

Grand Rapids Child Discovery Center Board of Directors Meeting Minutes

6:00 — 8:00 PM Monday, September 14, 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 - June 29 and August 10	Eric	6:05	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	Next meeting September 15	~	~
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	6:45	Information
13	Operations Subcommittee Report	Lisa	6:50	Information
14	Fundraising Subcommittee Report	Andrew	6:55	Information
15	Executive Subcommittee Report	Eric	~	~
OLD BUSINESS				
16	Subcommittee Goals	Eric	7:00	Discussion
NEW BUSINESS				
17	Anti-Bullying Policy	John	7:15	Action
17	Criminal History Record Information (CHRI) Letter	John	7:20	Action
17	Hiring Process - Board Involvement	Eric	7:25	Discussion
17	Harassment Policy Training	John	7:35	Information
18	Good News	All	7:40	Information
19	Adjourn	Eric	7:45	

September 14, 2015 GRCDC Board Meeting Minutes

Call to Order - 6:03pm

Attending:

Board Members: Andrew Brower, Eric Doyle, Raymond McDaniel, Lisa Nuyens, and Mary Witte.

Absent: Juana Garcia-Cruces, Jon Beer and.

Administrators: Sarah Cooper and John Robinson.

Guests: Esther Kuiper, Natasha Nyberg, Sana Amash, Molly Casey, Melissa Lantinga, Andrew Kleinschmit, Pegeen Jefchak, Rosalie Kaser

Approval of Agenda: Raymond motioned to approve agenda and it was approved unanimously.

Approval of Minutes: Raymond motioned for approval of June 29 and August 10 minutes and it was approved unanimously.

Reflection:

- Current student count is 249.
- Sana Amash shared a story about the fun communications with the students in the first week.

Public Comment:

- None

Reports:

Family Team

Administrative Report (Written report included in Board Packet) Verbal report from John Robinson:

Current student count: 249

Referencing the three-day *Turnaround Institute* this summer - Good ideas presented, reviewing for application to GRCDC.

Celebrating New Staff Additions

- Deb DeJong-Discovery D-Full Time Para
- Ron Wrobbel-Discovery F-Part Time Para
- Elly Cotton-Part Time Interventionist
- Discovery Care- See Sarah's report

Andrew asked if this last round of hiring was impacted by our goals for diversity and inclusion. John responded that of the candidates interviewed 10% were men, the balance were female. All were Caucasian. Mary commented that there is a standard practice goal in place to solicit resumes from a wider audience at least twice a year which hopefully gives us more options to hire qualified staff from a more diversified back ground.

John reported that the legal claim was finalized and is in the process of being closed. A joint meeting of all parties is required (Traci, Patty and John) which is to be called by Patty.

Technology Support hired: Source IT

Celebrated the media exposure around the media center reveal.

Andrew asked about the content and application of any learning from John's attendance of two events. Dr. Pedro Noguera's "12th Annual Diversity Kick Off" and Eric Jensen's "Engaging Students with Poverty in Mind" event. John reporting using some of the

information in staff PD with a continued goal of keeping this agenda at the forefront of school improvement plans

Eric asked about John's attendance of the KLC-Kent Learning Collaborative meeting on 9/11/2015. This is a monthly meeting for principals and superintendents and other role groups where they can collaborate with peers on the needs of their institutions. John plans to attend these going forward.

Pedagogista Report (Written report included in Board Packet) Verbal Report from Sarah Cooper

20 kids "extra" (over budget) in after school care, impacting revenue and needs.

Budget being presented at this meeting reflects amendments to support changes.

New Hires:

Stephanie Trompen, a Reggio experienced educator, motivated to be involved because her child is in GREDC. Hired as co-director. Wafa and Stephanie are co-directors, with different roles sharing leadership so their combined skills and experience fulfill the state requirement and alleviate Sarah C. from daily involvement in operations.

Kristina Peterson-Part time aid. She also works as customer service representative so that experience is also advantageous to the program.

Happy to report a Mary Free Bed connection that has a potential for a variety of collaborations.

Maria Besta - (Manager, Wheelchair and Adaptive Sports at Mary Free Bed Rehabilitation Hospital) spoke to Sarah about possible use of the future outdoor space and of their willingness to offer universal design coaching. In turn GRCDs students can contribute to the well being of their young patients by providing art for their environment.

Andrew raised the question about potential liabilities of a shared space on school property. A clear agreement on our relationship regarding use of our assets will be required and impact the Board (Facilities, Finance and Operations Sub-Committees)

Raymond added that this impacts our insurance policy and costs.

