

# Grand Rapids Child Discovery Center Board of Directors Meeting Minutes

6:00 — 8:00 PM Monday, April 13, 2015

## Agenda

	TOPIC	PERSON RESPONSIBLE	TIME	TYPE
<b>OPENING</b>				
1	Call to Order	Mary	6:00	
2	Roll Call	Mary		Action
3	Approval of Agenda	Mary	6:05	Action
4	Approval of Minutes	Mary		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	None	~	Information
8	Administrative Report	John	6:15	Information
9	Pedagogista Report	Sarah	6:25	Information
10	Finance Subcommittee Report and Budget Approval	Tim	6:35	Action
11	Facilities Subcommittee Report	Raymond	6:50	Information
12	Marketing Subcommittee Report	Mary	7:00	Information
13	Operations Subcommittee Report	Mary	7:10	Information
14	Fundraising Subcommittee Report	See Report	7:20	Information
14	Executive Subcommittee Report	~	~	Information
<b>OLD BUSINESS</b>				
16	Bylaw Amendments	See Proposed Bylaws	7:25	Information
<b>NEW BUSINESS</b>				
17	Administrator Review Percentages	John and Sarah	7:30	Information
18	Good News - Grants submitted by Sarah Cooper	All	7:40	Information
19	Adjourn		7:45	

## April 13, 2015- GRCDC Board Meeting Minutes

Call to order: 6:14 pm Action items highlighted in yellow. Decisions highlighted in green.

**Attending:** Tim Glaser, Sarah Cooper, Mary Witte, John Robinson, Raymond McDaniel and Juana Garcia.

**Absent:** Tracey Brame, Eric Doyle

**Agenda:** Tim moved to approve, Raymond seconded-all agreed.

**Minutes of the last meeting:** Raymond moved to approved, Tim seconded-all agreed.

### Reflections:

Sarah shared our new brochure, fresh from the printer.

Enrollment Banner looks good

Temporary Sign going up on the 14<sup>th</sup>.

Raymond shared about an inspirational video, Steven Covey "The 8<sup>th</sup> Habit of highly effective people-Helen Keller" Talked about Helen Keller's mentor and teacher.

Sana reported that Discovery B raised \$3,900 for her classroom through donorcause.org, a testament to the power of community. Megan Parisian helped a lot. They will receive 6 iPads and 6 keyboards.

**Public Comment:** No comments but we welcomed our guest Juana who is a potential candidate for the board.

### **Family Team Report**

Sarah reported that she is continuing to work with the Family Team, focusing activities to align with the Vision Plan.

Skating Party was a success.

T-Shirt orders are out.

### **Administrative Report (Written report included in Board Packet)**

Vision: School improvement team meets April 15, plan will be ready to review by board at May meeting for approval in June meeting. John mentioned that he was pleased that the process is ahead of schedule.

School Culture: Evaluations have begun for staff and teachers. "Mind meets Music" had a professional development workshop for teachers of Discovery A & B. This is the fulfillment of work done last year. Teachers were pleased with the institute, they received cash grants. They learned that their emphasis in grades K-2 is Language Arts and then 3-5 is Choir. John thanked all the staff for hard work well done this month.

Management: Met with GR city planners on the "outdoor classroom" in hopeful preparation for activities funded by Dyer Ives that will occur on site this year. Submitted a grant application to Lowes. Continue to work with Fire Pros to get elevator approved and certified. There has been some back and forth between fire inspector and Fire Pros, hope to get accomplished soon. Moving the marketing message through committees and encouraging use and compliance. Going through the bank transition, Founders to Old National, seems to be going smoothly.

Relationships: Attended the "Here I Come" Kindergarten event, promoting GRCDC. Congressman Huizenga visited the school and expressed his pleasure with the school, planning for Major Heartwell visit on April 21<sup>st</sup>.

*Tim Glaser commented how pleased he was that "things are being taken care of". Others expressed that when John came as principal he said it was a listening and understanding year for him and it has proven to be that.*

*John expressed appreciation for Sarah Cooper.*

**Pedagogista Report (Written report included in Board Packet)**

The board signed thank you cards to recipients of the “Monthly Board Recognition” for Jan-April, 2015. (See board minutes of months January – March for the acknowledged individuals in those months.) This month’s recipient was Rosalie Kaser for the work she does as the GREA Union Liaison. We appreciate her efforts in problem solving and communication.

Reggio Practice-Professional Development: Planning is in full swing: Areas for professional development for next year, school events and school calendar are being considered and plans executed. Special appreciation for the volunteers who are looking at the overall calendar based on GREA, MDE and Vision Plan. And for the staff who participated in the school side survey to poll interests and needs.

Instructional-Before and After School Care: Final steps to licensing are in being taken. Plans for the summer program are formulating. Rates have been established. Wafa and Harmony will share the role of program director to allow a reasonable shift for both of them.

Instructional-Enrollment: 170 of the 226 students have re-enrolled. Around 30 families have not yet enrolled. Per the request of the board last month, Sarah and Rachel summarized the reasons for not returning from last year. The largest grade for “non-returning” was 1<sup>st</sup> graders. Reasons for not returning for all students fall into the categories of “personal reasons”, moving out of region, wanted to get into a school system that offered 6<sup>th</sup> grade. Rachel has been writing on student files reasons for leaving and Sarah is going to create a multiple choice list that ranges from “issues with teacher, issues with program, unresolved grievances, not good fit for child academically” to the other reasons now used, so we can more completely understand where they may be issues going forward.

