

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 a diverse community of Grand Rapids, The Vision of the Grand Rapids Child Discovery Center is to 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

Date: 6:00-7:30 pm, Monday, Mar 10, 2025

Posting Address: 409 Lafayette Ave SE, Grand Rapids, MI 49503

Location: Grand Rapids Child Discovery Center

Publication: <http://grcdc.org/>

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item "Public Comment"

Agenda	Person	Time	Purpose
<b>Opening</b>			
1. Call to Order	Stephen	6:04	Action
2. Roll Call .1 Present: ST, JB, TL, KD, PS, DM .2 Absent: CMK .3 Guests: LN	Stephen		Action
3. Approval of Agenda 1st- PS 2nd- KD All- aye	Stephen		Action
4. Approval of Minutes 1st- JB 2nd- DM All- aye	Stephen		Action
5. Public Comment on agenda items (Please limit comments to 3-5 minutes) PS - Move to add a new item to agenda re: workpods. JS-2nd		6:05	Comment
<b>Reports from the Board</b>			
6. President's Report	Stephen	6:15	Report
7. Executive Committee Report - no update	Justine		Report
8. Finance Committee Report - no update	Justine		
9. Secretary's Report - no update	Travis		
10. Ad Hoc Committee Reports- .1 Strategic Planning Committee- Phil .2 Fundraising- Doug	All	6:25	Report

- Question for Courtney\*\*
- .3 Marketing/Advertising- Travis
  - Have been investigating potential apps for moving us off Facebook, have a short list of 3 platforms which we will kick the tires on before making a recommendation. More to come!
  - We now have year-by-year prioritization of the strategic plan from Lisa (thank you!) so we will reconvene to figure out next steps for implementation wrt marketing and communications
- .4 Evaluation/Leadership- Doug
  - Deadlines for when to vote on goals, to be discussed below. Need to do mid-year scoring? No, but process from last year worked well: Lisa gives initial self-eval
  - Stephen: Re-training update? Doug recontacted them about the new scoring but haven't heard back. Doug to ping them again.
- .5 Policy- Travis - No update
- .6 Recruitment - Justine: team met and conducted four interviews. Shared google drive folder with board which includes notes. Same slate of questions for everyone. Potential to expand the board to be discussed. We think each of the candidates are exceptional and aligned to our values and have valuable skills that we need. Min. 20 day waiting period to vote, so will take that up as an action item next meeting.
  - Lisa: excited to have two applicants who *aren't* parents who will help connect us to the wider community

#### Reports to the Board

- |     |                                             |      |      |        |
|-----|---------------------------------------------|------|------|--------|
| 11. | <a href="#">Executive Director's Report</a> | Lisa | 6:45 | Report |
|-----|---------------------------------------------|------|------|--------|
- Current Significant Issues:**
- What You Need to Know*
- Coach Maranda passed her MTTC (Michigan Teacher Test for Certification) on Saturday. If you see her, wish her well!
  - Tree being removed today (or is removed)- we ended up paying for it do to risk and the city's timeline being of about one year
  - Completed our random lottery on Thursday. Some glitchiness on YouTube live with the preschedule link, but it worked fine with the "in the moment" livestream link- so information for next year

- Waitlists at every grade level except for 5th, which is pretty typical
- Two events from the Family Team since we last saw each other: the Mosaic of Stories event (thank you Justine!) and the Spring Movie Night

#### **Continuous Improvement Plan:**

- Nothing to add at this time

#### **Committee Updates:**

- **Finance-** We have had the initial audit planning meeting with Gabridge. At our last meeting we decided to hold off on 3-5 year projections with so many uncertainties on the horizon.
- **Fundraising/Development:** Doug and I had an initial meeting with Jill for her to get a better idea of our capacity and next steps. We are awaiting an updated contract.
- **Facilities-** I sent a request to Stephen and Courtney earlier in the month for permission to purchase some work pods to have in the cafeteria. I am asking that the Board approve this purchase. [See the attached Decision Making guide here- I will ask for a vote on this.](#)
  - Board discussion around the specific needs to be addressed (what is the spec?), whether we should purchase just one now to spread out the cost, procurement process and policy (do we need an RFP?), urgency vs. practicality to get one delivered and installed yet this school year, whether there are local and/or DIY options, whether we should make a longer-term investment (e.g. mobile classroom), hesitancy to spend money in the current regulatory environment and that we are in a deficit budget year. Not sure we have the info we need to make this decision at the moment, but all agreed we want to support the staff in this area.
- **Evaluation-** nothing new from me- but we are

moving into evaluation season- I believe my draft to the Board was due in April last year. We did not have a midyear check in or eval meeting.

