

The Mission of the Grand Rapids Child Discovery Center is to continuously expand the potential of children, the experiences of educators and the involvement of parents within the diverse community of Grand Rapids. The Vision: base all decisions on the principles of Reggio Emilia incorporating current research on learning as well as developmentally appropriate practice.

## Grand Rapids Child Discovery Center Board of Directors Meeting

6:00 – 8:00 PM Monday, August 11, 2014  
Grand Rapids Child Discovery Center  
409 Lafayette Ave. SE, Grand Rapids, MI 49503

INFORMATION TO THE PUBLIC: When the Chair recognizes a member of the public for oral comment, Such comment shall be for five (5) minutes or less, at the discretion of the Chair. Comments will be heard at the time the subject item is addressed to the Board, or under Item VI (Items Not on the Agenda).

### Agenda

|                            | <i>TOPIC</i>  | <i>PERSON RESPONSIBLE</i> | <i>TIME</i> | <i>TYPE</i> |
|----------------------------|---|---------------------------|-------------|-------------|
| <b><i>OPENING</i></b>      |   |                           |             |             |
| 1                          | Call to Order   | Eric                      | 6:00pm      |             |
| 2                          | Roll Call   | Eric                      |             | Action      |
| 3                          | Mission and Vision  | Eric                      |             |             |
| 4                          | Approval of Agenda  | TBD                       | 6:05        | Action      |
| 5                          | Approval of Minutes   | TBD                       |             | Action      |
| 6                          | Charter Contract  | Eric and Tracey           | 6:10        |             |
| 7                          | Revised School Code Section 380.503 (6)(i)  | Eric and Tracey           | 6:15        | Action      |
| 8                          | Reflection  | Rotate                    | 6:30        | Information |
| 9                          | Public comment on items not on the agenda (limited to 3-5 minutes by policy of the Board) |                           |             |             |
| <b><i>REPORTS</i></b>      |   |                           |             |             |
| 10                         | Family Team Report  | Family Team Liaison       | 6:35        | Information |
| 11                         | Administrator Report  | John                      | 6:40        | Information |
| 12                         | Pedagogista Report  | Sarah                     | 6:50        | Information |
| 13                         | Finance Work Group Report   | Tim                       | 7:00        | Information |
| 14                         | Facilities Work Group Report  | Raymond                   | 7:05        | Information |
| 15                         | Educational Programs Work Group Report  | Chris                     | 7:10        | Information |
| 16                         | Fundraising Work Group Report   | Eric                      | 7:15        | Information |
| <b><i>OLD BUSINESS</i></b> |   |                           |             |             |
| <b><i>NEW BUSINESS</i></b> |   |                           |             |             |
| 17                         | New Harassment Policy   | John                      | 7:20        | Information |
| 18                         | New Board Members - Vetting Process   | Eric                      | 7:25        | Information |
| 19                         | Board Commitment Letter   | Eric                      | 7:35        | Information |
| 20                         | Assessment & Title II Program Coordination Stipend  | John                      | 7:45        | Information |
| 21                         | Good news   | John                      | 7:55        | Information |
| 22                         | Adjourn   |                           | 8:00pm      |             |
|                            |   |                           |             |             |
|                            |   |                           |             |             |

**6:04 pm** Call to order (Eric)

**Present:** Eric Doyle, Tracey Brame, Scott Ayotte, Raymond McDaniel, Esther Kuiper, John Robinson

**Regrets:** Tim Glasser, Chris Hanks, Mike Joynt

(Mike Joynt sent an email message at 5:48pm announcing his resignation from the Board)

**Opening:** Motion to approve agenda (Tracey, Scott 2<sup>nd</sup>); approved unanimously

**Opening:** Motion to approve minutes (Tracey, Scott 2<sup>nd</sup>); approved unanimously

**GRCDC Mission & Vision** – read aloud by Eric

**Charter Contract:** John Robinson and Eric Doyle reviewed the effort required to collect and deliver all the necessary information to GRPS for the Charter renewal. Both agreed that the increased involvement and oversight required in the new contract was a positive thing and that based upon their interaction with Sharon Pitts, GRPS and the GRPS Board they expect a positive collaborative working environment.

**Resolution Requiring Academy Board Certification:** Eric Doyle explained this document and his belief that the GRCDC would meet the terms of this resolution.

Motion to approve Eric signing this document, which is required to renew the GRPS Charter Contract (Scott, Tracey 2<sup>nd</sup>); approved unanimously.