Instructional-New Computer Lab: Ordering smaller supplies and preparing for testing that will start this month. Applied for Griffins Media Make-Over Grant. Awards will be announced summer 2015

*Tim Glaser asked about the plans for instruction around keyboard skills and technology. Sarah responded that they are discussing those needs as well as integrating publishing options. There is talk of a Minecraft Club. There isn’t a set plan for what level of skill, by what age and the best time to initiate the program.*

Systems-Fundraising: Previous board president Lorissa MacAllister contacted the school to inform us of the Grand Rapids Junior League WAY Project (Grant)-Wellness Adventure Yard. Application submitted, will know by end of April 2015.

Systems-Evaluations: First evaluation complete and Sarah is very pleased with it, while rigorous. Everyone’s evaluation is scheduled. John and Sarah are dividing up the review oversight.

Systems-Vision Plan: Benchmark goals for the vision plan will be complete by April 20<sup>th</sup>. Shared responsibilities around vision plan are being determined.

### **Treasurers Report (Updated budget for current year sent from Tessa dated April 10, 2015)**

Tim brought forward the most current 2014-15 budget as forwarded by Tessa for approval. Mary called for approval, Raymond seconded. All agreed to approve. (This budget has the most current information regarding revenue and expenses). The year is projected to end in a deficit of more than \$30,000.

Phil from our contracted accounting firm, will provide the board with training next month on academic financial statements. More information to follow.

Tim requested from all sub-committee chairs a first draft of line item needs for the 2015-2016 budget by April 30, 2015.

### **Facilities Report**

Raymond reported that they are doing what they can without funds, minor repairs and clean up.

A facilities day has been scheduled for April 25 and volunteers are being soliciting for a variety of tasks around the school. Anticipate 20-25 volunteers.

Mary asked for school doorbell to save the office from running back and forth to door, or not catching visitors at all. Tim offered to secure a wireless affordable system so Raymond's group can have installed.

### **Marketing Report (Written report included in Board Packet)**

Most old business is caught up as it relates to print needs. John R. is moving the brand message forward through all his affiliations with committees and groups. Thank you.

Temporary sign will be installed April 14, 2015 and Mary reminded everyone that this is temporary (not permitted and not long term weather worthy). We did gain donations from a variety of companies and individuals who did not know about the GRCDC and while we need a sign, the process of creating it allowed us to expand our sphere of influence.

Plans for a permanent sign need to be made and include in the budget for 2015-2016.

### **Operations Report (Written report included in Board Packet)**

Sub-Committee is committed to include in the vision plan, plans for growth and retention.

HR Systems-School Structure: Our committee is more and more confident that they understand the outside resources they need in order to support John in creating policy and standard school practices.

HR Systems-Administrative Review: Eric and Mary have been addressing the request from Sarah and John for a hybrid review process for themselves. See new business.

Committee has identified the need for data collection and use. This crosses over to needs in marketing and fundraising. Discussion on additional HR resources to accomplish this in a timely and efficient way. **If a summer plan would be put in place, that would be brought forward in the May board agenda.**

### **Fundraising Report (Written report included in Board Packet) No oral report**

Discussion around the minutes can be summarized:

- **Looking forward to the Fundraising Action Plan due in June.**
- Board asked for a meeting with key players on the fundraising committee:
  - Hear about alignment with Vision Plan
  - Determine resources needed by fund raising committee to aid in creating outcomes so we can have assurances for new revenue for the upcoming budget year.

### **Executive Report**

Soliciting new board members, board member training (finance and fundraising), board member commitments and sub-committee goal review.

### **Old Business**

Eric included in the board packet the edited by-laws for board review. **Changes to the by-laws will be brought to the board for approval in the May board meeting.** There was brief discussion about the edited changes and we welcomed corrections and thought the changes were all needed and common sense.

### **New Business-Administrators Review Percentages**

Sarah created an overview of the 3 components of their review:

- MDE requires data to be included, 25% of the evaluation to be data driven for this year and 50% for next year.
  - Recommendation was to use the M-Step rubric (same as used for teachers).
  - Could also include district level assessment rubric for math and reading.
- Staff Survey : Google Form questionnaire.
- Board Review
  - Administrator presentation as a result of the process now used by staff (non-teachers)
  - Board presence at presentation
  - Board compilation and documentation.

Mary asked that John also be reviewed based on enrollment, retention, fundraising, and budget management. This requires a baseline.

Mary asked that Sarah also be reviewed based on the development of teachers and staff. This requires a baseline.

Tim offered to assist in this review development. Mary, Eric and Tim to discuss and assign next steps. Administrators need at least 30 days to prepare, so review process needs to be defined and handed off by May 1<sup>st</sup>.

### **Celebrations/Good News**

Thank you Sarah for Grant Submittals this month

Spring Break was renewing

Have a sign, even if it is temporary

**Adjourned 7:59pm**

**Next Meeting, May 11, 2015 6-8pm.**