

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.

---



## January 11, 2016- GRCDC Board Meeting Minutes

Call to order: 6:01 pm

### Attending:

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

**Absent:** Juan Garcia-Cruces

**Administrators:** Sarah Cooper, John Robinson

**GRPS Representation:** Esther Kuipers

**Guests, Teachers, and Staff:** Sana Amash, Rosalie Kaser, Natasha Nyberg, Andrew Kleinschmidt, Ted Jauw, Gwendolyn XXXX, Tessa joined us for “new business”

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

**Motion to approve December 14, 2015 Minutes, 2<sup>nd</sup>, approved unanimously with Raymond obtaining because he is still reading them.**

### Reflection

Sarah Cooper was excited to share that just today she had a meeting with teachers and they were thrilled that their students (In Discovery A) were able to identify human “traits” in themselves and others AND that parents own assessments were “remarkably” aligned.

## **Public Comment**

Andrew Kleinschmidt addressed the board repeating that the letter sent to the board last month was in an effort to “grow that relationship” and appreciative of the follow up emails and overall the opportunity to express concerns on the things that “are weighing on us”. Andrew also expressed that the staff is willing to offer more information on any of the line items outlined.

**Family Team Report: (Written report in Board Packet)-** Verbal report by Natash Nyberg.

Bank balance is \$3,332 plus a recent deposit from ‘box tops’ of \$250.

Awarded grant to Studio to buy clay.

Teachers have asked for help in making the resource room/teachers lounge a warmer place.

Outside of the agenda-a side conversation of the resource room. GREA contracts outline a required benefit of an adult only-break room for teachers. John Robinson commented on the need for space for special education and Title I and II one on one conferences. The copy machine in the same room adds a third useage of the space. Mary commented that the Griffins gave us funds to buy furnishings for the space last summer.

Family Team has started a fundraising committee. Andrew asked that this effort be managed in alignment with the Fund Raising sub-committee, and Natasha concurred.

Family Team has actively been volunteering with the Marketing sub-committee creating ambassadors for community tours, clericals to build data-bases and hosts in greeting community guests. Mary thanked the Family Team for their help.

Family Team is pursuing leadership for a running club for boys.

Natasha reported on the activity and concerns by Family Team and parents regarding the newly formed Boy Scout Troop at the GRCDC. They are working with John and Sarah to help outline a protocol for the future for school sanctioned clubs. (This is a bullet point for future agenda for the Operations Sub-Committee).

Off agenda- While this club was controversial at onset, Lisa commented that after hearing more about the project, gave full support of the project and wishes her son could be involved.

Ted Jauw, troop leader, offered assurances and a promise that today this troop is based on a totally different charter than the historical Boy Scouts that we may remember it.

**Administrative Report (Written report emailed 1/14/2016 and included in minutes)** Verbal report from John Robinson:

John reported that the revised “Code of Conduct” as requested last month has been emailed today and he is looking for feedback from all present within 2 weeks. That feedback will be reviewed by administration and Operations Sub-Committee and brought back to the board next month for a request to make it policy.

John reported on the \$39,000 food service open credit. To date the new cooler has been purchased and diagnostic service purchased to determine the health of equipment. A new oven is still needed and John

to get additional competitive quotes. The facility committee is looking at the credit and the opportunity to apply any of those funds to our physical plant as it relates to food service and make a report by the next board meeting. John is responsible to bring to the board a plan for equipment and nutritional use of the open credit by the next board meeting.

Andrew inquired if John could also look at how the funds could be used for nutritional education and menu enhancement.

Off agenda-Natasha also added that there is a request out there to look at the timing of recess and lunch.

John reported that our “bullying policy” is mostly on target with state and school requirements. He also informed the board that when bullying happens, internally it triggers a “major” offense. He is communicating internally this standard.

John reported that we have been contacted by email that the GRCDC needs to have our procurement and expense reimbursement policy on our web site as soon as possible (before the next board meeting). It was discussed that we may have these policies, but they just need to be visible on line. This may trigger an action by the Operations Sub-Committee.

Andrew requested that we consider including some of values in our policies, asking for diversity inclusion.

There was no behavioral report for December.

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

Sarah requested board participation at the January 27 Open House and will forward personal invitations to board members.

Sarah as excited to report that we have been contacted by Nkechy Ezen to discuss the possibility of a partnership offering a Reggio Emilia Summer Institute.

Sarah reminded the board about the schoolwide choir concert at GVSU Eberhardt Center, soliciting our attendance.

Junior league contact information is referenced in her report or the board’s use.

Sarah requested support on the needed credit card policy. She doesn’t want to go on maternity leave with a debit card in her name. Mary offered to resend the policy sent us from Esther/GRPS last year. (Subsequent to the board meeting, John R found the email from Esther Kuipers with the GRPS credit card policy and Sarah has responded with policy copy)

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

Raymond reported that the lower roofs have been repaired. The top of the old coal room has been “pitched”. The failing mortar on the south wall has been patched.

The ceramic roof tile on overhangs still needs to be repaired.

Committee is reviewing the food service “credit” to determine if any of the funds can be applied to facility repairs and upgrades. The goal is to have the determination by next board meeting.

The Discovery Care program needs a state fire certificate in order to be compliant in their upcoming application for a temporary license. The deadline to deliver the complete application was last December but has been extended. Action by the facility sub-committee and the board is needed.

