

## **Honey Creek Community School**

### **Minutes of October 22, 2008 Board of Trustees Meeting**

**Call To Order:** 6:20 p.m. by Board Vice President Simona Goldin

**Recording Secretary:** Karen Giltrow

**Board Members Present:** Carol Borgeson, Simona Goldin, Will Hathaway, Wayne Millette (arrived at 7:06 p.m.), Jeff Prenevost, and Doug Stewart.

**Staff and Community Members Present:** Stephanie Boling, Karen Giltrow, Sue Hofbauer Huczek, and Al Waters.

**Minutes:** Carol Borgeson moved, supported by Jeff Prenevost to approve the September 22, 2008 board minutes as amended. **Motion was approved by all board members present.** Carol Borgeson moved, supported by Jeff Prenevost to accept the October 7, 2008 board retreat minutes as written. **Motion was approved by all board members present.**

**Board Spotlight:** The Board Spotlight was moved to the top of the agenda by Vice President Simona Goldin. Mari McKenzie of the accounting firm Yeo & Yeo, presented the annual audit to the board for the school year ending June 2008. Booklets on the annual financial statement and auditor's report were distributed to the board. The audit showed the financial statements received an unqualified opinion, internal controls had no material weaknesses, and there were no material instances of noncompliance. A discussion on the audit and the limitations of quickbooks followed.

**Public Participation:** None

**Financial Report:** Written report in board packet. Al Waters noted a \$1,276.00 surplus distribution was received from SET/SEG. Jeff Prenevost moved, supported by Doug Stewart to accept the September 2008 financial report. **Motion was approved by all board members present.** Jeff Prenevost moved, supported by Doug Stewart to approve the September 2008 payment of bills. **Motion was approved by all board members present.** The financial committee did not meet.

**Faculty Liaison:** No feedback to report.

**School Age Programs:** Written report in board packet. Sue Hofbauer Huczek noted this month's report is an updated version on the 5 Year School Age Program plan, previously submitted by the School Age Advisory Committee. A discussion on the goal of achieving 100% student participation followed.

**Academic Service-Learning:** Sue Hofbauer Huczek noted the LEAGUE Thanksgiving Drive will begin in November and the Presidential Service Awards have been ordered.

**PTO Report:** Minutes from the September 5, 2008 PTO meeting were distributed to the board.

**Director's Report:** Written report in board packet. Al Waters updated the board on the following: the hiring of Katie Gates for the Music/Band position, currently collecting resumes for the 4/5 long term substitute position, MEAP assessments have begun, Honey Creek staff and faculty attended CPR/First Aid training, Climate and Culture, and the Director's Goals.

**Old Business:** Will Hathaway moved, supported by Wayne Millette to approve the annual goals for school Director Al Waters. **Motion was approved by all board members present.**

**New Business:**

Board Goals

The board discussed the list of steps/goals from the October board retreat which included:

- Reorganizing the regular board meetings by grouping standard items together into a "consent agenda".
- Making time in each meeting for discussion of larger, long-term issues.
- Review the mission statement and develop an operationalized vision for the school.
- Work to make the budget more understandable and think about how to allocate funds more strategically.

In addition to the list of four items from the retreat, the board added:

- Revive the student "board spotlight" in which students were selected to make a presentation to the board.
- Get out the Honey Creek message – specifically to reach out to potential students.
- Gather knowledge to improve board performance.
- Define our means for gathering data to measure performance.
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Al Waters distributed the Mission Statement to the board per the direction of President John Stahly. A lengthy discussion followed on the Mission Statement. Concerns included: the need to clarify the mission statement, and how to measure achieving the mission.

Approve Prior Year's Audit

Carol Borgeson moved, supported by Jeff Prenevost to approve the annual audit as presented, for the school year ending in June 2008. **Motion was approved by all board members present.**

**Other Items of Business by Consensus of the Board:** Doug Stewart asked if the PTO or the Honey Creek Board should be in charge of the Phoenix Rising Campaign. The discussion will be continued at the November board meeting under New Business.

**Board Kudos To:**

- Shellee Almquist for another great annual audit.
- The many volunteers who helped with set-up and cleanup of the Fall Festival and the Book Fair.
- Joann Beemon for an amazing job organizing the MS Field Hockey program.
- All the Field Hockey teams and coaches on the completion of their fall season.
- Amy Johnston for navigating the Presidential Service Awards website.
- Amber Byers for joining the Instructional Consultation Team.
- Al Waters and the Honey Creek staff for “holding down the fort” during Shellee’s leave.

**Preparation for Board Communications:** Will Hathaway will prepare the board communications for the community.

**Public Participation:** None

**Adjournment:** Jeff Prenevost moved to adjourn the meeting at 8:36 p.m.