regular Meeting, rescheduled from Sep 18 2024\)](#)
 - b. Financials: [September 2024](#)
 - i. Sherry: Context - finance committee to give a brief overview - committee has reviewed and a list of questions to be addressed at committee. We aren't addressing it here because it's not reflective of the start of the school year for which the amendment process starts in a few weeks. Sept financials are one month behind (as usual).
4. Public Comment - None
5. Board Correspondence - None
6. Presentation
 - a. [Overview of 2024 Financial Audit](#) (Presented by Tim Crosson Jr., CPA; Principal @ Yeo & Yeo)
7. Reports
 - a. President - Sherry
 - i. Looking back so that we're stronger moving forward - just wanted to remind all of us as we head into the rest of our discussion and action - we've defined this year at a very high level with 3 goals in mind: Equity, Special Education, and Staff Mentoring. I wanted to step back from the audit tonight to point out that we've invested intentionally with our staff and students.
 - ii. With this transmission of administration it's become obvious that how the finances are budgeted, spent, and logged has not been clear. The finance committee is committed to ensuring that clarity and accountability are at the forefront of changes.
 - iii. We want to strengthen our relationship with WISD - thank you Cherie for being here tonight - and thank you Naomi for the additional time and attention you've given us.
 - iv. We want to rebuild our relationship with High Point.
 - v. Our philosophy for the board: Increased communication, transparency, and compliance.
 - b. Executive Director - Sue
 - i. Financial -
 1. Title 1 - Part A Improving Basics Program \$18,454: Academic Interventionist - 1 HQ Parapro - 5 days/wk, 37 weeks @18.75/hour
 2. Title 2 - Part A Supporting Effective Instruction \$3,301
 3. Title 4 - Part A Student Support & Academic Enrichment \$10,000 - allowed to carryover funds between Title 2 AND 4.
 - a. Kathleen Kryza PD - 2 days of differentiated math and ELA instruction for K-8 Staff for Fall 24, Spring 25.
 4. Conference - 2 teachers attending National Youth Leadership Conference in St. Paul - \$1900/per person - staff will then be ready to train others here at home. Staff have gone in the past and have loved and recommend it.

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5. Currently Working on the 35a(5) Additional Instructional Time & Interventions Grant application w/ Laura. Due Date is 11/4/2024 - should provide \$6K for after school reading recovery tutoring K-5.
6. State Financial Aid Status Report included and available/accessible online
- ii. Summer Camp - Camp ended Aug 16th, still tabulating attendance - a special thanks to all camp staff for a successful summer and to Gabi Solis for jumping right into the role of school age supervisor.
- iii. State Reporting - ED and DoI need to be trained in Danielson before staff evals occur - Joe Griffith has started his sessions. Count Day total: 237.
- iv. Facilities & Safety
 1. WISD has enough trainers to provide us with CPI training (non-violence crisis training and prevention). 4 staff participated in Sept and 4 more are registered for Nov. We'll continue to cycle more staff through this program.
 2. We're updating our Emergency Operation Plan along with WISD this year - we meet monthly as a team and will present updates to the Board upon completion.
 3. WISD is including us in their grant to purchase more walkie-talkies so that all of our classrooms will have one.
- v. Community Outreach
 1. Picture Day, Conferences, Fall Fest have been on heavy rotation in the newsletter.
 2. No School 10/21 for Professional Development - focusing on Equity and Positive Behavior Supports.
 3. 4 / 5 graders will be going on a field trip on Tuesday!
- c. Staff Liaison - Alexa
 - i. Ask to the board to approve the staff handbook that they've been using
 1. Sherry: will start happening - needs a legal review. Previous Admin created the current version but it was never brought to the board for approval. Prior to that the previous handbook had sections approved in 2018 with the totality done in 2013.
 - ii. Ask for specific budget numbers to know what is available for classroom supplies
 1. Sherry: Sue has recommended some immediate expenditures while we're waiting for the Nov budget amendments
 - iii. Karen: Question: Do you feel like staff is getting the supplies through the PTO google sheet as they have in the past or has that lessened? Alexa: Classroom teachers get the most, specials teachers and support services don't get as much support despite the fact that they see every student.
- d. Advisory Board
 - i. Equity - Dillon as liaison - no updates since last board meeting. Next meeting tomorrow morning.
 - ii. Sex Education - Dillon as liaison - no updates since last board meeting.
- e. Committee
 - i. Governance - Daniel
 1. No big updates. No fall policy updates yet. Going to be working on the pandemic response for action in November.
 2. Director evaluation planning is starting.
 - ii. Finance - Laura

