

Grand Rapids Child Discovery Center Board of Directors Meeting Minutes

6:00 — 8:00 PM Monday, June 29, 2015

Agenda

	<i>TOPIC</i>	<i>PERSON RESPONSIBLE</i>	<i>TIME</i>	<i>TYPE</i>
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)			
OLD BUSINESS				
7	Bylaw Amendments	Eric	6:15	Information
8	School Improvement Plan Revisions - Approval	John	6:25	Action
NEW BUSINESS				
9	Election of new board members and officers	All	6:30	Action
10	2014-2015 Revised Budget Approval	Tim	6:40	Action
10a	2015-2016 Budget Approval	Tim	6:40	Action
11	Administrator Review Update	Eric	7:00	Information
12	Administrator Contract Renewal Update	Eric	7:10	Information
13	Credit Card Policy	All	7:20	Information
14	Good News	All	7:25	Information
16	Adjourn	Eric	7:30	

June 29, 2015 GRCDC Board Meeting

Call to Order- 6:04pm

Attending:

Board Members: Eric Doyle, Raymond McDaniel, Mary Witte, Tim Glasser (**), Juana Garcia-Cruces (*), Andrew Brower (*), Jon Beer (*)

Absent Tracey Brame (**), Lisa Nuyens (*)

Administrators: John Robinson, Sarah Cooper

Guests: Sana Amash

There was a (pre-agenda) discussion on the board census.

- Anticipating approval, we have four new board members. (*) Expressed our gratitude for their willingness to serve.
- Acknowledging the service and work by retiring board members (**). Kudos to Tim and Tracey-Tim expressed his willingness and desire to support a smooth transition and will support the new board, as he is able.

- We regret that Sidney Rhodes will not be able to join our board this year.
- Raymond will extend his board service until there is a replacement for his role as facility committee chair. Thank you Raymond.

Agenda for 6/29/2015 was approved (Amended item #10 to include #10 and #10a.)

Minutes from 6/8/2015 were approved.

Reflections:

Mary celebrated the near completion of the staff handbook and all that this represents:

Collaboration and shared learning between board and administration

A first for operational structure and standards

The relevant and real time nature of the document and a goal for sustainable practices

Public Comment: No comments

Old Business

By-Laws

Eric submitted in the board packet the by-laws as revised over the last months with a new revision:

Section 3- Length of Term (of Board Members) – “the term of each member of the Board of Directors shall be three (3) years with an exception for a term of two (2) years to allow for staggered terms of board members.”

After discussion the Board agreed to adapting the language “The term of each member of the Board of Directors shall be three (3) years unless otherwise approved by the Board.”

The goal is to have staggered terms and it was agreed that the revised statement was adequate for the Board to manage same.

There was a motion and a unanimous approval to accept the by-laws as written with this revision.

School Improvement Plan

On June 8, 2015, John brought to the board the proposed School Improvement Plan. Subsequent to that meeting there was correction regarding to the documents to be referenced, but no substantive revisions were requested but there was some confusion on the documents submitted. John will resend to the Board the appropriate document that describes the School Improvement Plan and that plan will be included as part of these minutes as the approved plan.

New Business

Election of New Board Members

The GRPS HR review committee brought forward the names of four new board members: Juana Garcia-Cruces, Andrew Brower, Jon Beer and Lisa Nuyens.

Their desire to join the board was unanimously approved by the Board. We are excited and motivated to have these people join us. We acknowledge that they are adding their individual skills, their passion and desire to serve our families and grow with us as professionals and a community.

With Tim retiring, the position of Treasurer was vacant. The Board unanimously approved Juana to be the incoming Treasurer. Tim, Mary and Tessa agreed to be supportive as she grows into the position.

Budget Approvals

The 2014-2015 "budget" showed a \$ (5,221) balance based on current information. There was a variety of questions regarding the budget and Tessa responded to the questions in turn. The board approved the budget as presented.

The 2015-2016 "budget" showed a \$168 balance based on anticipated revenue and expenses. We acknowledged the fine work of administrators and financial managers to get the budget in balance, knowing there were cuts to programs and salaries to accomplish the budget. There was discussion, questions on details but overall the budget was approved as presented, knowing that enrollment and the resulting revenue from same will create a revised budget in November 2015.

There was discussion about developing a working financial plan that outlines the needs against current resources/budget to use as a management tool for the Board and Administrators.

The July 13 “training” will inform the Board on how and why the budget is what it is.

Administrators need to make decisions for the next school year based on the approved 2015-2016 budget in regards to hiring, compensation, programs and activity.

Administrative Review

Eric reported that administrative reviews have been completed and our responsibility to the State of Michigan has been fulfilled.

Eric reported that the process for the next school year will be initiated earlier in the year and hopefully will be more specifically related to a criterion that is planned with Administrators and the Board.

Tim reported that this year’s administrative reviews were based on surveys completed by staff and board members (24-26 responses), observations of the board and review of available data that describes the school’s performance.

Administrative Contract Renewals

Eric reported that John and Sarah have been given contracts for the next school year and their intention is to sign those agreements. Both John and Sarah have questions on compensation and their related work schedule; they both have demonstrated a concern for the overall welfare of the school as well as representing their personal and professional needs. Eric anticipates receiving signed contracts shortly.

Credit Card Policy

Based on our 2013-2014 financial practices audit, our auditors recommended that the use of debit cards be abandoned replaced by credit cards.

Eric (through Sarah) brought forward a policy for use of credit cards.

The board asked the Operations Sub-Committee to review the policy and revise as is appropriate and support Administrators as they comply with an appropriate standard.

Good News

Sarah shared the plan for the Griffin’s Technology Grant to be executed.

July 9, State Farm volunteers are coming in to convert the computer/media lab to receive the furniture and fixtures provided by the Griffin’s grant.

Prior to that, Administration needs to select an IT company, prep the space for new products and continue their coordination with the facilities sub-committee on space requirements.

Adjourned at 7:40 PM

Next meetings:

July 13, 5:30 to 7:00pm, Board Training on Financial Budget (Statements) at Hungerford offices, 2910 Lucerne Drive

July 29, Board Retreat including Orientation and Planning (Location TBD)