

Gray Highlight is requesting action.

Blue Highlight indicates a decision.

These minutes highlight what was said in the meeting and those highlights may not supersede the importance of things reported in committee reports that are part of the board packet but not discussed. It is important that all stakeholders review these minutes along with written reports.



February 8, 2016- GRCDC Board Meeting Minutes

Call to order: 6:05 pm

Attending:

Board Members: Eric Doyle, Jon Beer, Lisa Nuyens, Mary Witte, Andrew Brower,

Absent: Juan Garcia-Cruces, Raymond McDaniel

Administrators: Sarah Cooper, John Robinson

GRPS Representation: Esther Kuiper

Business Manager from Hungerford: Phil Saurman

Guests, Teachers, and Staff: Sana Amash, Rosalie Kaser, Natasha Nyberg, Andrew Kleinschmidt, Sarah Nelson, Chris Rousch, Raymond and Maria Ramirez, Jen Kolling

Motion to approve agenda, 2nd, no changes or amendments, approved unanimously

Motion to approve January 11, 2015 Minutes, 2nd, approved unanimously.

Reflection

Mary shared her joy and excitement at the success of the winter concert, well organized, greatly attended and another landmark in building community.

Public Comment

Rosalie asked about the mid-year administrative evaluations and how the results and next steps will be made public. Eric, Jon and Mary responded by informing the group that mid-year evaluations are not official reviews but part of the required protocol for administration's development. The board suggested that Sarah and John determine how they can report their experience of the mid-year reviews to all staff at CP meeting.

Sana asked how the survey questions for the mid-year evaluation process were determined. The board reported that the current survey is an edited document started three years ago with the help of Chris Hanks, former board member and now principal of the Museum School. The questions have been edited over time to reflect current job descriptions and development goals

Business Managers Report of 2015 Audit: (Written report shared with board members). Phil Saurman gave a verbal report.

Phil described the reason for and the process of audits. Hungerford Nickels worked with Rehmann & Company the company the GRCDC engaged to perform audits. He also reviewed the physical report page by page, describing the significance of each page and related report.

Every summer, shortly after the end of the school fiscal year, Rehmann conducts an audit which includes review of financial process, protocol and reporting; a risk based audit. They are looking for reporting and conduct to be materially correct.

Rehmann has determined that the GRCDC is in good standing and there is evidence that our process and reporting is materially correct. Phil reported " no negative finding, stay vigilant."

Worthy of the minutes and noted here: It was discussed that there is a new ruling this last year that insists schools maintain a fund balance reserve: no less than 5% with a goal of 10% of budget. The GRCDC maintained a fund balance of more than 5% of our total budget for the fiscal year reported.

Family Team (FT) Report: (Written report available in minutes.)- Verbal report by Natasha Nyberg.

Bank balance is \$2,500.

Meetings continue to be well attended.

FT is working with Discovery D and E planning refreshments for Portfolio Day.

They continue to look for running coaches to support a Boys Running Club for 4th and 5th grade boys.

FT awarded a grant to buy software for 10 computers to support the "Mind Craft" program. \$250

In a continued effort to be engaged with the community, they are circulating "Opt-in" forms to families.

A flag was found to fulfill the needs of the newly formed school based Boy Scout Troop and the 2nd grade "Civics Standards", curriculum.

1st week Friday luncheon occurred successfully.

There is a request from administration for the FT to create an annual calendar to aid in the overall school planning.

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

Action items from last board meeting regarding,

“Code of Conduct”. John sent draft to board members on 1/11/2016 soliciting board response in two weeks. Operations sub-committee to then review and take back to the February board meeting. See Operations report.

“Plan for Use” of the \$39,000 food service open credit. John reported the plan to purchase an oven, a new door to the food service room and the hold onto the balance of funds until he, the facility committee can find out more of how the funds can be used.

“Procurement and Expense” Policy needs to be on web –site. See minutes under new business.

John reported that working with the finance sub-committee, he and they are aware of the requirement for a fund balance and are viewing any current surplus based on enrollment increases to help meet that requirement.

John also reported:

An ongoing promotion at Old National Banks “Tools for Schools” will award \$5,000.00-John asked all to go to the downtown branch and write in a vote for the GRCDC.

An outstanding effort in the last school clean-up day in preparation for the Open House. Thank you Andrew and Family Team.

January achievement data looks great, while current embargoed, we look forward to the results.

There is a link in his written report which will take us to the behavior reports.

Enrollment is open for next year, he asked we “Spread the Word”

Andrew asked about John’s visit with Bill Mann and Mercy Health/St. Mary’s/Heritage Hill.

Andrew asked about John’s report to “reduce burden on teaching staff”. John reported that thanks to Sarah, there has been an effort to reduce off hours requirements for events for teachers.

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

Sarah reported on a new opportunity presented by ArtPrize to be a Partner School. GRCDC, along with the GR Museum School and City High School will be collaborating on lesson plan sets for the “Education Day” program. There are a variety of benefits for the GRCDC and since the program aligns well with how we current create curriculum and programs, the effort is minimized. Sarah looks forward to working on this project after she returns from maternity leave.

Sarah reported updated student demographic data. This is slight reduction in our population’s eligibility for free and reduced lunch. (Eric responding saying that our demographic mirrors the City of Grand Rapids. Mary responded saying our near neighborhood demographic is slightly more diverse than our populations.)