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1. Gathering information for huge effort for budget amendment - holding some additional meetings (2nd and 3rd Fridays of November)
2. Getting through the details of the PTO Compensation Policy (Paid Time Off) so we can move forward with employment contracts.
- iii. Curriculum & Classroom Supports - Karen
 1. Karen was on the committee prior to joining the board. Mouna created a way to ensure quorum isn't reached at committee meetings or discussion/action items.
 2. Karen working with Jess to collect student growth data.
 3. Mouna: Targeting the 1st week of Nov for data on DIBBELS and Universal Number Screener for early elementary if available. Asking admin to create a plan for how they intend to use assessment data for school improvements (curriculum or otherwise) - coming down the line for next year.
 4. Laura: Would love some MASB training on how to use student growth/assessment data.
- f. Community
 - i. Parent Teacher Organization - Lisa
 1. Excited for the year and for collaboration! We have a long history of putting together wonderful events for the school (**Picnic, WNRAT, Fall Festival, Craft Fair, Talent Night, MS Dance**) and behind the scenes for **teacher appreciation week, reduce cost of buses for camp, reduced cost or free year books for enrolled students, lunches for PD and Conferences, gifts for appreciation week and several times during the year, room parent supports for classroom teachers.**
 2. Everyone in the community is a member! We're looking to expand our involvement and building on our collective strengths which have shifted over time. We'd like to have new folks coming in to volunteer their time! As much or as little as they can. It's fun! We're a really fun group of folks - many hands make like work. The PTO events are such an important part of children's school experience - we teach them what it feels like to be a part of a community and then *we* get to be a part of that community, too!
 3. Sincere, genuine offer - we're open to your thoughts and ideas!
 4. Committees: Literacy, Wellness, STEAM, Room Parents
 5. WNRAT: 135 students! Plus parents, siblings, and community members. 5700+ laps in total. \$13,500 - just \$1500 shy of our goal but we are still having donations trickle in!
 6. Fall Festival - we need volunteers to make it happen!
 7. Craft Fair - not too early to start thinking about craft options/donations for the sale.
 - ii. Foundation -
 1. Laura: Launching a 30 for 30 campaign being launched on Giving Tuesday to get the ball rolling on our 30th anniversary fundraising event. Ask for sustaining/recurring donations.
8. Discussion
 - a. Annual Goals and Strategic Planning
 - i. Overview of draft - looking to establish regular presentations: Financial Audit, Special Ed, Equity, Summer Camp, Student Growth Data, WISD, Strategic Planning, Annual Report
 1. Executive: HR responsibilities, Anti-Harassment/Discrimination Policy & Practice Handbooks, Org Chart/Job Descriptions, AG Review, Safety Plan, Strategic Planning, Outreach

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2. Governance: Director Eval, Administrative Guidelines overview, Compliance Officer, Handbooks, Fall/Spring Policy updates, Pandemic Response, Compliance Checklist, Quarterly Eval Review, Board Election
 3. Finance: Employment Contracts, Compensation Policy Updates (stipends, employment contracts, hourly employees), handbooks, budget amendments, annual audit, annual campaign, grant sub-committee, Final and Initial budgets, Annual Compensation Review
 4. Curriculum/Classroom Supports: Special Ed Audit, Mentoring inputs, stipend review, IA Overview and training, Student Growth Data, SEAB Curriculum, Program catalog
 5. We need to look at these lists and decide what is realistic for deliverables for the board this year and future years.
- ii. Penciled in Special Education Presentation (“state of the school”) for November - audit will be complete by then

9. Action Items

- a. [2024 Financial Audit](#) - Karen, Laura - all present approved
- b. Resolution Acknowledging the Administration of Kevin Kelly (Executive Director; July 1, 2022 - June 30, 2024) - Dillon, Daniel - all present approved.
 - i. Discussion: Sherry: Though many meetings with the school attorney it was strongly advised that we not give recommendations to Directors upon their departure - a resolution was recommended.
- c. Director Evaluation Process (2024-2025) - using MASB Director Evaluation Tool updated in 2024. - Daniel, Dillon - All present in favor
 - i. Discussion: Sue prefers open session evaluation. We plan to continue to include the staff and community surveys and add student survey data. Karen (newly appointed) will be trained on the new tool asap, all other trustees have been given the updated training.
- d. Contract Approvals and Termination (Blackbaud NXT Customer Stewardship) - Laura, Daniel - All present in favor.
 - i. All purchased over 5K by admin, any auto-renewal, and multi-year contracts moving forward need to be board approved. 5K limit is existing policy but we’re adding the other two stipulations.
 - ii. Discussion: Blackbaud example: software system used for finances and student management, in 2022 we submitted a cancellation notice to Blackbaud because we were tied in with WISD management and the service was no longer needed (this was a significant cost savings). We’d been receiving invoices, including one recently that was sent to collections because the former admin signed a new auto-renewal contract without board knowledge which has resulted in significant charges but was never used. This highlights needed controls for contract management especially in the context of an administrative transition.
- e. [Hiring Recommendations](#) - Dillon, Laura - all present in favor
 - i. Andrew Carriero - MS Math
 - ii. Elana Mermelstein - IA

10. Public Comment - None

11. Acknowledgements & Thank You’s

- a. Sherry: Thank you everyone for joining us for this long meeting
- b. Laura: Thank you Sherry for the astounding the amount of work you do! It’s so helpful to see this all.
- c. Daniel: Thank you to the PTO (Lisa) for coming in today and sharing and all the work you do.

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12. Adjournment - 8:30pm

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