



## **March 14, 2016- GRCDC Board Meeting Minutes**

**Call to order: 6:02 pm**

### **Attending:**

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

**Absent:** Raymond McDaniel

**Administrators:** John Robinson (Sarah Cooper, Absent-Maternity Leave)

**GRPS Representation:** Esther Kuiper

**Guests, Teachers, and Staff:** Sana Amash, Beth Scarborough, Natasha Nyberg, Jen Kelly, Ted Jauw, Treisch Seeley, Don Dunsmore, Abby Sutter

**Motion to approve agenda, 2<sup>nd</sup>, no changes or amendments, approved unanimously**

**Motion to approve February 8, 2016 Minutes, 2<sup>nd</sup>, approved unanimously.**

### **Reggio Reflection**

John Robinson-Celebrating that only 10 students from existing census not re-enrolling.

Celebrating the announcement from the State of Michigan last week that the GRCDC has been removed from the list of “focus” schools. (Jon Beer explained to our guests what that meant)

Treisch asked about the statistical percentages that created the criteria. Beth described the current conditions.

### **Public Comment**

No comments.

Eric acknowledged guests and for some, their interest in joining the board and its projects, explaining that a general informational meeting will be made available, possibly the hour before the next scheduled board meeting.

General discussion from guests about the opportunity for a “town hall” meeting

Sana asked if it was possible to have “Open Comment “ at the end of the meetings as well as at beginning of each meeting. This triggered a discussion. It was concluded that guests can comment within reason, throughout the meeting, with new agenda items being introduced during “Open Comment”. It is the facilitator’s responsibility to manage the time spent in “open comment” and general discussion of agenda items.

**Eric introduced the idea of a new agenda for board meetings based on the board’s directive. Asking Andrew to explain.**

Andrew explained the board’s goal to make the monthly meetings more transparent and to center on themes verses committees/functions.

He pointed out that what was previously “Reflection” was now to be “Reggio Reflection” to support the educational method which is grounded in discovery, reflection and community.

Andrew is recommending:

a focus on “data dive”, a 30 minute review at each board meeting of data presented- behavior and performance.

the continuation of “reporting” from the Family Team and Administration.

Recommending the employment of DAL (Decision Action Log). It was agreed that action agenda from the last 6 months that is still “open” will be including in the next board meeting agenda to determine if those are still relevant actions. Mary to forward to Eric.

### **Data Review and Dialogue**

Beth led a discussion on the statistical reports of school performance-overall positive trend!

There was discussion on how families relate to this information and the need for a summary tool/report that explains school performance.

Mary and Beth will meet and bring to the board a scorecard format for performance that summarizes information in a way that is accessible to all audiences and creates a headline.

Referencing the behavioral report (linked on John’s administrative report), the current situation is improved over last report.

Beth reported that there has been an improvement in consistent reporting from teachers and month by month there are circumstances that impacts reporting.

Beth reminded board that this is the first year this data is being reported and used.

Beth reminded the board of the structural change from last year, creating a position focused on behavior intervention and support-Trevor.

Sana asked for more information on Trevor’s reporting and activity on behavioral intervention.

DAL-the board asked John and Beth to engage Sana and Trevor and report back to the board at the April board meeting how behavioral reporting is efficient and transparent.

DAL-the board asked John to report at the next board meeting ( and all going forward this school year) on the use of data in the ongoing management of the school (specifically in the sharing of data with teachers and staff and the related strategy for improvements)

Andrew expressed the board interest and concern that discipline be circumstantial without diversity bias.

## REPORTS

**Family Team (FT) Report:** Verbal report by Natasha Nyberg.

Bank balance is \$2,065.

Requests for funds – refreshments for portfolio day, Discovery A-Technology, Projector for Media Lab

Acknowledging family member who is donating time for Yoga Night, and family member who is donating 20% of haircuts to FT.

