

The Mission of the Grand Rapids Child Discovery Center is to continuously expand the potential of children, the experiences of educators and the involvement of parents within the diverse community of Grand Rapids. The Vision: base all decisions on the principles of Reggio Emilia incorporating current research on learning as well as developmentally appropriate practice.

## Grand Rapids Child Discovery Center Board of Directors Meeting

6:00 – 8:00 PM Monday, October 13, 2014  
Grand Rapids Child Discovery Center  
409 Lafayette Ave. SE, Grand Rapids, MI 49503

INFORMATION TO THE PUBLIC: When the Chair recognizes a member of the public for oral comment, Such comment shall be for five (5) minutes or less, at the discretion of the Chair. Comments will be heard at the time the subject item is addressed to the Board, or under Item VI (Items Not on the Agenda).

### Agenda

| ITEM                       | TOPIC   | PERSON RESPONSIBLE    | TIME   | TYPE        |
|----------------------------|---|-----------------------|--------|-------------|
| <b>OPENING</b>             |   |                       |        |             |
| 1                          | Call to Order   | Eric                  | 6:00pm | Action      |
| 2                          | Roll Call   | Eric                  |        | Action      |
| 3                          | Adoption of Agenda  | Eric                  | 6:05   | Action      |
| 4                          | Approval of Minutes   | Eric                  |        | Action      |
| 5                          | 2013 Audit Presentation   | Amy Rottman - Rehmann | 6:10   | Information |
| 5                          | Reflection, Mission and Vision  | Rotate                | 6:30   | Information |
| 6                          | Public comment on items not on the agenda (limited to 3-5 minutes by policy of the Board) |                       |        |             |
| <b>REPORTS</b>             |   |                       |        |             |
| 7                          | Family Team Reports   | Family Team Liaison   | 6:35   | Information |
| 8                          | Administrator Report  | John                  | 6:40   | Information |
| 9                          | Pedagogista Report  | Sarah                 | 6:50   | Information |
| 10                         | Finance Work Group Report   | Tim                   | 7:00   | Information |
| 11                         | Facilities Work Group Report  | Raymond               | 7:10   | Information |
| 12                         | Educational Programs Work Group Report  | Chris                 | 7:15   | Information |
| 13                         | Fundraising Work Group Report   | Eric                  | 7:20   | Information |
| <b>UNFINISHED BUSINESS</b> |   |                       |        |             |
| 14                         | Charter Contract Update   | John and Eric         | 7:25   | Action      |
| 15                         | New School Policies   | John                  | 7:30   | Information |
| 16                         | Board Commitment Letter and Member Search   | Eric                  | 7:35   | Information |
| <b>NEW BUSINESS</b>        |   |                       |        |             |
| 17                         | Absentee Policy   | John and Eric         | 7:40   | Action      |
| 18                         | Bank and Loan Account Signatories   | Tim                   | 7:45   | Action      |
| 18                         | Work Group Definitions and Goals  | Mary                  | 7:50   | Information |
| 19                         | Good news - Count Day   | John                  | 8:05   | Information |
| 20                         | Adjourn   |                       | 8:10   |             |
|                            |   |                       |        |             |

**6:06 pm** Call to order (Eric)

**Present:** Tracey Brame, Eric Doyle, Tim Glasser, Mary Witte

**Regrets:** Raymond McDaniel, Chris Hanks

**Opening:** Motion to approve agenda (Eric); approved unanimously

**Opening:** Motion to approve minutes (Eric);

Minutes from Sept. 9 Board Meeting approved unanimously

Minutes from Sept. 24 closed meeting approved unanimously

**2013-2014 Year-end Audit Presentation:** Amy Rottman - Rehmann Robson

Review and discussion of the Independent Auditor's Report dated October 10, 2014, as well as Independent Auditor's Communication memo dated October 10, 2014. Board motion to accept the report as written was approved unanimously.

**Reflection:** Discussion of strong parental involvement this year; very encouraging!

**Public comment:** None

**Family Team:** Report was reviewed and discussed – great momentum and leadership! Movie night coming: “Up”! See minutes.