She also reported 2014-2015 M-Step Scores. Sarah also shared the web site where we can research more information. The board appreciated this report and asked for continued information regarding our

performance against our own goals and our key competitor schools. Jon Beer asked about the relationship of our performance between our top 30% and bottom 30%. That information is available.

Finance Report. (No written committee report.)

Eric formally accepted Juana Garcia's September 2015 letter of resignation.

Eric asked for the board's acknowledgment of his appointment of Andrew Brower as Treasurer.

Andrew has accepted this responsibility asking for support, inviting help. He expressed his agenda to review our structure as it impacts finances in our strategic planning.

Andrew reported that Jon and Mary joined him at the last finance committee meeting where they reviewed their current standings.

Mary reported that through the course of that meeting there were some action items identified for board sub-committees. She has sent notes to Andrew and Jon and is requesting those items be officially included in their respective agenda's.

Eric has asked Jon to support Andrew in his role as Treasurer.

Facilities Report (No written report) Eric gave an update.

Entry roofs repair near complete. Patching of main roof complete, long term more repair is needed on roof.

Fire Pros is inspecting for fire protection soon.

Echoing thank-you's for great effort in physical clean-up of facility last month.

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

Mary reported three marketing meetings this month. Two ambassador trainings, and one regular meeting when the focus was the updated web-site.

Sub-Committee members have had to reduce their time involvement and the agenda is responding.

We are actively looking to bring business folks to the schools for VIP tours.

We have abandoned the Discovery Business Partner program for this year.

Mary will attend presentations from the Junior League this month.

Operations Report Verbal Report from Lisa

Lisa reported that there are weekly Operations Sub-Committee meetings on the calendar.

Working on job-description and scope of services for Discovery Care License Consultant.

Still working on hiring a Discovery Care Giver. Uneven response to request for phone interviews. Have at least one good candidate, continuing to research more.

An assistant to administration (Rachel) has been hired. Jessie Hammond is a parent at the school and has been an active volunteer. Reference checks are in process. Due diligence in hiring has occurred with adds in more than 3 public venues resulting in 57 candidates, qualifying 10, interviewing 3.

Lisa recommended that the "Code of Conduct" policy sent to all board members on 1/11/2016 be accepted "as is" and posted immediately to the web site. This policy also needs to be included in the family handbook. The board will revisit this policy to take formal action if needed. The board asked and confirmed that school administration can enforce this policy as it is written.

The need for preserved staff space identified at the last board meeting resulted in Lisa and John touring the school to look for resources. The current Discovery Care classroom will be immediately scheduled for special educational consults as possible. (Considering the need for privacy and safety). There are other rooms in the school used for storage that possibly can be "cleared" for conferencing space. The goal is to make the current "resource" room a dedicated staff space..

Fundraising Report, Verbal Report by Andrew

Andrew informed the Board that Mayor Bliss announced Grand Rapid's participation in the National League of Cities (NLC) - Children & Nature Network (C&NN). (Connecting children to nature; providing opportunity to grow and play outdoors). This announcement bears watching based on our current campaign.

Assuming the "greening" of our outdoor space commences as planned, Andrew reminded the Board that we need a Project Manager (starting this summer) to oversee all three phases of the project, connect all stakeholders and guarantee outcomes. The Board asked that the facility sub-committee look to its members for consult and advice. The role may be able to be funded but funds for paid help at this time is not defined.

Executive Report. (No Written report) Verbal report from Jon.

Jon reported that mid-year administration reviews are in process; meeting with John and Sarah in next 10 days, they reporting back to staff March 8, 2016.

Jon and Eric reported that new board and sub-committee members are being officially solicited.

Old Business

Succession Planning for Board Positions

Job descriptions for board members and board president are available and were distributed within the board packet for February. The board is seeking 3-4 new members.

Notice to be placed in next week's Link Letter with interested parties contacting Eric/Jon.

Teachers to be solicited for recommendations for candidates.

After in-community notices placed, neighborhood association and chamber of commerce connections can be contacted.

Special requirements include:

Willingness to commit the time and to fulfill the term

Specific needs in accounting/finance, facility/building.

Mary to write a “cover letter” to be used in all solicitation, using language of the school and brand.

Lisa asked everyone to be thoughtful about our diversity and inclusion.

Board Strategic Planning

A meeting has been set for 2/18/2016 at 99 Monroe, 5:30 to 8:00 pm.

Eric and Jon to create an agenda and related planning for this meeting.

It is likely that additional meetings will be needed to complete a Strategy outline

New Business

Based on written submittals, included in the Board packet, the following policies were approved, “as written” and are to be considered policy.

Credit Card Use Policy, Unanimous approval.

Expense Reimbursement and Procurement Policies, Unanimous approval.

Loan Resolution

The board approved a resolution to renew the line of credit with Old National Bank in the amount of \$200,000. John Robinson is authorized to execute the transaction on behalf of the board.

Meeting Adjourned at 8:15pm

Next Regular Board Meeting, March 8, 2016 at 6:00 pm at the GRCDC.

The Grand Rapids Child Discover Center (GRCDC) is a diverse, urban, K-5 school in the heart of Grand Rapids, MI. The school believes education is based on relationships; relationships to others, to ideas, to the environment and the larger community. This approach is based on the Reggio Emilia method which encourages curiosity, discovery and connectedness. This shared experience in passionate discovery engages all members of our school community in co-constructing a unique and effective education.