



Honey Creek Community School Board of Trustees

Regular Meeting – Wednesday December 18, 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 - 5:30pm
 - a. Attendance: Karen, Vincent, Sherry, Mouna, Laura, Daniel, Dillon
 - b. Others in attendance: Sue Hofbauer (ED), Alexa Korpal (Staff Liaison)
2. Changes or Additions to the Agenda
 - a. Additions to discussion: call outs for compensation policy update as an initial reading
 - b. Action Items: “Hiring recommendation” language has been changed to “Staffing Updates” for the sake of consistent records
3. Consent Agenda - Dillon, Karen - unanimously approved
 - a. Meeting Minutes: [November 20, 2024 \(Regular Meeting\)](#)
 - b. Financials: [November 2024](#)
 - c. Discussion:
 - i. Daniel - Payroll question - Sherry: Delay in transferring information - atypical but not consequential. Sherry will continue as primary from start to finish for payroll and will be process mapping for verification and to hand the task over when staffing situation resolves.
 - ii. Vincent: Communication to the board from last meeting - was that dealt with or shared? Sherry: Yes - Dillon will you share that letter to the board. Dillon: Done.
4. Public Comment - None
5. Board Correspondence - None
6. Reports
 - a. President - Sherry
 - i. Scheduling of board retreat and training was on hold while we wait to hear from WISD and MASB for their components
 - ii. Changes for committee meetings to accommodate winter break
 - iii. High level committee summaries will be shared with the consent agenda starting in the new year
 - iv. Reviewing admin goals from the board and standardize board goals in a centralized place for tracking
 - v. CONVENE is in progress and we should have an update from WISD soon - used for board communication - board emails will be pushed into CONVENE
 - b. Executive Director - Sue

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- i. Financial
 1. Summer Camp ended on 8/16 - Gabi is still tabulating final attendance numbers and prepping the budget recommendation for summer camp 2025 which will be presented at the January board meeting.
- ii. State Reporting
 1. Joe has finished training on Danielson Evaluations; Sue has begun training. Joe will begin formal evals for teaching staff in January
 2. REP was completed, returned for edits, and resubmitted by the deadline - "Registry of Education Personnel"
- iii. Facilities & Safety
 1. One additional staff member trained with CPI on 12/5 - hope to have 3 more participants on 1/23; we'll continue to cycle staff through this program
 2. EOP: Meeting monthly as a team with WISD
- iv. Community Outreach
 1. Craft Fair and Concert are tomorrow! Please support these terrific Honey Creek events!
 2. Winter Break starts at the end of the day 12/20 through 1/6/25 - Monday is a PD day for staff. Attendance is important 12/20 & 1/7!
 3. Extension of service learning hours deadline to 1/20/25 for President Biden's signature
 4. Shout out to HC winners of the Ann Arbor Family publication's "Family Favorites" contest:
 - a. Chris Culbertson - Favorite Teacher
 - b. Honey Creek - Favorite Charter School
 - c. Honey Creek - Favorite Middle School
 - d. Delicatessen by Gina (HC Parent) - Favorite Cupcakes/Bakery & Favorite Place to Buy a Birthday Cake
 5. Update on School Closing for Weather:
 - a. HC serves family from all districts in Washtenaw Co and are responsible for the safety & well being of the entire community. This year we only have 234 students - we need to have 75% of our students in attendance each day for it to count. If one of the 10 large districts close for weather

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we will most likely close as well. We will prioritize safety of our families impacted by weather - and if one of the surrounding districts closes there's a high probability that we will not make our attendance need.

- b. We ask everyone to embrace the community aspect of HC and plan ahead, perhaps using HC Gatherings FB group to arrange support and back-up plans for snow days. Let's help each other out, lift each other up, and be a village.
- c. Staff Liaison - Alexa
 - i. Questions: Status of updates to handbooks and how staff input is given
 1. Sherry: Handbooks do not have a current plan - it is pending - need to decide which committee is taking the lead.
 - ii. Question: Status of outstanding job descriptions and contracts
 1. Sherry: Waiting until the first amendment (budget) came out because we IDed several issues with financial organization - with that done and the organization chart complete - finance should be able to work on that asap.
 2. Board has a responsibility to approve job descriptions - so collaborative with staff to finalize descriptions.
 - a. HR Related Items: Job Postings and Hiring Process
 - b. Job Descriptions - Could Dillon and Karen work on templates and parameters for the description and will reach out to staff for input and overview? Ask interested staff to keep track of their tasks? Incorporated as a part of evaluation? Prioritizing employment contracts because they have liability associated with them. [Thorough discussion on how to make progress on this large, multi-prong project].
 - c. Shared Drive - job description in one place - Dillon and Karen
- d. Advisory Board
 - i. Equity - Sherry
 1. Frequency of meetings was adjusted from 2 weeks to monthly. Helped develop goals and evaluate training.
 2. Board assumed responsibility: The mapping of our complaint system and title ix - governance committee
 - ii. Sex Education - Dillon

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1. ⅘ maturation curriculum is nearly finished - should go to governance by the end of the year, then hopefully to
 - iii. Student - none
- e. Committee
 - i. Governance - Daniel
 1. Mid-year evaluation: how and when to collect feedback from staff and community - evaluating the survey software to use
 2. Fall Policy updates - most is perfunctory - some may bring discussion for the board in January
 3. Annual elections - 3 seats available in the spring
 - a. Onboarding instructions and materials
 - ii. Finance - Laura
 1. Met with Adam today - managed to get the amended budget putting our fund balance around 13%
 - a. Several staff members not properly offboarded causing some inaccuracies
 - b. A variety of grants coming in, certified staff in SpEd brought in compensation subsidies.
 2. Documenting processes
 - iii. Curriculum & Classroom Supports
 1. Karen: recently had a check-in meeting to see where things are with student growth data, coding clarifications
 2. Mouna: assessment data discussions, pondering how it should factor into director evaluation. Mid-year: hesitant to look at standardized scores and could be reserved for year end official eval
 - a. Sherry: to clarify: student growth is not a part of the process today for the mid-year check in - however from the committee we do need the proposal for how to calculate the student growth no later than february
 - b. Laura: clarify how it also ties into the teacher evaluation process - tool is used but not needed to start the staff evaluations. Do we have staff input on the assessment data?