**Admin report (John):** Reviewed and discussed. Will be posted on website. See report.

**Pedagogista report (Sarah):** Report was reviewed and discussed. Support for Student Teachers and Teaching Assistants being provided with small teams. Need to complete fire inspection for Before/After Care program; Facilities workgroup should be involved. Local assessments underscore our current focus on strengthening math learning. See report.

**Finance work group (Tim):** Report was reviewed and discussed. Drawing on line of credit to cover absence of state aid through late October, as expected. Work group will take up minor findings and suggestions from Rehmann's audit. 10 bike racks donated by Steel Supply and Engineering! How to acknowledge? Team completed application for grant from Wege Foundation for creating Outdoor Learning Environment. See report.

**Facilities work group (Raymond - Presented by Eric):** Cafeteria floor replacement completed, brick repairs at school entrances completed. Urgent need to repair roofs over West side entrances and patch asphalt in drive lane! Approx. \$7K. Elevator inspection & maintenance services being established. Scheduling “impact day” for June to direct volunteers from outside organizations. Proposals for building inspections were sent out to board members but with Raymond's absence no motions were made. See report.

**Educational programs workgroup:** No report. Discussion about assigning responsibilities of this work group between other new work groups and Pedagogista. Need Chris Hanks to weigh in on this.

**Fundraising Report (Eric):** Need to complete “Needs Assessment” to define objectives for this workgroup. Scope of the workgroup may be redefined based on outcome of this. Searching for

potential board members with substantive fundraising experience! Wege Foundation Grant proposal submitted.

**Unfinished Business:**

- Charter contract (John and Eric). GRPS approved most recent revision of our Charter on October 6. This contract was reviewed by the board, and motion was passed unanimously to approve this final agreement.
- Harassment policy (John). Nepotism policy also drafted, may get help from BHS (insurance provider) on details. Mary suggested to review this with Operations Workgroup before next board meeting.
- Commitment letter and member search (Eric). Board commitment letters were received by Chris, Eric and Mary. Several strong board candidates are being encouraged to join workgroups and become more familiar with the school. Mary Witte is inviting Mary Cunningham CPA to possibly join Finance Workgroup.

**New Business:**

- Absentee Policy (John and Eric). Revised absence reporting policy was approved unanimously. This includes much clearer definition of what qualifies as an “excused absence”. John to share with staff and parents. See below.
- Bank and Loan Account Signatories (Tim). Presented the need to have more than one person listed on the checking account. Additional discussion included similar access to the credit card. See below.
- Work Group Definitions and Goals (Mary). All board members asked to review the Workgroup Charter documents before November meeting, and identify in what ways these workgroups would need to collaborate and communicate.
- Good News – Count was 227 for Fall, vs. 233 last fall, and 216 the year before.

**8:18pm** - Motion to adjourn (Eric).

### **Reporting Absences**

Please be sure to call the school office (616-459-0330) to notify us each time your child is absent from school. If we do not receive a call regarding an absence and we are unable to contact you, your child will receive an unexcused absence. Excused absence reasons are listed below. While absences due to family vacations may be excused, as much as possible, please plan your family vacations to coincide with school vacation periods.

EXCUSED ABSENCES: Absences shall be excused by the Principal (or other school leadership) for the reasons indicated below. Absences for any other reason shall be considered unexcused.

1. Illness/injury or quarantine of the student.
2. Dental or medical services.
3. Serious illness of a family member.
4. Death in the immediate family (including funeral or memorial service for the same).
5. Observance of a holiday or ceremony of his/her religion.
6. Personal reasons considered appropriate by the Principal (or other school leadership).
7. Prearranged family trips with permission by the school administrator.
8. Family emergencies.
9. Weather related absences "snow days" excused at district level.

### **Bank and Loan Account Signatories**

Motion, approved Oct. 13, 2014:

"I move that the Board authorize the Board President, the Board Treasurer, and the School Principal to be designated as the signers for all banking and loan accounts, as well as any other financial accounts, for the Grand Rapids Child Discovery Center. In addition, I move that the Pedagogista, as an administrator, be authorized as a signer for the Checking account, in order to authorize necessary payments in the absence of the Principal. Finally, the Principal and Pedagogista are both authorized holders of the GRCDC Credit Card.

Currently, these individuals are:

Board President – Eric Doyle

Board Treasurer – Tim Glasser

School Principal – John Robinson

Pedagogista – Sarah Cooper"