Sarah acknowledged Beth Cranson (whose children are alumni of GRCDC) for this relationship introduction.

Also happy to report development of the relationship with the Junior League;

- Through Sarah's efforts, our grant requests to the Junior League, this relationship will have continued impact on our request for funds for the

outdoor learning environment campaign. It is also going to have an impact on program and student experiences. They are offering:

- To plan and execute monthly events for the students and families of the Discovery Care population with their program, “Kids in the Kitchen” (health, nutrition, and exercise focus)
- To plan and sponsor an event for our families (hands on events and education) the evening of October 1.
- To plan and execute a warm clothes drive for students in November (with the family team). Sarah will solicit needs from teachers before then.
- To plan and sponsor a spring event for students, field day.
- Fundraising and Facilities Sub-Committees will help articulate feasible space use and priorities within Outdoor Learning Environment so the \$60,000 commitment can be used in 2016-2017, Sarah to address specifics to Raymond and Andrew by October 26, 2015, so a response can be submitted by November 1, 2015.

Very happy to report that the plans and roll out for the new language curriculum is being received well by teachers. Teachers are seeing this as a viable resource and positive change.

Turn Around Institute attendance will create an internal communication to be shared with Operations Sub-Committee. Will implement data dialogues and begin to share and review information.

Studio teacher, Kay Waterson, has been given a full time salary (Last year her contract was part-time hourly) allowing the program to give all students more studio time.

Family Team is looking to be more intentional in their activities and foster an alignment with overall goals. They are asking the question “how do we fit in”. (Operations committee charged to update structure chart that will be used in both handbooks to include Family Team)

Finance Report - Juana absent, review notes from phone conference during meeting with Tessa below.

Facilities Report. Verbal Report from Raymond.

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

He will coordinate with Andrew (Fundraising) and Juana (Finance) on how to plan for facility projects.

Acknowledged the Media Center and Resource room improvements.

Focusing on winterizing.

Issues of the leaking “coal room”- Is this still the site for future expansion? GREDC still interested?

Mary asked about the committee’s ability to relieve John from some of the facility needs. Raymond reported that he and John had talked and they can pick up some of the activities that John is spending time on so he can focus on his key responsibilities.

Kudos to Andrew K. as staff liaison to facilities needs

Marketing Report. Verbal Report from Mary

Soliciting committee members

Confirming the core needs for marketing, looking for an OK on marketing plan to fully engage in direction.

Proposing each Discovery/Classroom be teamed up with an outside organization as a way to foster community connections. This will be developed with teachers and staff.

Planning to market to unique and diverse populations. Juana is engaging with Spanish speaking families and will translate the family handbook into Spanish. Mary to inquire on other sub-groups that need attention and find “ambassadors”.

Will present the 2015-2016 marketing/communication plan for the internal audience and external audience at the October board meeting.

Committed to meet with all sub-committees, staff and stakeholders to communicate marketing agenda, brand language and brand visuals.

In writing this minutes noticed that new business from from April 2015 Minutes: Plans for a permanent sign need to be made and included in the budget for 2015-2016.)

Operations Report Verbal Report from Lisa

We all celebrate her father’s ongoing recovery. We repeated to her that family is a first priority.

Operational calendar is near complete.

Time with Mary for more “hand-offs” and discussion on old business will be scheduled.

Fundraising Report Verbal Report from Andrew

Confirming that with the direction on goals from Sarah and Eric, he can make changes to plans and move forward.

Requested of Eric the contact information for the people that have been involved in committee meetings and fundraising agenda.

Executive Report. Verbal report from Eric.

Jon Beers has been enlisted to Executive Committee. He will be asked to review sub-committee goals and foster the communication between committee's and administration so agendas can move forward.

Eric reported that as the structure of the board and the function of the sub-committees become more defined, the Executive Committee also understands its role.

Old Business

Sub Committee Goals have been reviewed by Sarah Cooper and Eric Doyle.

Sub-Committee chairs are asked to revise their plans based on feedback so far and respond to Jon Beer's requests. Jon will be moving the plans from committee through administrative review and approval and back to sub-committees prior to the next board meeting so activity can commence as soon as possible.

