

# Grand Rapids Child Discovery Center Board of Directors Meeting

6:00 — 8:30 PM Monday, November 9, 2015

## Agenda

|                            | <i>TOPIC</i>  | <i>PERSON RESPONSIBLE</i> | <i>TIME</i> | <i>TYPE</i> |
|----------------------------|---|---------------------------|-------------|-------------|
| <b><i>OPENING</i></b>      |   |                           |             |             |
| 1                          | Call to Order   | Eric                      | 6:00        |             |
| 2                          | Roll Call   | Eric                      | 6:03        | Action      |
| 3                          | Approval of Agenda  | Eric                      | 6:05        | Action      |
| 4                          | Approval of Minutes   | 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) |                           |             |             |
| <b><i>REPORTS</i></b>      |   |                           |             |             |
| 7                          | Family Team Report  | Natasha                   | 6:15        | Information |
| 8                          | Administrative Report   | John                      | 6:20        | Information |
| 9                          | Pedagogista Report  | Sarah                     | 6:30        | Information |
| 10                         | Finance Subcommittee Report   | Juana                     | 6:40        | Information |
| 11                         | Facilities Subcommittee Report  | Raymond                   | 6:45        | Information |
| 12                         | Marketing Subcommittee Report   | Mary                      | 6:50        | Information |
| 13                         | Operations Subcommittee Report  | Lisa                      | 6:55        | Information |
| 14                         | Fundraising Subcommittee Report   | Andrew                    | 7:00        | Information |
| 15                         | Executive Subcommittee Report   | Eric and Jon              | 7:05        | Information |
| <b><i>OLD BUSINESS</i></b> |   |                           |             |             |
| 16                         | Board Connect 2015  | Eric                      | 7:10        | Discussion  |
| <b><i>NEW BUSINESS</i></b> |   |                           |             |             |
| 17                         | Succession Planning   | Eric                      | 7:15        | Information |
| 20                         | Good News   | All                       | 7:30        | Information |
| 21                         | Move to Closed Session  | Eric                      | 7:30        | Action      |
| 21                         | Adjourn   | Eric                      | 8:30        | Action      |

## November 9, 2015 GRCDC Board Meeting Minutes

**Call to Order - 6:02pm**

**Attending:**

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

**Administrators:** Sarah Cooper and John Robinson

**GRPS Representative:** Esther Kuipers.

**Guests:** Sana Amash, Rosalie Kaser, Wafa Amash, Paul Mayhue, Dannea Mayhue

**Approval of Agenda:** Motion to approve agenda - approved unanimously.

**Approval of Minutes:** Motion to approve October 14, 2015 Minutes –approved unanimously.

**Reflection:** Eric and Mary shared their experience of “Board Connect” event where the GRCDC was introduced to many community stakeholders who attended this Chamber of Commerce event. At least two potential volunteers were identified as well as a possible coach for the program “Girls on the Run”. Meetings with potential volunteers to be held next week.

**Public Comment:** Dannea, parent of a child in the Discovery Care Program, and her father Paul Matthews reported that they had sent a memo to the board on November 9, 2015, notifying us that a formal complaint against the GRCDC had been made to the GRPS regarding the treatment of Denea’s child. The complaint was around the in inappropriate handling of prescribed asthma drugs by staff.

The board expressed their concern, asking if they felt that the situation had been resolved and if they had any further concern that the child was at risk. They commented that steps had been taken and they were satisfied that their child was in safe care. Their complaint (not reviewed in detail at the meeting), appears to be regarding a particular staff person’s actions.

Eric notified them that per the GRPS policy, the GRCDC has 30 days to respond to complaints. Thanked them for their presence and report, assured them that we had the highest concern for all our students.

**Reports:**

**Family Team Report:** (No written report-there were two reports last meeting. Mary attending the Family Team meeting of November 10, 2015)

**Administrative Report (No written report in Board Packet)** Verbal report from John Robinson:

- John reported that his 2014-2015 responsibility to review staff and issue employee contracts was complete with the exception of one staff that is on medical leave.
- John formally apologized for his tardiness and committed to reaching out to the Operations Committee and other committee’s to make sure all important operational deadlines are met.
- He is working with Sarah and the Operations Committee on an annual calendar of deadlines.
- John reported he is meeting with Rosalie and Cassie, union and employee representatives, every two weeks reporting general progress and process, with the goal in part, to rebuild trust and open lines of communication.
- John reported he has started a “Learning Walk” every two weeks, where he visits classrooms.
- Board requested John report on the use of fund balance from the GRPS Nutritional Services Group through February.

