

Grand Rapids Child Discovery Center Board of Directors Meeting Minutes

6:00 — 8:00 PM Monday, June 8, 2015

Agenda

	TOPIC	PERSON RESPONSIBLE	TIME	TYPE
OPENING				
1	Call to Order	Eric	6:00	
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)			
REPORTS				
7	Family Team Report	See Report	~	Information
8	Administrative Report	John	6:15	Information
9	Pedagogista Report	Sarah	6:25	Information
10	Finance Subcommittee Report	Tim	6:35	Information
11	Facilities Subcommittee Report	Raymond	6:40	Information
12	Marketing Subcommittee Report	Mary	~	Information
13	Operations Subcommittee Report	Mary	~	Information
14	Fundraising Subcommittee Report	Eric	6:45	Information
15	Executive Subcommittee Report	Eric	6:50	Information
OLD BUSINESS				
16	Bylaw Amendments	Eric	~	Information
17	School Improvement Plan	John	6:55	Action
18	Admissions Policy	Sarah	~	Information
NEW BUSINESS				
19	July Board Retreat Date	Eric	7:05	Information
20	Data Dialogue & Focus School Report	Sarah	7:10	Information
21	Good News - Junior League	All	7:30	Information
22	Adjourn	Eric	7:35	

June 8, 2015 GRCDC Board Meeting Minutes

Call to Order: 6:01pm

Attending: John Robinson, Sarah Cooper, Tim Glasser, Eric Doyle, and Raymond McDaniel

Absent: Tracey Brame, Mary Witte

Guests: Sidney Rhodes (Guest), Beth Scarbrough (Staff), Esther Kuiper (GRPS), Andrew Brower (Guest), Jon Beer (Guest), Juana Garcia-Cruces (Guest)

Agenda: Approved.

Minutes: Approved with one minor modification.

Reflections:

Sarah – staff retreat today went well. Stripes has retired (sniff).

Family Team (no June meeting yet thus no report)

Administrators Report (Written report included in Board Packet)

- Dyer Ives – can we extend timeline?
- Ms. Covington no longer teacher, search ongoing.
- Insurance – switch to Health Care Exchange?
- 270+ students admitted now, still enrolling for 4th and 5th grades. Some families need a phone call, have not returned our letter; these will be sent out to board members to help. Other ideas re marketing discussed.

Pedagogista Report (Written Report distributed at meeting)

- Before/after care program license was officially approved!
- Employee reviews were completed!
- Calendar for next year defined. Will start at 8 AM vs. 8:10. Current plan extends school to mid-June. Need to sync with GRPS calendar.

Finance Report (Verbal report)

- Still working to finalize FY16 operating budget, John and Sarah working on cost estimates for technology etc.
- Andrew informed us that per pupil funding will be increased by \$140, good news for us!
- Also, we are optimistic that retention rates will be higher next year, and that overall student count will be higher than this year.
- Final budget to be approved at June 29 meeting.

Facilities Report (Verbal report)

- Requesting \$40K budget for next year, bare minimum, for building repairs.

Marketing/Operations (No report)

- Plan to revamp website this summer.

Fundraising (Written report included in Board Packet)

- Dyer-Ives \$50K for Phase 1, must spend soon, need \$65K more or the funding will be revoked.
- Keller Foundation – requested \$15K.
- Junior League strongly considering funding Phase 2 and 3 of building improvement plan!

Executive (Verbal report)

- Awaiting by-laws revisions from Sharon Pitts from GRPS.
- Discussed performance review process for John and Sarah. Student achievement must be 40% of the review next year. What leadership competency model to use for clarifying language?
- Need to finalize new contracts with John & Sarah.
- New Board Members will be made official following GRPS approval.

Old Business

- School improvement plan – approval requested. Board member comments to be back to administrative team by 22nd. ELA is Beth. Tim – “move to approve the SIP as submitted, with board providing feedback for revision by June 22. If necessary, revisions can be approved on June 29 meeting”. Motion carried.

New Business

- Board finance training – July 13, 5:30-7:00 PM - Location to be determined
- Board Retreat – July 29, 6pm-8pm - Location to be determined. Focus on board orientation.
- Beth S. reviewed achievement trend data for the school. In general, great progress in reading! Math improvement is not yet materializing in test scores for higher grades.
- MSTEP goals being redefined by GRPS

Good News

- Junior League grant discussed earlier.

Adjourned at 8:12pm