

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, December 8, 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>ITEM</i>	<i>TOPIC</i>	<i>PERSON RESPONSIBLE</i>	<i>TIME</i>	<i>TYPE</i>
<i>OPENING</i>				
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)			
<i>REPORTS</i>				
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 & Updated Budget	Tim	6:40	Action
11	Facilities Work Group Report	Raymond	6:50	Information
12	Marketing Work Group Report	Mary	6:55	Information
13	Operations Work Group Report	Mary	7:05	Information
14	Fundraising Work Group Report	Eric	7:15	Information
<i>UNFINISHED BUSINESS</i>				
15	New School Policies - Harassment and nepotism	John	7:20	Action
16	Board Member Search Update	Eric	7:30	Information
19	School Improvement Plan - Setting Priorities	Sarah, Mary, Eric	7:35	Information
<i>NEW BUSINESS</i>				
18	Tuition Reimbursement for Administrative Staff	Eric	7:45	Action
20	Good news	All	7:55	Information
21	Adjourn		8:00	

Minutes:

6:03 PM Call to order (Eric)

Present: Eric Doyle, Raymond McDaniel, Tim Glasser, and Mary Witte. Tracey Brame via phone for the latter half (others in attendance: Esther Kuiper, John Robinson, Sarah Cooper)

Regrets: Chris Hanks

Opening: Motion to approve agenda and minutes (Mary moved agenda, Tim moved minutes); approved unanimously.

Reflection: Dicovery B got new tables through Donorschoose.org!

Public comment: None

Family Team Report: Provided in board packet, no representative to present. Fundraising opportunities in the Link newsletter distributed today. Want a board member to attend family team meeting at 3:15 Jan. 6. Mary will attend the February meeting at 8:15am.

Admin Report: See report. Elevator inspection passed. Math materials are here! Mayor Heartwell coming in to talk to students! Meeting with GRPS about partnership. New policies being reviewed by BHS. Technology needs for MEAP testing being discussed. Welcoming volunteers to help at the school.

Pedagogista Report: See report. Angie Summers coordinated the birthday potluck. Thank-you cards from classes for bike racks were made. Geek Group – partnership being explored, especially for older kids. Performance evaluations are due in January for Sarah – questions were raised as to who was to complete them and in what format. Chris Hanks can share past experience. Winter Celebration has a new approach, see Link letter. Staff recognition process. Nominations to Leadership team, will approve. Tuition reimbursement requested to be worked out for Sarah.

Finance Subcommittee Report: Budget currently shows a \$13K net loss, but we still have a positive fund balance. Board training on finance requested in Spring 2015, Tim to arrange with Hungerford. Mary Cunningham – to get involved with Finance Committee soon.

Facilities Subcommittee Report: The building needs repair – considering PACE financing option for energy related equipment. Volunteer to look at heating system.

Marketing Subcommittee Report: Tiffany and Veronica working on outreach website. Focus on social media. Three stories being developed.

Operations Subcommittee Report: John and Sarah are working on policies. Nepotism and harrassment policies needed. Need protocol on use of debit card. Paul from MEA – we are an island; need to define our own rules. Table of contents for Handbook being rehashed. Discussed how to prioritize policies that are not yet defined. Mary will review Eric's suggestions and move forward with this content. Operations Committee will prioritize and complete draft.

Fundraising Subcommittee Report: Received a \$4K check from the Cook Foundation, need to decide how to use. Subcommittee is working to finalize the fundraising action plan. Eric met with Ryan Kilpatrick and he may consider joining the fundraising committee.

Unfinished Business:

New School Policies - Harassment: The new policy was submitted for approval. Tim moved, Mary second. Approved by all. Discussed the training to implement.

New School Policies - Nepotism: The new policy was submitted for approval. Mary moved, Tim second. Approved by all.

Board Member Search Update: Eric met with Ryan Kilpatrick and he may consider joining the board. Mary talking with Mary Cunningham. John talking with Peter Johnson. Pete Emerson (parent) may help with fundraising.

School Improvement Plan: Look to conduct SWOT analysis in January 2015.

New Business:

Tuition reimbursement for administrators: The proposal was submitted for approval by the finance committee - see minutes. Proposal was to offer 50% of the tuition cost up to 6 credit hours per school year with a maximum expenditure of \$3,500. The course reimbursement would be contingent on a grade of a B- or better. Applies to Principal and Pedagogista only. Details defined by Sarah Cooper below.

1. Qualifications

- a. Each administrative employee overseeing programming may qualify, provided the coursework is directly applicable to MDE mandated certifications.
- b. Each administrative employee may qualify, provided he/she is not eligible for tuition reimbursement from another source(s).
- c. Each employee on leave of absence with pay shall not qualify.
- d. Course work may not interfere with the employee's regular assignment. Exception shall only be by approval of the Board.
- e. An employee shall be required to repay the tuition reimbursement if he/she resigns or retires before he/she works at least thirty (30) work days after the completion of the coursework.
- f. An employee must pay for the coursework and submit for reimbursement pending a passing grade of B- or better.

2. Course Approval

- a. A request for reimbursement must be made in writing to the Board at least ten (10) days prior to enrollment. Such request must include the course number,

name and description, date and the name of the university or college offering the course.

- b. Such course(s) must be for college graduate credit, workshop equivalent to college graduate credit and approved by MDE for certification.
- c. The course(s) must be related to the employee's regular assignment.
- d. The Board's judgment of relevancy is final and binding and is not subject to the grievance procedure.

Motion to accept the tuition reimbursement was approved by all.

Good news - The donation from the Cook Foundation.

7:31 PM Motion to adjourn (Eric); approved unanimously