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

- Recognized staff this month. (Board signed cards and they will be given a Meijer gift card)
  - Sana nominated Cassie Laninga for well-deserved work in her job function and in overall school communication and leadership.
  - Elly Cotton serving in the interventionist role, picked up other jobs-starting math club and subbing, etc. – in capacities we needed and didn’t have.

- (An aside discussion is deserving being included minutes. There is a Social Committee initiated by staff, chaired by Sana Amash, Rosalie Kaser, treasurer, in its second year. The role of this committee is to acknowledge staff birthdays and other personal landmarks)
- Celebrating the new practice of teachers submitting “week at a glance” plans. (Lesson plans). Teachers are being very generous and we acknowledged their effort. We also recognize this is a requirement for Title I audit.
- Responding to our families need to have information about 6<sup>th</sup> grade options and how to plan to transition their child’s education, two events are planned for all families. (These events will also provide information that will assist in gathering information as we look to fulfill the schools vision to add a 6<sup>th</sup> grade to the GRCDC.)
- Sarah reported that she looked at student records this month, the cumulative files, CA60’. She reported that there were many current and excellent files but in our continued goal toward intentional education with good practice standards, those files will continued to be scrutinized.
- Report on the visit by fort Wayne Community School educators. More than 20 educators visited the school for a day and enjoyed some of Grand Rapid’s urban sites. A survey given visiting educators revealed that what they appreciated most about their visit included: (see report)- learning about how we have a yearly theme, our environment, talking to teachers (would have liked more time with teachers), how we have different staff in unique roles. (Noted by board that this activity fulfills our goal to act as an educational lab for other educators and we revisit what is required for us to completely fill that vision going forward)
- Sarah attended the GRCC Early Childhood Advisory Council Meeting and the Junior League Gala in October
  - GRCDC was mentioned in Junior League program as the current recipient of fund grant.
- Recognized the continued profession development that has occurred this month: GRCDC staff training on the new reading righting curriculum, Discovery Care training on communications, reflection, safety, licensing expectations and the integration of Reggio Emilia approach.
- Sarah attended the Cognitive Coaching training at the Kent ISD, as part of her fulfillment of personal goals and development set by the board in her 2014-2015 evaluation.
- Discovery Care is approaching licensing renewal in December.
- Working with team to determine which outdoor spaces could be used by the Junior League to support their planning.

**Facilities Report** (No written report) Verbal Report from Raymond

- Secondary roof repair most recent estimate \$11,500 (front overhang and other two lower sections, including terracotta tile replacement) includes galvanizing soffit and flash. Upper roof hatch, \$950.
- Boiler looks OK
- Question raised about the setting of heat over the weekends, Raymond to look into and report to staff so they can plan to work on weekends in school.
- There appears to be additional chimney crack, investigating. Concerns for safety raised and based on our location in a historical community will inquire if we can remove.
- Abandoned coal room has been leaking into media lab, Raymond has asked for an estimate to reseal asphalt and no provider would responds based on the nature of the construction. The

short-term solution is for the committee and school to self perform a brush on seal. No mold issues that we know of have been reported or are a concern.

- It was noted that Raymond is working within an annual budget for repairs and is not asking for additional funds today, but alerted the board that the needs of the building asset will soon need a more aggressive outlay of monies.

**Finance Report.** No written report, Juana deferred a verbal report to Mary

- Mary (John, Sarah and Beth) met with Tessa this month.
- Board agenda for finance for Juana to facilitate includes:
  - Creating a “scorecard” of financial health to report to the board monthly (including enrollment, cash balances and any other indicator deemed appropriate for the board to use in decision making.
  - Pooling current board committee’s and administration for needs- in order to make recommendations to adjust budget based on increased student population.
- Andrew inquired about the report from last month’s board meeting about the discovery of resources from the lunch program.
  - From October minutes
    - “Beth started her report with the discovery that the GRCDC has **amassed a \$39,000 “credit”** in the lunch program. This “credit” can be used for food service equipment or service upgrades. There was a short discussion on who to involve to determine who to use dollars for upgrades and the names of the following parents were brought forward: Ted Jauw, Rob Temburrio, Lizze Powers .
  - John reported that a doublewide cooler has been purchased and there is a need for a warmer.
  - Board direction:
    - Andrew challenged how this credit is to be used, looking for more information on the requirements for the GRPS Nutritional Services Group.
    - Eric requested all appliances to be rated “Energy Star” or better.
    - Mary asked if the identified parents were engaged for consult and inclusion.
    - Jon asked if there was a written policy about how the funds are held, inquiring about compounding interest.
  - John was asked by the board to report at least through February on the status of this “credit” and how funds are being used or can be used.
- Another “aside” (outside of agenda) discussion ensued based on the discussion of possible allotment of resources.
  - Sana requested of the board and administrators to make cultural and diversity training available for all staff.
  - Lisa responded reporting that last an informal group had assembled (Parents of Equity) and that it was appropriate to inquire of interest among the 6 or 7 people if they still had interest to continue discussion.
  - Andrew wondered if there were resources for outside professional support t

