

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, November 10, 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

| ITEM | TOPIC | PERSON RESPONSIBLE | TIME | TYPE |
|----------------------------|---|---------------------|--------|-------------|
| OPENING | | | | |
| 1 | Call to Order | Eric | 6:00pm | Action |
| 2 | Roll Call | Eric | | Action |
| 3 | Adoption of Agenda | Eric | 6:05 | Action |
| 4 | Approval of Minutes | Eric | | Action |
| 5 | Reflection, Mission and Vision | Rotate | 6:10 | Information |
| 6 | Public comment on items not on the agenda (limited to 3-5 minutes by policy of the Board) | | | |
| REPORTS | | | | |
| 7 | Family Team Report | Family Team Liaison | 6:15 | Information |
| 8 | Administrator Report | John | 6:20 | Information |
| 9 | Pedagogista Report | Sarah | 6:30 | Information |
| 10 | Finance Work Group Report | Tim | 6:40 | Information |
| 11 | Facilities Work Group Report | Raymond | 6:50 | Information |
| 12 | Marketing Work Group Report | Mary | 7:00 | Information |
| 13 | Operations Work Group Report | Mary | 7:10 | Information |
| 14 | Fundraising Work Group Report | Eric | 7:20 | Information |
| UNFINISHED BUSINESS | | | | |
| 15 | New School Policies - Harassment and nepotism | John | 7:25 | Information |
| 16 | Board Commitment Letter and Member Search Update | Eric | 7:35 | Information |
| 17 | Work Group Definitions and Goals | Mary | 7:40 | Action |
| NEW BUSINESS | | | | |
| 18 | Staff Appreciation | Mary | 7:55 | Information |
| 19 | School Improvement Plan | Sarah, Mary, Eric | 8:00 | Information |
| 20 | Good news - Bike Racks!!! | All | 8:10 | Information |
| 21 | Adjourn | | 8:15 | |
| | | | | |

Minutes:

6:07 PM Call to order (Eric)

Present: Eric Doyle, Raymond McDaniel, Tim Glasser, Mary Witte, (others in attendance: Esther Kuiper, John Robinson, Sarah Cooper)

Regrets: Chris Hanks, Tracey Brame

Opening: Motion to approve agenda and minutes (Eric, Raymond second); approved unanimously

Reflection: n/a

Public comment: Katie Padron spoke briefly about her daughter who is at the Discovery Center. Dave Hathaway, a new member of the Facilities Subcommittee introduced himself and his experience working on the Van Andel Institute project

Family Team Report: n/a

Admin Report: See report. Movie night was a success, The Gus Macker event went well, new workgroups are being created by John and Sarah to help meet school improvement goals, the GRCDC is reviewing alternative long term disability coverage, short term disability will be explored but thought to be too expensive, Heritage Hill made a pledge(?), and the GRCDC has a new alternate Web address: GRCDC.org

Also, 31A funding was \$22K less because of a reporting error on the free lunch account. Parents and school did not know all the forms needed to be filled out. This was a common error with other schools and has been corrected going forward.

Pedagogista Report: Sarah has been having meetings with Melissa at the GREDC and has been working on strategies to work more closely with her. They have discussed sharing activities, staff, etc.

The aftercare program has 26 students and is covering payroll. The program still requires licensing for the fire inspection. Mary Witte will talk with Ken at Firepro regarding the inspection. The target date to have everything complete is December 1st.

Bike racks will be installed on Wednesday. Thank you cards/announcements will be created to present to the donors.

School sign will be donated but the footings and the brickwork will need to be covered by the school. This cost has not been submitted to the board. The City Historic Commission may need to review and approve the sign again.

Finance Subcommittee Report: Budget needs to be adjusted for \$22K shortfall. Some of this may be offset by less than projected expenses. GRCDC has not received invoices from GRPS for contract employees. John and Esther will check on this so the Finance Workgroup will have a projected rate cost for the updated budget. Tim will receive new financial information on November 25th and will update the board at the December meeting.

Facilities Subcommittee Report: The estimate for overall brick repair came in at \$168,000. A full report of recommendations along with the report on the boiler system will be presented at the December board meeting.

Marketing Subcommittee Report: The subcommittee is drafting coordinating statements in order to draft stories around consistent messages. Once this is complete, the Work Group will present them to the board with instructions on how to best use these messages.

Operations Subcommittee Report: The subcommittee is currently reviewing and formatting the employee and family handbooks to add more substance and to make the handbooks more easily organized and accessible. They will also be reviewing these handbooks to ensure all the important information is included.

Fundraising Subcommittee Report: In order to receive the \$50K grant awarded from the Dyer Ives Foundation, the outdoor play space must be completed before the end of 2016. The grant request of the Wege Foundation for \$170K toward the play space was denied. The Fundraising Work Group will be inquiring how they can better apply for the grant in the Spring.

Unfinished Business:

New School Policies - Harassment and nepotism: The draft policies are done. The board will preview and provide feedback. There was also discussion about having the school's insurance company review the policies. The board should expect to be prepared to approve the policies at the next board meeting. John will also be working on training recommendations and processes to determine whether this can be easily completed online. There was also discussion about where similar draft policies should reside before being made public since the school does not have an FTP site.

Board Commitment Letter and Member Search Update: All board member commitment letters have been received. Mary was been talking with Mary Cunningham, a retired CFO about possible participation in one of the Workgroups. Mary has also experienced professionals having some confusion regarding the word Work Group. She recommended the board change the name to Subcommittee.

Work Group Definitions and Goals: Workgroup definitions were accepted as written and will be made available for the solicitation of additional members.

Motion to change Work Group title to Subcommittee and to approve workgroup definitions as written (Tim, Raymond second); approved unanimously.

New Business:

Staff Appreciation: John and Sarah to establish criteria and bring recommendations to next board meeting.

School Improvement Plan: to be submitted June 30th. Data will be completed by the end of November. John and Sarah will synthesize data and present at next meeting.

Good news - Bike Racks!!!

8:30 PM Motion to adjourn (Eric, Raymond second); approved unanimously