

# Grand Rapids Child Discovery Center Board of Directors Meeting Minutes

6:00 — 8:00 PM Monday, March 9, 2015

## Agenda

	TOPIC	PERSON RESPONSIBLE	TIME	TYPE
<b>OPENING</b>				
1	Call to Order	Eric	6:00	6:03
2	Roll Call	Eric		Action
3	Approval of Agenda	Eric	6:05	Action
4	Approval of Minutes	Eric		Action
5	Reflection	Rotating	6:10	Information
6	Public comment on items not on the agenda (limited to 3-5 minutes by policy of the Board)			
<b>REPORTS</b>				
7	Family Team Report	Family Team Liaison	6:15	Information
8	Administrative Report	John	6:20	Information
9	Pedagogista Report	Sarah	6:30	Information
10	Finance Subcommittee Report and Budget Approval	Tim	6:40	Action
11	Facilities Subcommittee Report	Raymond	6:55	Information
12	Marketing Subcommittee Report & Messaging	Mary	7:00	Information
13	Operations Subcommittee Report	~	~	Information
14	Fundraising Subcommittee Report	Eric	7:20	Information
14	Executive Subcommittee Report	~	~	Information
<b>OLD BUSINESS</b>				
16	Board Member Search Update	Eric	7:25	Information
<b>NEW BUSINESS</b>				
18	Bylaw Amendments	Eric and Tracey	7:30	Information
19	Good News - Grade A: Education-Trust Midwest	All	7:40	Information
20	Adjourn		7:45	

March 9, 2015 - Board Meeting Minutes

Call to order: 6:03 p.m.

Attending: Jenine Prus, Sana Amash, Eric Doyle, Tim Glaser, Esther Kuiper, Sarah Cooper, Mary Witte, Janay Brower, and John Robinson

Absent: Tracey Brame, Raymond McDaniel

**Agenda and Minutes approved as submitted.**

## Reflections

- John - GRCDC's listing with NARA (North America Reggio Association)
- Eric - Computer Lab Set Up
  - Concern for reflected light and sound
- Mary - Spending time with Beth Scarborough

## **Public Comment**

Jenine Prus

- Child in Discovery F (Adrian)
- Employed in Chief Advancement at Family Futures , Former employee at GRPS with a Masters Degree in Public Administration
- Fund Raising at GRCDC

Janay Brower

- Daughters in Discovery A and D
- Fund Raising/Family Team at GRCDC

## **Family Team (Written report submitted with Board Packet)**

- Janay, our guest, was at the last meeting and gave us a verbal report:
  - At this time when there is a transition of in roles, the family team is considering what else needs to be discussed operationally, structurally and looking at vision plan for guidance.
  - Sarah presented to the GRCDC family team the Vision Plan-Challenging them to take on two areas.
  - Amy Brower is busy helping new leaders transition - Amber Kilpatrick, Natasha Nyberg
  - Actively planning the Skating Party Planning

## **Administrative Report (Written report submitted with Board Packet)**

- John added these comments:
  - Computer Lab Success
  - Diversity Activities Success
  - Old National Bank Meeting with Tim Glasser, preparing for transferring accounts (Founders Bank has been acquired)
  - New Hires: Andrew Campbell and Rachael Vereeke
  - Converting debit card to credit card with a new bank (Mary reminded John about the protocol related to this)
  - Its' open enrollment season, John requested everyone "spread the word"

## **Pedagogista Report (Written report submitted with Board Packet)**

- Sarah added these comments
  - Acknowledging and Thanking Amanda - (Odyssey of the Mind) and Rachel - (Computer Lab)
  - Pleased to begin working with GREDC developing Portfolio concepts for the pre-school in alignment with the GRCDC experience.

- Invited 73 Community guests to Open House (March 18), educational partners and neighbors.
- Before and After Care-
  - Final steps in licensing
  - New Hire: Michael Cuevas, started Feb 13<sup>th</sup>
  - Wafa finished her final course requirements so she now can be recognized as the central administrator.
- 4<sup>th</sup> grade pilot test in Discovery E, testing surface technology, using stylus and head phones-observed the needs of the group so skill improvement will be needed
- Rosalie Kasar and Brook Streu, looking at teacher reviews rubrics for acceptability by teachers and comply with all “rules”
- Staff reviews are starting and there is some discomfort about process but the sense is that after going through it, folks will be fine.
- John, Sarah, Eric and Mary are reviewing the process and protocol for administrators’ annual review.
- Marketing collateral in process-banner, brochure (adding FAQ and current testing information)