Reporting FT unable to find male running coach for Boys On the Run. (Will continue next year)

Reporting Odyssey of the Mind Success! GR CDC coming in 3<sup>rd</sup> in regionals.

Promoting Family Movie Night-April 12

Initiating Drive for Advertising for Annual Year Book

Sana is working with Jen Kelly, Todd Ritsema and Janay Brower on a video.

Thank you to Sana for making family portraits.

Request for Consideration: FT is researching the relationship between movement and learning in preparation for a report they plan to present for the next board meeting. The board referred FT to Administration.

DAL-the board asked John to reconvene the 2015 Calendar Committee and include the FT in the planning of the 2016-2017 calendar. John to report at the next board meeting the plans and timeline for the 2016-2017 calendar.

Engaged in the process of giving feedback on the options for playground design.

Request for Solution: FT raised concerns for volunteers to serve lunch, impacting teacher/para schedules. There are 10 slots a week that need to be filled.

DAL-John R will research the opportunity to use the food service credit to hire food servers. If we cannot use this credit this way, we don't have budget to hire more staff.

**Administrative Report** Verbal report from John Robinson:

Junior League needs decision on playground design in April. There was a discussion about the soccer field option.

Catching up on first round of staff evaluations, completing written reports by the end of this week, and then scheduling second portion.

Andrew asked John to be sure to keep evaluation progress in his reports going forward.

Enrollment period ended with a near “full house”. Only 10 students did not re-enroll. This is the first year a lottery was used. There is a waiting list of 7 for Kindergarten, and 6 for 1<sup>st</sup> grade. There is room for one in 2<sup>nd</sup> or 3<sup>rd</sup> grade, 4<sup>th</sup> and 5<sup>th</sup> grade appear to be “overfull” by few.

Discussion followed regarding the need for more students to meet budget.

Eric asked the board if there were questions on John’s written report. Andrew asked about the GRCC student visits-concerned for sharing our valuable teacher time resources. Discussion followed that included Sana expressing that for the most part the GRCC student from the education program are helpful in the classroom, and when they are not, teachers do their best to manage them so they are.

## **DISCUSSIONS ON NEEDS**

### **Finance and Fund Raising**

Tessa, John, Sarah and Andrew met this month to review finances.

We are “holding our own”. We have the right amount coming in to cover expenses. As an individual school we can’t absorb the impact of changes or problems easily. This year a new policy requires us to have 5% of our income budget reserved which we are doing.

There was discussion regarding next deadlines for budget review and approvals.

### **Operations**

Mid year administration evaluations are near complete. Lisa is looking to understand the staff evaluation calendar and how it affects daily practice.

Lisa asked about the para pro pay issue and if there was something she needed to do. Discussion concluded that the issue is being handled by administration and finance managers. (Aside: everyone wants to make sure Para’s are paid fairly)

Lisa expressed the priority of establishing policy and process; recent discussion and needs have been around substitute teachers, lunch systems, hiring practices and overall staff support. The plan is to revise the staff handbook 2x a year, start of school year and mid school year.

**DAL-a minimum of a 2 week period of planning to be set ( and communicated) before the republishing of the staff handbook.**

Lisa had an **open request** for information about other’s experience about a model of collaborative decision making, asking for feedback by March 30.

### **Marketing**

Mary reported that the new web site is in progress but content and photos are still needed. Thanking Brad Gammet again for his willingness to volunteer his time to build the site.

Looking to schedule tours of the school with community businesses and associations. This activity does not require staff or administration's involvement.

Discussion regarding press exposure and the difference between marketing and public relations. Ted Jauw offered to work with Mary on some public relations/story telling.

Discussion on marketing through relationships.

Mary offered her firms resources to help promote activities through graphic design and copy writing.

### **Old Business**

Jon Beer still hopes to be able to revise the "Code of Conduct"

**Meeting Adjourned at 8:49 pm**

**Next Regular Board Meeting, April 11, 2016 at 6:00 pm at the GRCDC.**

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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.