

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, January 12, 2015

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

	<i>TOPIC</i>	<i>PERSON RESPONSIBLE</i>	<i>TIME</i>	<i>TYPE</i>
OPENING				
1	Call to Order	Eric	6:00	
2	Roll Call	Eric		Action
3	Approval of Agenda	Eric	6:05	Action
4	Approval of Minutes	Eric		Action
5	Reflection	Rotating	6:10	Information
6	Public comment on items not on the agenda (limited to 3-5 minutes by policy of the Board)			
REPORTS				
7	Family Team Report	Family Team Liaison	6:15	Information
8	Administrative Report	John	6:20	Information
9	Pedagogista Report	Sarah	6:30	Information
10	Finance Work Group Report	Tim	6:40	Action
11	Facilities Work Group Report	Raymond	6:55	Information
12	Marketing Work Group Report	Mary	7:00	Information
13	Operations Work Group Report	Mary	7:05	Information
14	Fundraising Report	Eric	7:10	Information
OLD BUSINESS				
15	New School Policies - Technology & Staff Recognition	Mary	7:15	Action
16	Board Member Search Update	Eric	7:25	Information
17	Schedule SWOT Analysis Later in January	Sarah	7:30	Information
NEW BUSINESS				
18	Focus School Report	John	7:35	Information
19	Good News	All	7:55	Information
20	Adjourn		8:00	

Minutes:

Attending: Tim Glasser, Eric Doyle, Raymond McDaniel, Chris Hanks, Esther Kuiper, Sarah Cooper, John Robinson, Sana Amash, Ryan Kilpatrick.

Absent: Tracey Brame

Call to order: 6:05

Approval of Agenda: Amended to include discussion of Staff Recognition Program. Motion by Hanks, Glasser seconded, passed unanimously.

Approval of Minutes: Motion by Hanks, Glasser seconded, passed unanimously.

Reflection: Sarah Cooper—GRCC students coming in larger numbers b/c previous students are bragging about the school.

Public Comment: none

Family Team Report: none—John attended, light attendance, might switch to morning only meetings (better attended, working on teacher appreciation, roller skating party, working toward winter gear snowflake tree.)

Administrative Report: [see written report] Working hard with administration and finance this month. Working toward a new review for staff, coming from Michigan State. Staff seems excited about it. Trying to trim deficit, about \$100,000 down at this point. Marcia Kaye working with us on focus school reporting—with Kent ISD now. Molly Swartzlander completed Master's at MSU. Winter celebration went well. In process with GRPS about mutual relationship going forward. Entering recruiting enrollment season—trying to get parents to help with tours (9:00 or 10:00 on Tuesday).

Pedagogista Report: [see written report] Rachel Harth is offering a second lunch line twice a day. Sarah Dews offered a MAP test prep class. Kay Waterson is collaborating with ACT using mLive materials—Disc. F students may lead up to 1,000 students through a workshop. Projects—Disc. D has proposals for architects on outdoor space. Three big events upcoming: February is Diversity Luncheon/Week; March is Open House (kickoff to enrollment); April is Portfolio Day. Board members are encouraged to attend. Before/after school care moving forward with fire inspection; adding new families, waiting list for Wed. pm. Revised grading system—"Mastery" now equals 90%. Responding to parent interest in more feedback. Winter concert is January 30th. Tomorrow is math night. Math coaches are back today and tomorrow—observing each teacher for full lesson then giving feedback. Have SWOT analysis but will look for another meeting to do that. Scheduling that for 1/20 at 6:00-7:00 pm. Need to focus more on items in my job description—will move away from fundraising and operations.

Finance Report: (Tim) Discovered last month that our funding head count changed, an additional \$42,000 shortfall means we are now looking at \$100,000 budget shortfall. Sarah will take over before/after accounting, John and Sarah will forego tuition reimbursement, will do without additional facilities funding. Still have \$82,000 shortfall. Will meet with Founders about mortgage rate. Will look at rate increase for before/after care, and offering during breaks. Looking for other fundraising options—possibly a concert in May. Consulting with KISD regarding special education administrative expenses—Needs Assessment.

Facilities Report (6:55): [no report]. (John) Still looking at pest control—had another contractor come out.

Marketing Report (Mary): Working with multiple perspectives, some tussle with language used in marketing. Trying to align marketing messages with strategic plan, admin priorities.

Operations Report (Mary): (see written report) Handbook is in process. Need to work out some details regarding benefits, will be returning to the board before anything is final. Using Google docs for maintaining working documents. Teacher appreciation process: John and Sarah want to recommend someone each month. Technology policy: motion to approve proposed policy, substituting “should” for “will” in the first bullet point. Approved unanimously.

Fundraising Report: (Eric)—Want to recognize Ryan joining the fundraising team. Have been focused on park but need to widen our focus. Plan to send out introductory letters to families and to community members, making them aware of what we are doing. Starting up idea of doing a May concert. Engineering volunteers will do building walk-through focusing on potential energy improvements.

New School Policies- Technology (John): Focus school report: two professors from GVSU observing and giving feedback, looking at our fit b/w screening students and course of instruction. Shifted cut scores up so more kids in early tiers of RTI. Feedback on math curriculum—appreciate extra textbooks, teachers getting used to curriculum and are liking it. Focusing on math, keeping track of data, data dialogues. Summer skills improving, better retention.

Good news: (Mary) taken some folks through the school. (Chris) kids love the school. (Tim) there is a very strong vibe in the school this year, we have come a long way.

Motion to adjourn. Approved unanimously.