

# Grand Rapids Child Discovery Center Board of Directors Meeting Minutes

6:00 — 8:00 PM Monday, May 11, 2015

## Agenda

	<i>TOPIC</i>	<i>PERSON RESPONSIBLE</i>	<i>TIME</i>	<i>TYPE</i>
<b><i>OPENING</i></b>				
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	6:17	Action
5	Reflection- and round the table introductions.	Rotating	6:10	Information
6	Public comment on items not on the agenda (limited to 3-5 minutes by policy of the Board)			
<b><i>REPORTS</i></b>				
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 Subcommittee	Tim	6:40	Action
11	Facilities Subcommittee Report	Raymond	6:55	Information
12	Marketing Subcommittee Report	Mary	7:00	Information
13	Operations Subcommittee Report	~	~	Information
14	Fundraising Subcommittee Report	Eric	7:20	Information
14	Executive Subcommittee Report	~	~	Information
<b><i>OLD BUSINESS</i></b>				
16	Bylaws Amendments	Eric	7:25	Information
17	Administrative Review			
<b><i>NEW BUSINESS</i></b>				
18	School Improvement Plan	John	7:30	Information
19	Admissions Policy	Sarah	7:40	Information
20	Griffins Make Over Grant	All	7:45	
21	Adjourn	Eric		

## May 11, 2015 GRCDC Board Meeting Minutes

**Call to Order:** 6:15pm

**Attending:** John Robinson, Sarah Cooper, Tim Glasser, Eric Doyle, Mary Witte

**Absent:** Tracey Brame, Raymond McDaniel

**Guests:** Rob Tamburello (Parent), Sidney Rhoades (Guest), Natasha Nyberg, (Family Team), Craig Vereeke (Parent), Beth Scarborough (Staff), Esther Kuiper (GRPS), Veronica Danielis (Parent), Andrew Brower (Guest), Jon Beer (Guest)

**Agenda:** Approved (Acknowledging that the new business of a new sign be added to the agenda as introduced last board meeting.)

**Minutes:** Approved.

**Reflections:**

Welcoming guests and appreciative of the interest by some of the guests to serve on Board of Directors and to serve on board subcommittees.

### **Family Team (Written report in Board Packet) Natasha gave verbal report.**

- Discussed many **mini-grants**
  - Girls on the Run
  - Discovery E & F
  - Teacher Appreciation
- School **T-shirt** Orders In
- **Yearbook**- Looks amazing (Amy and Natasha acknowledged and many congrats)
  - Mary to talk to Nadia about making sure everyone gets a yearbook.

### **Administrators Report (Written report included in Board Packet)**

- There is a waiting list for enrollment - Open enrollment closed.
- New firewall (hardware and software) from i3 business solutions was installed. As a result of an issue with transfer of equipment.
- March 25 - was a successful volunteer day when many maintenance and repair projects were completed.
- John Robinson, John Helmholdt and Eric Doyle met to discuss how the GRPS could further support the GRCDC.
- Major Heartwell visited on April 21 in a small group setting. Students who were identified as future leaders (core group of kindness club) - interviewed the major to discuss topics of interest.
- There was another meeting with group of parents and staff members interested in promoting diversity and parent engagement.

### **Pedagogista Report (Written Report in Board Packet)**

- Monthly **staff recognition**, this month we recognize Sarah Dews - and her work with assessments.
- Esther/Kathy math coaches from GVSU-asking the GRCDC to commit to a common **math** practice - "Numbers Sense" and to:
  - Put into school improvement plan for everyone to read the book, "Numbers Sense"
  - Increase time focused on math in class to 45-60 minutes.
  - Investigate Math System. Focusing on grades 2-5: put resources where needs are.
- **Enrollment and retention**