- **Marketing and Tech-** Reminder to the Marketing and Tech committee to recommend 3 platforms we may want to consider for communication, documentation, etc.
- **Safety committee (this is a parent/school based committee):** Nothing new at this time

#### **Update on Strategic Planning:**

From January's Planning:

- **~~Break down your action steps:~~** *Create a timeline for your goals. For example, you could organize them by quarters (e.g., Quarter 2, Year 2) or stagger them annually, whichever feels most intuitive for you.*
  - I have finished this! It can be found here. We may choose to break down further into quarters, but that might be more apparent after we assign ownership and more clearly define the measures of success.
- **Assign ownership of action steps:** *As you are creating the timeline, consider assigning specific individuals or teams to oversee each action step, this will help with accountability but also with workload,*
- **Define measures of success:** *Create a data dictionary that outlines how you define each measure and the tools you'll use to track them. This will help maintain consistency and allow you to adjust tools as needed over time.*
- **Track progress effectively:** *As you mentioned, developing a spreadsheet to monitor action steps and align them with your measures of success is a great idea. Consider using separate tabs for each year to keep things organized and clear.*
- **Plan for reflection:** *Develop a process to review and reflect on progress with the board at the end of each quarter. Regular check-ins will support flexibility and ensure you stay on track and celebrate milestones along the way.*
- **Communication channels:** *Recommend setting up regular communication channels (e.g., monthly emails, quarterly or semi-annual updates) to keep*

*the GRCDC parents, teachers and staff informed about progress, celebrate and gather feedback.*

12.	Family Team Report (Quarterly) – N/A	Report
Business		
13.	Old Business (previously moved) .1 N/A	7:15 Action
14.	<p>New Business</p> <p>.1 Motion to approve a budget up to \$15k for shared work space (work pods) at the discretion of the executive director 1st- PS 2nd- JB DM: nay; rest of board: aye – Motion passed.</p> <p>.2 Discussion on expanding the GRCDC board from a Maximum of nine members to eleven.</p> <ul style="list-style-type: none"> <li>- Note: Just a discussion, not a vote tonight; we would need to draft a formal proposal.</li> <li>- Agreement that we have big goals and have currently stretched capacity, but also recognize that bigger boards don't necessarily make better boards. Want to be very intentional and ensure we have a stable and sustainable structure long-term.</li> <li>- What does onboarding and training plan for these potential new members look like? Onboarding and growing capacity part of our strategic plan. Is this premature before we have that structure in place? There are cost effective training modules to get up to speed on the basics.</li> <li>- This is a maximum not a minimum: we can shift up and down depending on needs, circumstances, and available candidates at the time.</li> <li>- Having a larger board gives the committees more room for meetings without triggering a majority.</li> </ul>	Action
Closing		
15.	Public Comment open (Please limit comments to 3-5 minutes)	Comment
16.	Board Comment Period	Comment

- DM: how does EDC leaving preschool space affect our budget? About \$10k that won't be on the budget in two years.			
17.	Adjourn	Stephen	7:28 Action

**School Leadership:**

Executive Director- Lisa Nuyens LN

Pedagogista- Sarah Cooper- SC

**GRPS Liaison:**

Matthew Beresford

**GRCDC Board Members:**

**Executive Committee-**

President- Stephen Tanner - ST

Vice President- Justine Burdette- JB

Treasurer- Courtney Myers-Keaton- CMK

Secretary- Travis LaFleur - TL

**Members at Large:**

Kevin Davis-KD

Philip Strom - PS

Douglas Meeks - DM