**Marketing Report. (Written report included in Board Packet)** Verbal Report from Mary

- Completing Priority 1 & 2 Activities

- Social Media Intern, Aja Nelson Williams at school on Wednesdays. Posting to public Facebook page.
- Handbooks still outstanding - will illustrate and communicate when available.
- Still need to review communication protocols
- Still organizing the MC committee for roles and responsibilities.
- Communicating the marketing plan and messaging- Met with 3 groups, Operations Committee, Finance Committee and Facility. Still need to meet with GRCDC staff, Board Executive and Fundraising Committees
- Addressing Priority 3 Activities
  - Creating and communicating a marketing calendar.
  - Creating marketing Data Base in conjunction with Administration. (Fundraising has been consulted)
    - Shared in Marketing Drop Box the template Marketing will use. Acknowledged that administrative support may be needed for data entry.
  - Current campaign to identify 100 stakeholders
    - Will be added to data base and informed of significant events at GRCDC only by marketing committee.
    - Will be invited to participate in VIP tours
- Addressing Priority 4 Activities
  - Updating of Web Site-Identifying a committee by December 4.
  - Planning for and starting VIP tours, starting January 15.
  - Planning for and Soliciting for Discovery Business Partners.
    - Kick off Luncheon January 22

**Operations Report (No written report) Verbal Report from Lisa**

- Lisa reported “Nothing and everything has happened this month”
- Family handbook is being written – goal to get to marketing by November 15, 2015
- Staff handbook is being reviewed – goal to get to marketing by November 15, 2015
- Revised job descriptions for administrators is in process but now realize that the overall in house operational structure and all related staff job descriptions need to be reviewed.
- Has responded to a variety of HR concerns and issues with meetings and consult.

**Fundraising Report, (No written report) Verbal Report by Andrew**

- Dyers Ives check of \$50,000 has been received and deposited. (Targeted for the creation of Green Space)
  - Raymond asked for report on reverse accountability.
  - Mary asked for details to create a press release.
- Reported a decline on an ask.
- Reported a tour was given to a former foundation leadership group, positive response.
- Have put forward 3 dates to all former fundraising committee members for a meeting.
  - Agenda-Thinking through the agenda of fundraising for the GRCDC.
- Meeting with Raymond/Facilities in November to discuss facilities needs.
- There were two other donation checks received.

- Mary requested a report on the structure of campaigns in fund raising to use in marketing to the 100 stakeholders and VIP tours.

**Executive Report. (No written report)** Verbal report from Eric.

- Eric reported on the complaint received last month (that the GRCDC had inappropriately shared private information) to say that it was determined that we had not shared any information. The committee will report to GRPS, Sharon the results of our investigation.
- Last month the teachers (via Sana and Rosalie) had requested addition venues and resources to engage the board. An October 28 deadline was set for teachers to communicate with Jon Beer with ideas to meet their needs. This meeting resulted in a two-week extension on that deadline. Jon shared his email address.

**Old Business**

- Succession planning for Board Presidency
  - Eric thanked all members of the board for their service and repeated his desire to transition from Board Presidency.
  - Mary suggested we solicit for a “super” volunteer to serve as Board President for one year to help us position ourselves for ongoing success and to develop current board members for possible service as president.
  - It was agreed that this was an Executive Committee agenda.
    - Write a job description for this role.
    - Jon requested to meet with Eric to discuss goals and concerns.
    - Mary volunteered to be part of the search committee to find interim president.
- No report on the progress of the permanent new part time operations position to support Rachel.

**Good News:** Lisa commented that every day her son gets up and is happy to go to school which wasn't the case with his former school-giving us encouragement for the agenda set before us.

**Meeting moved to Closed Session: 7:40 pm**

**Close session adjourned: 9:20 pm**

**Next Meeting: December 14, 2015 6-8pm.**