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1. Skate-a-thon + fundraiser to split funds for non-profit voted on by the kids, Service Hours for students, Safe place for kids to hang out on a day with no school - details to be work out
 - b. Mar: Read-a-thon
 - c. Apr: Earth Day - Plant-a-tree-athon
 - d. May: Scavenger Hunt
 - e. Store front
5. Final call out: Anyone whos interested in helping us in any aspect - foundation friend, being on the board, helping with a one off fundraiser, etc. We need people, we need hands, we need participation to help grow this wonderful, living, breathing *thing*
 - a. Meetings: check-in every 2 weeks, actual update/more thorough meeting more regularly (4-6 weeks).
6. Laura: At what balance do you think the Foundation would be comfortable giving larger sums to the school? Ryan: We haven't determined that yet - but ideally we have a long term strategy for an endowment.
7. Sherry: Stretch Goal of every board member being a contributor

7. Discussion

a. Initial Reading

i. [Compensation Policy Updates](#)

1. Laura: Trying our very hardest that our comp policies are transparent, fair, effective, equitable - as we're going through documents things are popping up and we've been updating policies and processes.
 - a. Paid Time Off use for hourly employees & snow days. This hasn't been transparent or consistent in the past - clarifying how things work.
 - b. Anything that is processed through payroll must be tied to wages, stipends, work done - for audits. We can't distribute money to employees that doesn't fit that definition (which includes end of year gifts from the community).

ii. [Initial Budget Amendment \(2024-2025\)](#)

1. Found errors in the budget that reduced our compensation costs

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2. Want more insight into the expenses that are embedded into the budget
 - a. Example: Tamarack revenue (parents paying their student's assigned cost), expense (cost of camp) - we're not meeting that expected revenue and if not that's fine but we need to establish scholarship program so that we have 100% participation.
3. This is not our final budget
4. Assumptions:
 - a. No additional hiring
 - b. No change in lease this year
 - c. No additional grant funding (though we are pursuing additional grant funding)
 - d. \$25K from Foundation
 - e. No change in student enrollment
- b. [Mid-Year Progress Evaluation for School Administration](#)
 - i. Goal to make sure there are no surprises at the end of the year - touching base. Sue has confirmed that she would like this to remain an open meeting.
 - ii. Sue spoke to her experience transitioning into the ED role - the beauty, generosity, immense learning curve, overwhelm, complexity of it all.
 - iii. Joe spoke about his appreciate and experience of going through the personal family trials here at Honey Creek - can't imagine doing this somewhere else. Massive learning curve. Able to start getting around to his goals for instruction.
 1. Sherry: We appreciate you and Joe as the leadership team for this school. This is a marathon - we are not expecting a sprint.
 - iv. Progress Towards Annual Goals
 1. Anti-Discrimination/Anti-Harassment
 - a. Working w/ WISD's ombudsman, Greg Peoples. Greg provided a draft of a Protection from Retaliation policy that he has recommended to WISD that is based on the one that U of M has adopted.
 - i. Working on the balance between collaborative work with staff without adding to their burden of overwhelm.
 - b. Define restorative justice as both preventative and corrective measures
 - i. Formalizing specifics for the website, family handbook, etc.

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- c. Recommend Compliance Officers - in progress - addressed later in the board meeting
 2. Mentoring
 - a. Implement a teacher mentoring program with routine monitoring & feedback - In progress
 - b. Ensure that performance evaluations are completed for all staff - informally; will formally begin in January
 - c. Meet with a mentor on a routine bases throughout the year
 - d. Enroll and progress in the Admin Certification program - Sue began in September; Joe begins in January
 3. Equity
 - a. Establish an ongoing PD plan focused on equity (for all staff both as working team and individuals)
 - b. Develop and implement a grade-level equity approach
 - c. Highlight our Statement of Social Justice throughout the school year during the day and communications with families
 4. Communication
 - a. ID and maintain multiple modes of communication with staff as a working team and as individuals
8. Action Items
 - a. [Updates to Annual Goals \(2024-2025\)](#), if any - deferred to next month (adding minor revisions)
 - b. Designations - Dillon, Daniel motion to approve attorney Joe Urban as our interim compliance officer and as the school's legal counsel after moving from Clark Hill to Kirk, Huth, Lange & Badalamenti, PLC. - Unanimous approval
 - i. Compliance Officer - Interim - Joe Urban
 1. Not our preference to have a current staff member or parent due to conflict
 2. Expanded search to include HC parent alumni: Abby Adams, Noah Hagan, Karen Andrews, Hong Ngyuen
 - ii. [Legal Counsel](#)
 - c. [Staffing Updates](#) - Motion to approve staffing updates. Dillon, Daniel - unanimous approval
9. Public Comment - None
10. Acknowledgements & Thank You's

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a. Thank you to everyone! Please enjoy Winter Break!

11. Adjournment - 9:28pm

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