

Grand Rapids Child Discovery Center Board of Directors Meeting Minutes

6:00 — 8:00 PM Monday, August 10, 2015

Agenda

	<i>TOPIC</i>	<i>PERSON RESPONSIBLE</i>	<i>TIME</i>	<i>TYPE</i>
<i>OPENING</i>				
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		Hold until Sept '15
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)			
<i>REPORTS</i>				
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	Juana	6:35	Information
11	Facilities Subcommittee Report	Raymond	6:40	Information
12	Marketing Subcommittee Report	Mary	~	Information
13	Operations Subcommittee Report	Mary/Lisa	6:45	Information
14	Fundraising Subcommittee Report	Andrew	6:50	Information
15	Executive Subcommittee Report	Eric	6:55	Information
<i>OLD BUSINESS</i>				
16	No old business	~	~	Information
<i>NEW BUSINESS</i>				
17	Subcommittee Goals	Eric	7:00	Information
18	Good News - TBD	All	7:25	Information
19	Adjourn	Eric	7:30	

August 10, 2015 GRCDC Board Meeting Minutes

Call to Order- 6:03pm

Attending:

Board Members: Andrew Brower, Eric Doyle, Juana Garcia-Cruces, Lisa Nuyens, and Mary Witte. Absent: Jon Beer and Raymond McDaniel.

Administrators: Sarah Cooper and John Robinson.

Guests: Tim Glasser and Sana Amash

Approval of Minutes: June 29, 2015 Minutes will be approved at the September board meeting.

Reflection:

- Media Center Progress
- Successful Summer Volunteer Day

- Turnaround Institute
- Teacher's letters to families sent out
- Encouraged that the Family Team intends to be connected to classroom needs

Public Comment:

Sana asked for an update on the lawsuit filed against the school in 2014.

- Eric reported that our legal counsel and insurance agents are handling the situation appropriately and that there is controlled risk for the school. Our risk is being managed by our insurance policy.
- Mary reported that witnesses have been called for the second round of dispositions.
- Eric will ask Miller Johnson for a written update of the case to share with the board.

Reports:

Family Team (no written report)

- Met June 23rd for a summer planning event.
- 10-12 people attended.
- New stewards: Amber and Natasha
- Core areas for focus: Communication, Fundraising and Family Involvement.
- They will continue to meet the 2nd Tuesday of every month at 8:15 AM. As supported by school calendar.

Administrative Report (John Robinson-Verbal review of letter of same day)

- Media room project has required him to act a general contractor, an unexpected assignment, still grateful.
 - Close to making a decision on a technology company to support GRCDC.
 - The remodel has revealed termite/ant infestation and leaks/damp from the vacant coal room. This impacts the budget for facility repair going forward.
 - Eric/Mary: Reminding board of the on-going need to add leadership to the facility sub-committee to support Raymond.
- Turn-around Institute Conference
 - This year will look at the strategy for "fit" for GRCDC.
 - Strategy asks administrators and superintendents to be instrumental in coaching teachers and being present in classroom at a much greater level than John and Sarah are now. Raises the question on roles and priorities
- Eric asked about the status of staff contracts.
 - John said they were due now, we asked John to send out an email to all staff reporting status.
 - Mary offered typing and admin help if helpful to get documents out.
- Juana asked about enrollment recruitment activities
 - John reported about the summer park meetings and the revitalized Link Letter, both reaching returning and newly enrolled families.

- Sarah reported that currently intended enrollment is at 268, last year at the same time there was approximately 240 committed by August 1st, 2014. Last year, the final census was 227. Attrition is expected but hopeful we can still be around 250.
 - Andrew asked if the enrollment had been reviewed in light of the desire for diversity and inclusion.
- Mary asked John about his reference to a revised school “structure” in his letter.
 - John clarified that this is an organization structure shift around behavior-Asking Trevor to spend more time outside of a dedicated classroom to manage behavior issues, start small pro-active groups.
 - Andrew asked that administrators track disciplines by multiple dynamics, gender, age, race, economics and life style conditions. Sarah commented that there are available systems to track this.
 - Group agreed that a policy of escalation was needed for the staff handbook, as well as teacher training and coaching on how to handle behavior issues.
 - Lisa also suggested that some outline of protocol be shared with families so they can gauge the level of discipline.
 - John also outlined that half time para-pros and special education staff would be circulated through classrooms more strategically.
 - One of the goals of this structure is to make classrooms and administration more efficient.
 - Beth S will help coordinating special education consultants and part time staff to meet needs and schedules.