**Building Repairs:** Raymond McDaniel requested funds to repair the cafeteria floor, portions of the roof and areas of brick around the building. In order to complete the cafeteria floor and the front brick stairs in time for school to begin, work needs to be authorized immediately. The cafeteria floor is estimated to cost \$12,000, which includes pouring a layer of Gypcrete over the existing concrete floor as an underlayment for a luxury vinyl floor surface. Eric suggested that the flooring choice also consider the cost of long-term maintenance when choosing the surface to install. The remainder of the repairs will be prioritized and approved by a subcommittee.

Motion to approve the use of \$25,000 for various repairs around the building, how to pay, and priority of repairs including the cafeteria floor, brick repair, and roof to be determined by a subcommittee made up of Raymond McDaniel, Tim Glasser and John Robinson with additional input from Tessa (Eric, Scott 2<sup>nd</sup>); approved unanimously.

**6:49 pm** Tracey Brame leaves the Board meeting

**Reflection:** John reflected on how his coming on board as principal has been a very positive experience for him.

**Public comment:** Sana Amash reflected on how she loved seeing the diversity of people sitting around the Board room table

**Family Team:** None. Next scheduled meeting is August 13.

**Admin report:** After reviewing the items that have been accomplished so far, including meeting many people and working through the Charter Contract, John feels like his efforts are progressing well.

**Pedagogista report:** Sarah Cooper thanked the Board for renewing her contract. She went on to discuss the mixed age classrooms set up for this year, which include two classrooms for kindergarten and 1<sup>st</sup> Grade, two classrooms for 2<sup>nd</sup> and 3<sup>rd</sup> grades and two classrooms for 4<sup>th</sup> and 5<sup>th</sup> grades. Some parents have expressed concern regarding the transitioning to sixth grade and having 4<sup>th</sup> graders in 5<sup>th</sup> grade classes. The staff is listening to feedback and addressing the concerns regarding the 5<sup>th</sup> grade preparation for 6<sup>th</sup> grade. Eric mentioned that he was happy to find out that the GRCDC can apply at any time during the contract term for the addition of a 6<sup>th</sup> grade at the Discovery Center. Sara continued with a discussion regarding the “before and after care program” which is okay but is requiring the school go through a process of reapplication which requires a significant amount of documentation. She also discussed new policies of notification that are required for pest management. Sarah concluded by discussing efforts to move to positive reinforcement behavioral management, the work they are doing for professional development and new candidates for the teaching position vacated by Sara Spear in Discovery C.

**Finance work group:** None

**Facilities work group:** In addition to the request for funds to repair portions of the building earlier in the meeting, Raymond stated he has met with John Robinson to bring John up to speed on the building and has scheduled future meetings to discuss needed repairs and desired improvements. Raymond also has plans to meet with Tim Glasser from the finance workgroup to discuss the timing and sources of funds to make the needed repairs to the building.

**Educational programs workgroup:** None

**Fundraising Report:** The fundraising committee has had preliminary conversations with Rockford Construction to help with fundraising. They also plan to pursue a park specific application with the Wege Foundation later this fall but that this philanthropy organization requires specific building improvement funding to be tied in with LEED certification.

**New Business:**

- Harrassment Policy – The school needs to have a policy in place soon. John is working on this.
- New Board Members – Eric passed out a draft document identified as the 2014-2015 Board of Directors Commitment Letter. This letter is intended to encourage the Board to think about the responsibilities of all Board members and to assist in the vetting process for selecting new Board members. Scott discussed how current community involvement and community prominence will play an important role. Desired areas of expertise for new board members include: law, education, finance/banking, communications/marketing, small business operations and building operations and fundraising. There are currently three people who have expressed interest in the Board positions with experience in education (Angie), small business operations (Mary) and

work at the Kellogg Foundation (Andrew.) It was discussed that the Board would take time to choose the right candidates to fill vacating Board positions.

- Brooke Streu submitted a letter requesting the Board consider a stipend increase to \$8,903 for assessment and Title III program coordination. John Robinson and Tessa believe this is a reasonable request based upon the work Brooke has been doing and the additional work required to meet the revised goals. Further discussions will take place at the next finance workgroup meeting to determine a recommendation for the Board, which may need to wait until the October Board meeting when the school better understands its State and Special Education funding expectations.
- Good News – Eric reminded the Board that the GRCDC has done a lot of good work. 11 Michigan Charter Authorizers have been placed on a watch list and GRPS (the GRCDC's authorizer) was NOT on that list. Additionally, the State of Michigan's Governor's office has identified the GRCDC for its success in 3<sup>rd</sup> grade reading.

**7:46pm** - Motion to adjourn (Scott, Eric second); approved unanimously.