- Identified a small group from the family team who will focus on drawing in families, increasing overall engagement including incorporating new families into school community activities, early and continually.
- Sent out on May 8, a postcard asking for an attendance commitment. (If not committed, we will follow up why they are not coming to school.) Have until June 1 to return cards.
- 80 new children enrolled so far.
- Planning monthly summer park gatherings-Pleasant Park/Wilcox Park. Invite new, current and past families to meetings.
  - Will distribute class lists, and create car pooling opportunities
  - Starting now but through the summer, asking the question, why did you choose GRCDC?
- Mention of summer marketing intern – Sarah expressed willingness. No action taken.
- Continue the weekly e-blasts through the summer and new families are already included. (Already getting responses)
- Addressing **our student's transitions** to other schools
  - Building benchmarks by supporting long term relationships with other schools (6<sup>th</sup> grade and older) so we can understand what are the requirements for those schools and be strategic as we prep students for transition. We will continue to strive to understand the challenges of our students.
- **Discovery D is hosting a Charette on their Outdoor Space Designs** on May 15. Board members invited, at least 10 outside professionals are coming.
- End of year celebrations **is June 1<sup>st</sup> - Open house** for current and new families.
- **Before and After School Program:**
  - May 15 is the final inspection (State of Michigan) for before and after school care program. We are in compliance,
  - 12-17 children enrolled every day for the summer.
  - There was request to approve a \$1,000 stipend for Sarah Cooper to continue the bookkeeping services that she has been doing during the school year. Request was made into a motion, seconded and request approved.
- **Testing:** 5<sup>th</sup> and 4<sup>th</sup> grade complete, 5<sup>th</sup> grade testing scores will be here this weekend.
- Team from **Griffins Grant**, coming on Thursday to review the total need for the media lab, the grant will cover new computers, furniture, carpet, lighting etc.

## Finance Report verbal report by Tim

- Hoping to have a budget to propose for approval for the 2015-2016 school year, the one that goes to the state.
- Tim is recommending and supporting creating a parallel budget as a board management guide so we can discern what is needed to support the vision.

## **Facilities Report (Written report in Board Packet)**

- Volunteer Day Success: Front planters, Locker hardware matching, Painted corkboards, etc.
- Facility Budget Assessments:
  - Budget created by Raymond was reviewed (discussed that the lighting report from volunteer engineers not yet received, expected soon)
  - Priorities were made.
  - Board members thought that the \$40,000 was conservative amount for 2015-16
- The 5.5M budget set for the building expansion, could probably be reduced to 4.5, per Raymond.

## **Marketing/Operations (Written report in Board Packet)**

- *No marketing meeting this month, no new business.*
  - Will respond to other administrative and subcommittee requests as needed.
  - New web page still a goal for the summer of 2015, requesting some financial support to compensate volunteers who will spend a lot of time creating.
- *Operations meet twice last month:*
- Employee and family handbook needs to be completed by the time new contracts are given to teachers and staff.
- Reminder that Sarah and John need to forward to Eric the questions they would like to see on the staff survey to be used as part of their performance review.
- Contracts and job descriptions due to all staff by end of school year.
- Aligning budget to program and staffing plans underway.

## **Fundraising verbal report by Eric**

- Scheduling issues made meeting as a committee difficult this month: Janay, Jenine, Peter, John, Peter did meet and they discussed the Dyer Ives grant as it relates to the parking lot and green space.
- Dyer Ives is looking for June 1<sup>st</sup> funding from others for Phase 1 activities, to meet their requirements in order for them to fund Phase 2 and 3. We are deficient of \$65,000. We hope for an extension.
  - Phase I includes: De-Paving, Infra-structure, Grass, Addressing Traffic Flow
  - Phase 2 & Phase 3 includes the balance of the scope for the outdoor learning environment.

## **Executive Report verbal report by Eric**

- By-laws

- Submitted to Sharon Pitts from GRPS for review, will hear soon and board can expect to approve changes to by-laws at the June meeting.
- Administrator Reviews
  - Eric, Tim and Mary met and have made a recommendation for structure and process.
  - Eric and Mary will be talking to KISD for coaching.
- New Board Members - Meeting just before the board meeting had many visitors and we are grateful for the show of interest. We need resumes by May 15 to be able to have GRPS board review at their June meeting.

## **New Business**

- School Improvement Plan (Annual Report) (as reported by John R)
  - Board involvement needed over 2 meetings on the improvement plan (next board meeting and then two weeks later)
  - Plan will be a multi-year document for goals and strategies (Somethings have started and we are monitoring)
    - John sent a document to board members on May 11 via mail and he asked us to review prior to next board meeting. Board members review this month and forward questions to John.
  - Enrollment Policies and History (internally motivated to create), will be created for review by board and put into practice.
  - By-laws updates (support inclusion statements)
    - Revising dates (renewing annually)
  - All by-laws, goals and policies to be Included in parent handbook
- Mary mentioned the budget for sign \$15,000

## **Good News**

- Griffins Grants- Check will show up soon, (amount TBD) but the granting committee advises- don't buy anything. Mary requested the i3Business Solutions be involved in the recommendation of hardware and software out of respect for their volunteer consultancy so far.

Closed session initiated at 7:45pm

Adjourned at 8:30pm