

**Honey Creek Community School**  
**Board Minutes of November 14, 2007**  
**Call To Order:** 6:24pm by President John Stahly  
**Recording Secretary:** Karen Giltrow

**Board Members Present:** C. Borgeson, W. Hathaway, W. Millette,  
O. Simon (O. Simon arrived at 6:27), J. Stahly, D. Stewart (D. Stewart arrived at 6:38pm)

**Staff and Community Members Present:** A. Waters, S. Almquist, S. Boling,  
S. Huczek, K. Giltrow, A. Jenkins, B. VanLoo

**Minutes:** C. Borgeson moved, W. Millette supported the approval of the October 17,  
2007 board minutes as written. **Motion was passed by all board members present.**

**Board Spotlight:** Honey Creek's technology specialist Bill Van Loo made a presentation updating the board on our immediate technology needs. Items needed include: replacing or upgrading 20 laptop computers for the instructional lab, 15 laptops for teachers and staff, an OSX server, and a LCD projector. If passed, the proposed \$40,000 increase in the technology budget would only cover 30 laptops. A discussion followed on funding options to allow the purchase of all the listed hardware through a contribution from the PTO and/or additional grant funding. The board requested a progress report on technology funding at the December boarding meeting.

**Public Participation:** None

**Financial Report:**

Gifts: S. Almquist reported Honey Creek continues to receive donations to the media center.

October 2007 Report: Written report in board packet. S. Almquist noted no major changes in the October report and that our cash flow is fine. W. Hathaway moved to accept the October 2007 report and was supported by O. Simon. **Motion was passed by all board members present.** O. Simon moved to approve payment of the bills, W. Hathaway supported. **Motion was approved by all board members present.**

Financial Committee Report: C. Borgeson reported the committee met on November 8, 2007 and looked at 3.5% raises and changes in the modified budget.

**Standing Reports:**

Faculty Liaison: Written report in board packet. S. Boling noted the faculty strongly supports the proposed technology budget and the proposed raises for staff and thanks the board for their consideration of these needs. The professional development with Paula Uche in environmental education was a great success. The teachers received an Environmental Education Binder with the required state teaching standards along with environmental education activities and resources. B. Naess and S. Boling presented a table talk session on planning integrated, thematic units at the MAPSA conference.

School Age Programs: Written report in board packet. S. Huczek noted the School Age

Advisory Committee would meet in November to discuss programming, staffing, procedures and practices and the budget. An update on after school programs was given and the board was informed Instructional Assistant Valerie Giebel has left Honey Creek for a teaching position and we may need to hire an Instructional Assistant to replace her.

Academic Service-Learning: Written report in board packet. S. Huczek reported our first official LEAGUE event will be the Thanksgiving Food & Clothing Drive on November 21, 2007 at 2:30pm. A representative from the LEAGUE will be attending the assembly.

PTO Report: Written minutes in board packet.

**Director's Report:** Written report in board packet. A. Waters updated the board on the successful completion of the MEAPs and of the announcement from the state of the delay in the distribution of the MEAP results as a consequence to the security breach. It was also noted that Barbara Edwards has accepted the part time Media Specialist position and that the opening of the media center will be later than expected. A. Norris' last day is November 9, 2007 and we wish Ashley well as she returns to Iowa. An offer has been made to a highly qualified 4/5 teacher candidate. We will know tomorrow if the offer has been accepted. Interview committees will be formed for both the art and music positions. A. Waters gave information on a private substitute teacher service who is not accepting members at this time and has an initial cost. It was also noted four new substitute teachers have added since the beginning of the school year. WISD is concerned with building security and wants all parents to enter through the main door, resume the use of parent ID cards, have regular classroom volunteers undergo a background check and complete an emergency contact form.

#### **Old Business:**

Updated Budget Proposal 2<sup>nd</sup> Reading: The board had a second reading of the updated budget proposal. A discussion followed. D. Stewart recommended amending the proposal to increase the technology budget to include funds for the remaining 5 teacher laptops to be purchased and to allow the Phoenix Rising and the PTO to fund the LCD projector. A. Waters and S. Almquist are exploring a grant opportunity for laptops and instructional support and technology and requested the amended increased technology proposal be tabled until the possible grant opportunity is confirmed. C. Borgeson moved to approve the 2007-2008 modified budget as presented in the November 2007 board packet supported by W. Hathaway. **Motion passed unanimously.**

Search Committee: J. Stahly reported the committee met to discuss the director search process. W. Hathaway will compile a research notebook to document the process for future search committee use.

New Policy Update: O. Simon reported that all sections are completed and a date is needed for Bill Sharfee to review the policy pieces.

#### **New Business:**

Job Descriptions-Administrative: J. Stahly, A. Waters, and J. Okey will meet after the Thanksgiving break to discuss the results of J. Okey's report on job descriptions. This will be part of the Director's goals this year. J. Stahly, A. Waters, and O. Simon met on

November 12, 2007 to discuss Director goals. J. Stahly will pass out the director goals on Friday at the board retreat.

**Other Items of Business:** J. Stahly handed out a new draft agenda for the board retreat reflecting changes. S. Huczek and the school improvement plan were added to the retreat agenda. D. Stewart recommended the board take a look at the MASB newsletter as they may find it interesting. A discussion on recognizing J. Okey at the Winter Performance took place.

**Board Kudos To:**

Ashley Norris & Valerie Giebel for their service to Honey Creek as Instructional Assistants, teachers, subs, lunch supervisors, tutors, after school teachers, and (Ashley) summer camp counselor. They are true “Honey Creekers” and they will be greatly missed.

Al Waters, the entire Honey Creek staff, Honey Creek parents, and mostly our students for their hard work on the MEAPS.

All participants on the Director and Teacher Search Committees  
Field Hockey coaches Joanne Beemon and Joe Griffith for another great field hockey season.

Bill VanLoo, Scott Mahler, Peter & Linda Knox, Dale Dunlap and all of the tech parents who helped plan and support Honey Creek’s technology program.

Al Waters for unraveling the mystery that has been the Performance Series Assessment; JoAnn Okey for her “Tribes” workshop; and Paula Uche for her Environmental Education workshop during the November 2<sup>nd</sup> & 5<sup>th</sup> Professional Development days.

Salli Kropp and Al Waters for joining the Instructional Consultation Team (ICT).

Stephanie Boling and Barbara Naess for presenting a workshop at the Annual Michigan Association of Public School Academies (MAPSA) Conference in Detroit.

**Preparation for Board Communication:** W. Hathaway will prepare board kudos for the Honey Creek newsletter.

**Public Participation:** None

**Adjournment:** W. Hathaway moved to adjourn at 7:59pm.