New Business-

1. John brought to the board a request from the State of Michigan to update the **"Bullying Policy"** Our current policy had 19 of the required 20 things included in our document. Need to add this and move forward filing with the city. Deadline of October 31st.
 - Lisa, Chair of Operations Sub-Committee is going to confirm what is required, what is or isn't happening in practice, and what systems are in place to support the policy. Lisa to make recommendation, and include in board packet due to Eric on October 7. (Last year there were 2 bullying issues and 1 complaint)
2. At this meeting, John fulfilled the State of Michigan's requirement to train the board on the **GRCDC policy of harassment**. The staff of the GRCDC has already received this training/information. He distributed the portion of the staff handbook that described our policy and read out loud the pertinent information for board edification.
3. The State of Michigan needs the GRCDC to name an authorized "user" and administrator for the **CHRI procedure (Criminal History Record Information)**—John requested board approval for him to be the authorized user. Eric made the motion to approve same. Mary seconded. Passed unanimously.
4. Not on agenda but considered significant: Andrew asked to review early activity within the behavior incident and correction tracking. He asked if this could be a semi-regular item to discuss as it relates to concerns regarding our ability to execute discipline without prejudice and to recognize the needs and impacts on all students.
5. Eric solicited from the board their opinion on **the role of the board in hiring**.
 - Mary responded for the operations committee saying that the current directive was not to usurp the school's role in hiring the best candidate but rather to support changes in process/protocol behavior to allow for continuous improvement.

- Those desired changes are and not limited to:
 - At least twice a year “throwing the net” to a wide audience of potential employees with the goal of getting the best possible candidates for available jobs- increasing the possibility of diversity and excellence in staff. Insuring against nepotism, favoritism, and short sighted planning. (This is not a reflection on current administration but rather a larger goal for staff development.)
 - Connecting the board to the staff from onset, demonstrating leadership and interest in the development of the teaching community.
 - Creating accountability in best practices- with a relatively new administration the board wanted to be involved as a matter of oversight.
 - Like all items in the staff handbook, revisions are healthy based on the growth and needs of the institution. Mary reminded the board that the staff handbook is a “live” document and can be amended as needed to meet the current needs and best practice standards. Revisions will be documented on the table of contents page in “real time’ and every July 1, the document is republished
- Lisa contributed that the board operations sub-committee could offer assistance in culling the possible candidates so staff time is more appropriately spent.
- Mary encouraged everyone to read the staff handbook’s outline of hiring processes, soliciting feedback for changes that can be taken into consideration by Operations Sub-Committee. .
- Eric asked for any other comments or feedback on the question of board involvement with hiring. There were no further comments.

(*) Finance - Tessa was called and via speakerphone connected to meeting.

Sarah began the discussion with an overview of the changes in the budget amendment put in front of the board.

- Last approved budget used a student count of 227. Budget of today’s date uses a count of 239. This is a conservative number since administration is hoping to have a census closer to 250 on count day.
- This budget amendment includes:
 - Increased budgets for combined salaries for Discovery Care
 - Increase of 20 students for after school care.
 - Income and wages adjusted. Decreases summer wages to actual
 - Adjustments for Rachel and Eric salaries (increases that acknowledge their effort but not necessarily creating equitable pay for services based on typical.)
 - Position of 10 hours a week to support Rachael
 - John asked for permission to move forward with search.

- Mary asked John to produce a job description for the operations committee prior to initiating search
- Budget for contracted technology support
 - Adjustments to reflect actual salaries and contract costs for “at risk” ,“instructional” and “special education” expenses. (This appears to be a moving of numbers between categories verses a real change in budget).
 - Adjustments to compensate para-professionals for hours spent past school hours.
 - Adjustments to allow for additional expenses directly related to classroom activity, Snacks & Supplies, Material & Field Trips

While the amended budget was distributed on September 14, 2015 and board members hadn't the time to review, based on the need to move forward to adjust salaries as described above, board members reviewed the highlights of the changes in the meeting.

Eric asked board members individually for their feedback and then moved to accept budget amendments. Andrew seconded. Vote was unanimous with the understanding that there may be more budget review needed by the board, which may or may not incur more costs with Hungerford.

Good News-

Eric shared a story - A friend of his family is pregnant and already they have decided to send their child to the GRCDC. Eric remained anonymous.

Mary thanked Sana (and the GRCDC) for receiving a new student that she solicited to the school. The student is an adopted child from Africa, who last year went to a private school that recommended she go elsewhere based on her “issues” - finding her too difficult to educate. This student will do just fine in Sana's classroom demonstrating the success at GRCDC and Sana.

Meeting Adjourned 8:19 pm

Next Meeting: October 12, 2015 6-8pm.