Pedagogista Report (Written report submitted with Board Packet)

- Sarah reports two part-time openings in the Before and After (B&A) School program.
 - She has identified one candidate who is ready to hire.
 - She identified a second candidate who could be developed in her role to do more administration, but our budget doesn’t permit that now. (This would relieve Sarah of some responsibility.)
 - This initiated a conversation on how our Business Manager reports revenue and expenses for the B&A Program. The concern was that the portion of time Sarah spends in this program is not acknowledged as an expense, nor is the use of the space (rent, utilities, and maintenance).
 - With the goal of being able to afford a full-time person who can work with children but also provide administrative help, Juana will work with Tessa to work towards a more accurate reflection of B&A school revenues and costs to give the board a sense of true need.
 - This started a conversation about increasing revenue, and while Sarah promoted making it affordable, we discussed the opportunity of a sliding scale for tuition.
 - This is also a feeder program for other Reggio educational programs we support.
- Sarah reported some opportunities with Mary Free Bed that would foster some innovative collaboration between the institutions that would create a dynamic experience for our

students (and further promote the GRCDC to Mary Free Bed). Sarah is meeting with key staff and will report.

- Reporting on the GRCDC's adoption of a reading and writing curriculum, MAISA, which has already been introduced to teachers in June. This is a great resource for us for K-5 curriculum structure, content and evaluation.
- Sarah is busy revising systems for more regular student evaluations in all areas and hopes to put the curriculum benchmarks and behavior standard in place by September.
 - "Its time to start having teachers submit lesson plans"
- Theme for 2015-2016 for Reggio Focused Learning Project: Community Potential.
- School calendar was released and school will start 10 minutes earlier this year to help add needed hours to the schedule. There still will be no school on Wednesday afternoons for teacher teams to use in planning their lesson plans.

Finance

- Juana reported that our pre-audit balance for the last school year is at a positive \$15,000.
- Juana asked Sarah about the summer performance of the B&A School program based on last years reported loss of \$4,000. Sarah reported that systems are in place and there won't be a loss this summer.
- The annual audit has started and will continue this week. Juana and Eric are available for auditors as necessary.

Facilities - Raymond absent, Eric reported.

- Subcommittee goals are pretty much the same as last year.
 - Eric/Mary suggested the addition of adding supportive leadership to the group so Raymond has a natural exit plan without handicapping the school.
- Reported needed repairs and expenditures.
 - Group hopes enrollment will allow for more funding.
 - Discussion around revising the capital campaign for green space to include facility improvements.
 - Be sure to include \$15,000 for permanent sign.
- Grateful and optimistic about volunteers who continue to help maintain the schools.
- There was a side discussion about getting a construction company involved in the facility committee-Andrew, Mary and Eric to evaluate.

Marketing - Mary will submit subcommittee goals/agenda and refocus her attention to marketing.

Operations (Report submitted with Board Packet)

- Lisa is the new chair. Mary will be supportive and active at least through December.
- Mary reported that we are at 70% with needed administration systems, Outstanding Items that need deadlines for completion.
 - Staff handbook (which is at 90%) Discussed where this should live.
 - Family handbook (board has approved outline-John has enlisted Beth and Sarah to help). This will be available on the web site.

- Employee Contracts – Template set, needs to be implemented.
- Employee Job Descriptions – Template set, needs to be implemented.
- Personnel Files – John to design file organization and plan for staff to update their own files.
- Administrators Stop Gap Growth Plan
 - Eric, Tim and Mary to meet with Sarah and John on August 12 to finish out the 2015 evaluations.
 - This meeting will
 - Confirm or redirect Sarah and John on their stated goals.
 - Outline how the board will support them on their goals.
 - Hear feedback on process for use in designing a sustainable process.
- Lisa as part of the subcommittee goals will create a school year long calendar of operational deadlines for policy and document revision, renewal and training.
- Mary suggested that we not solicit for other committee members until we are more complete with the base line of policies-defer to Lisa.

Fund Raising Committee - Andrew reported

- Met with John and Sarah last Friday to hear about activity to date:
 - Good group of volunteers willing to work on fund raising.
 - Plan to organize effort and focus individuals to specific activity within a campaign.
 - Outdoor learning – Grants and Giving
 - 5 year plan for Center of Educational Excellence-support operations
 - Project - Family Team Year books, T-shirts, Small School Improvements, and Hospitality
 - Project - Classroom technology and supplies.
 - And other tangible needs from school 5-year plan.
 - Outdoor Learning Environment has some traction
 - Dyer Ives committed to Phase 1
 - Discussed if we can somehow tie the Junior League commitment to the Phase 1 matching needed.
 - Need to document fund raising in 2014-2015
 - Volunteer hours for clean up, temporary sign.

New Business: Subcommittee Goals and Agenda's

- Subcommittee Chairs to share their committee goals with John and Sarah by August 24 for their feedback and recommendations, to help us focus our activities to support the goals of the school. These goals are to be presented and approved at the September board meeting.

Good News: The Group visited the Media Center work in progress.

Meeting adjourned at 8:05 pm

Next Meeting: September 14, 2015 6-8PM at GRCDC