**Treasurers Report (Draft Revised Budgets submitted by email to board members on 3/9/2015)**

- Tim Reported:
  - Tessa sent an updated budget today. It reflects everything we know to date suggesting that at the end of the year we will have a negative cash flow of more than \$25,000. Budget includes:
    - \$5,000 payment to insurance company
    - Assuming same level of staffing for this year
    - Latest information on maternity leaves
    - Funding for board training-Hungerford to train on nuts and bolts of school finance.
  - Budget does not include the costs/fees GRPS will charge for “consultants”. Information was sent to Tim and administration on 3/9/2015 but not reflected in draft budget.
  - Revised budget will be submitted and approved at April board meeting.
  - Budget is dependent on enrollment. Our goals need to be 10% more than what we need because we experience attrition every year.
  - John reported that the current goal for enrollment is 240, with the possibility of 260 if we get more enrollments in 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> grades, triggering the hiring of an additional teacher.
  - Eric requested that administration do some investigating and report to the board why families leave the school in grades 3, 4 and 5 with the notion of creating a proactive strategy for retention. Discussion revealed
    - Draw of neighborhood schools, relationships, locale
    - The concern of the unknown of 6<sup>th</sup> Grade Transitions

- Sarah reported that right now our 4<sup>th</sup> grade class is the largest it has ever been (suggesting the feeder program is improving and incrementally more families are staying)
- Group discussed the need to inform and survey parents on the concerns and opportunities around 6<sup>th</sup> grade transitions.

**Facilities Report: Raymond was absent but gave Eric bullet points of the groups February activity**

- Fire Pros completed the inspection without triggering additional repairs, replacements or costs.
- Roof leak has been temporarily controlled; we are watching the leak and are assured that we can patch the roof to get through the season
- Clean up of the Hive went well
- New bids coming in for roof repair

**Marketing Report: (Written report submitted in Board Packet)**

- Mary reported committee activity:
  - Addressing print needs, graphic design and printing
  - Making minor tweaks to web site, new web site planned for September 2015- Thank you Veronica and Ryan.
  - Making more regular postings to public Facebook page-Thank you Tiffany
  - Soliciting budget numbers for a permanent monument sign (temporary sign being pursued)
  - “Brand” messages were discussed
    - The role and use of brand messages
    - We discussed how to communicate the need to use brand messaging to all groups. John volunteered to be the messenger to all sub-committees and staff/teacher groups.

**Operational Report: Mary gave a verbal report explaining her time in February was focused more in marketing than operations.**

- The need to include a technology “champion” within the operations sub-committee, and eventually create a technology sub-committee
- The ongoing activity of the employee handbook
- The support of the HR review and hiring process

**Fund Raising Report: (Written report included in Board Packet)**

- Eric (Janay and Jenine reported)
  - Disappointing news - Wege Foundation doesn’t fund charter schools
  - Grant with Dyer Ives, lifted restriction for matching funds in the hopes that the funds can be used this season. The sub-committee is strategizing on how to raise any sum of

money to comply with this request so Phase 1 (\*) improvements for the outdoor learning environment can occur.

- (\*)By June 1<sup>st</sup>- Phase one of outdoor (de-pave, seed grass, curb cuts)
- Jenine reported that the MDC has a program- Patronicity that offers a one to one match for creating public site improvements
- Sub-committee is finalizing a fund raising action plan aligning with the approved vision plan.

### **Old Business**

Eric reported on board member search

- Declined
  - Brad Parisian, accepted a board position at the GREDC
  - Ryan Kilpatrick is focusing his volunteer efforts on the fundraising subcommittee
- Newly interested
  - Jenine Prus - fundraising
  - Kim Bush - marketing
  - Juana Garcia- financing - accountant
  - Sidney – operations/fundraising
- Other sources
  - Chamber of commerce -center of leadership (Kim McLaughlin)
  - WGVU Engage

Eric reported that our by-law amendments need to be revised and created a deadline of June 2015. Tim offered to assist Eric and Tracey. Mary asked the Executive Committee to make recommendations for the necessary changes for board approval.

### **Good news**

Esther & Sarah - GRPS got an "A" from the Education Trust- Midwest

Adjourned at 7:43 pm

Next Meeting: April 13, 2015, 6 pm. (Eric will be absent, Mary will lead agenda)