**Finance Report. (No written committee report. Amended budgets in board packet)** Tessa gave a verbal report.

In Juana’s absence, it was agreed that Jon, Andrew and Mary would meet with the finance committee at their next meeting on February 1 at 4:45.

See New Business

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

Mary reported that she emailed the board in December when she reduced the marketing sub-committee agenda based on her “band width” and current accomplishments.

The new web page building is in progress.

The family team has admirably responded with volunteers for clerical data-input support, and ambassador tour guides.

The committee still needs to secure business partners to assist the Discovery’s this term in supporting the goal to teach students regarding government and economics.

Drafting press releases and media message, Mary asked who would like to see those and John and Sarah responded.

**Operations Report (Written report in board packet)** Verbal Report from Lisa

The staff handbook will be updated “officially” twice a year. Lisa reported that the handbook would be updated on January 1 and in the fall, annually. The handbook is referenced in employee contracts.

There is a commitment to work on the Family Handbook next.

In response to budget constraints, Lisa will be bringing to the board other “leadership training” templates to assist the board in developing and directing administrators.

Lisa reported there were 173 applicants for the assistant administrator position that has been reduced to 23 candidates. A hire date of February 1 will drive the deadlines for interviews and hiring.

Lisa spent some time observing in the Discovery Care program and was pleased with the interactions she witnesses. “Lots of things we can capitalize on-lots of opportunity, I was heartened”. She plans to go back to observe the program at the end of the day.

**Fundraising Report, (Written report in board packet)** Verbal Report by Andrew

Andrew concurred with Natasha and the Family Team in the difficulty of getting volunteers for fundraising.

He contacted Laura of the Junior League, who has relationships with large companies, to team up for larger asks. Laura returned Andrew's inquiry with ideas for grant writing.

Will also try to integrate asks for health and education related gifts in relationship to the campaign for the current outdoor environment facility?

Andrew is recruiting 3 sub-committee volunteers to work on 3 assignments. (no deadlines set)

- One to focus on State of MI (MEDC) Patronicity campaign-and the "greening" impact of the outdoor environment campaign. <https://www.patronicity.com/puremichigan>
- One to focus on FFN (family, friend & neighbor) donation.
- One to work with Tom Vitale, securing a construction company to work with the facility committee on capital projects.

Andrew will work with the board on 100% donation level, for 2016 that means coordinating with the matching grants from Patronicity.

Andrew acknowledged the importance of the relationship between finance and fundraising. And while there is momentum on the outdoor environment we need to address the larger vision for the school facility. There was a discussion on the need for a strategic plan.

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

Jon solicited the board for recommendations for new board members and board presidents. Mary reported that she has been circulating the "interim board president" job description and has gotten some names from the business community.

Jon reported that he on behalf of the board he has responded by email to the teachers email of December outlining concerns. There was a recent email that outlined next steps.

He reported reaching out to all committees, checking in on needs and progress.

Eric expressed his willingness to stay on as Board President until the Board feels they have the best candidate for the new president. Board verbalized their appreciation.

## **Old Business**

Succession planning for Board Presidency-Addressed in Executive Report

Mid-year evaluations: Mary reported the intent to execute the mid-year administrators review. Her goal is to review the last years surveys, red-line them and forward them to Jon and Lisa for their notes. And then asking Eric to help edit surveys for release.

## **New Business**

Budget

Tessa shared a summary page of the recently shared amended budgeted dated January 11, 2016 that outlined the changes that resulted from an additional 22 students and the budget recommendations made by administration and the finance committee.

Revenue notes:

- Funding calculations are based 10% on last spring enrollment and 90% on this fall's enrollment, which means new revenue was a little less than expected.
- Local donations from a source last year are unconfirmed for this year.
- New monies from Dyer Ives received are restricted.
- Andrew asked if revenue is being calculated at the new rate. Tessa responded by saying yes, but it is not as straightforward as we would like it to be.

Allotment notes:

- The state defines how some of the revenue needs to be used including a requirement to maintain a cash balance from state revenue.
- Funds that can be discretionary for new expenditures or increases to other discretionary line items are less than expected.

There was a motion to approve the amended January 11, 2016 budget with the understanding that the Finance committee:

- Will report to the board the details of the amended budget (which at this time is not understood by the board) for their review before the next board meeting. (In the report the committee oversight team (\*) will make any recommendations to alter the budget use. The budget balances are to be approved in this motion.)
- Will outline a protocol for future budget amendment process, protocol and roles before the next board meeting.

**The motion was seconded, and approved unanimously.**

(\*) Finance committee oversight team includes, Andrew Brower, Jon Beer and Mary Witte. Who will meet on February 1 at 4:45 with Sarah Cooper, John Robinson and Tessa XXX. At least one of those board members will continue to meet with the Finance Committee through this school year.

Strategic Planning-

Board members present agreed to an informal gathering on February 1 at 6:30 at 737 Benjamin SE and invited all present to participate in the crafting of the board strategic plan. That plan will guide decision making going forward regarding school structure, board structure, organization, budget allocation and asset management as it fulfills and expands the vision, board and charter goals of the GRCDC.

In preparation for that meeting, Eric, Jon and Mary will meet to create an outline and process guideline.

**Moved to Closed Session at 7:27, Meeting Adjourned at 9:47pm**

**Next Regular Board Meeting, February 8 2016 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.