

# Grand Rapids Child Discovery Center Board of Directors Meeting

6:00 — 8:00 PM Monday, October 12, 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	6:03	Action
3	Approval of Agenda	Eric	6:05	Action
4	Approval of Minutes	Eric	6:05	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)			
<b><i>REPORTS</i></b>				
7	Family Team Report	Natasha	6:15	~
8	Administrative Report	John	6:20	Information
9	Pedagogista Report	Sarah	6:30	Information
10	Finance Subcommittee Report	Juana	~	Information
11	Facilities Subcommittee Report	Raymond	6:40	Information
12	Marketing Subcommittee Report	Mary	6:45	Information
13	Operations Subcommittee Report	Lisa	6:50	Information
14	Fundraising Subcommittee Report	Eric	6:55	Information
15	Executive Subcommittee Report	Eric	7:00	Information
<b><i>OLD BUSINESS</i></b>				
16	Subcommittee Goals	Eric and Jon	7:05	Discussion
17	Anti-Bullying Policy	Lisa and John	7:15	Action
<b><i>NEW BUSINESS</i></b>				
17	Board Connect 2015 - October 26th	Eric	7:30	Information
18	Leadership Coach	Mary	7:35	Information
19	Database	Eric	7:45	Information
20	Good News	All	7:50	Information
21	Adjourn	Eric	8:00	Action

## October 12, 2015 GRCDC Board Meeting Minutes (REVISED)

**Call to Order - 6:02pm**

**Attending:**

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

**Absent:** Andrew Brower and Juana Garcia-Cruces

**Administrators:** Sarah Cooper and John Robinson

**GRPS Representative:** Esther Kuipers, absent.

**Guests:** Sana Amash, Rosalie Kaser, Danielle Starkey, Kristina Peterson, Natasha Nyberg, Beth Scarbrough, and Mike Nassar

**Approval of Agenda:** Motion to approve agenda - Raymond, 2nd, approved unanimously.

**Approval of Minutes:** Motion to approve September 15, 2015 Minutes – Raymond, 2nd, approved unanimously.

**Reflection:**

- Sara Amash shared her excitement on the reading and writing workshops (a practice of the new MSA curriculum). She reported that 1<sup>st</sup> graders are engaged up to 40 minutes in reading and story telling, and Kindergarteners are reaching 20 minutes of reading and acting out text.

**Public Comment:**

- None

**Reports:**

**Family Team Report: (Written report in board packet)** Verbal Report by Natasha Nyberg

- Reported great attendance at last two Family Team meetings.
- Family Team has organized family team liaisons and representatives to other groups within the school: Natasha to Board, Jessie Hammond to Marketing, Sana Amash (Teacher) to Family Team; each Discovery has two members of the family team as liaisons. The family team will be training liaisons and communicating to the school community who the liaison's are on the "Family Team Board" (A physical board in school)
- Calendar of events is in the report- Special note paid to the Mel Trotter Fundraiser (Socktober, October 30) and the November Movie Night-Turbo.
- Family team has identified which projects/events are funded and which are fundraisers.
- A variety of new extra curricular activities are being planned.
- Of special note, the Family Team are actively engaged in acquiring space for John R and Molly Parker to attend a conference on Autism.
- Natasha concluded her verbal report by asking for continued involvement by the board in family team.
- (Board comment: the work and organization of the family team to date is notable and their effort to align their activities with the goals of the school is obvious.)

**Administrative Report (Written report included in Board Packet)** Verbal report from John Robinson:

- John reported that Dyer Ives has approved their request for funds for the Phase I costs of the outdoor learning space, i.e. depaving. A gift of \$50,000. This removes the previous restrictions and opens us up to begin using the money to move the project forward.
- John thanked the facility team and the family team for taking things "off his plate" this month.
- John is engaged with a robust professional development program lead by Mike Nassar, Leadership Coach.
- Administration is actively engaged in Focus School agenda and has already met with Marcia Kay, our District Improvement Coordinator, and have had a Turnaround Team meeting to discuss the institute they attended this summer and begin work on a communication protocol.
- John turned the verbal report over to Beth Scarbrough.

- Beth started her report with the discovery that the GRCDC has **amassed a \$39,000 “credit”** in the lunch program. This “credit” can be used for food service equipment or service upgrades. There was a short discussion on who to involve to determine who to use dollars for upgrades and the names of the following parents were brought forward: Ted Jauw, Rob Temburrio, and Lizze Powers. John and Sarah will connect with Trevor to reach out to these parents for help.

Beth presented data on the **incidents of behavior** for the first weeks of school in response to the request of the board for it. (Reports attached to minutes).

- This report is based on “rough” data; there isn’t an established system in place to track incidents or an agreed process. This is a new protocol.
- Beth receives scans of paper reports from all teachers weekly and she charts.
- The reports show an early and significant behavior issue in Discovery E (which has a large amount of new students). Leadership responded immediately and Trevor into E to observe issues during the time frames that appeared to have the most incidents.
- Non-conclusive but suggested base on last year’s statistics that 85-100% of the incidents come from the free lunch demographic.
- Training and agreement on how to get data, how to value it and deliver it is needed and is being addressed.
- One way administration is responding to data is by asking Trevor to set up student “teams” who can assist the classroom in managing behavior through their peer support and intervention.

Continued **discussion on incidents of behavior**:

- Eric asked Lisa to comment - Lisa responded that the behavior documenting and reporting process needs to be in handbook(s), she requested consistency in reporting, and recommended developing criteria to know how to use data and trends reporting. Lisa asked if it were possible to compare our data to an outside cohort so we could gauge our performance.
- Other Comments - how teachers report is very much affected by their own process and choice. Are teachers counting to 10 before they “write up” student behavior? Are they writing up behavior in real time or at the end of the day after the heat of the incident has past?
- Comment - if a behavior can be addressed in the classroom, considered not “writing it up”; Advocating not to punish the kids. Incidents are an opportunity for growth not a promise of discipline. Comment- Request for the board to consider the impact on teachers for increased reporting.

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

- In compliance with a Title 1 audit finding 3 years ago, teachers have now submitted general lesson plans for the first time since that audit, last week. This is a renewed practice for our teachers and a landmark in our future success.
- With the goal to clarify instruction practices, we are articulating our instruction approach within each subject and researching/documenting expectations.
- Much like math and reading, we are looking to collect data for instructional common assessment in the areas of writing, spelling, phonics and vocabulary)

- Special recognition was given to Sana Amash, Molly Swartzlander, Pegeen Jefchak and Andrew Kleinschmit for sharing our school and practices with Aquinas College's early childhood education classes.
- Sarah reported two upcoming educator tours, October 16 (Fort Wayne Community Schools, Indiana) and November 10. (Pre-K staff members) This activity in part fulfills our overall goals to be a "lab" for educational excellence.
- "There are a lot of college students in the building". Sarah reported on a robust program of hosting education majors from GVSU and GRCC.
- With the aid and direction of Lisa Nuyens and Chrissy Heyne, a "partnership in instructional practices" program has been initiated. As a result of this program we are hiring a substitute for four hours a week to cover classes when Sarah has face-to-face time with teachers after observing the classroom. (This is not a significant or permanent role and does not trigger board review of applicants or job descriptions).
- Sarah is looking forward to Cognitive Coaching training at the Kent ISD in November/December. This aligns with her professional goals set forth last academic year.

**Finance Report.** No report, John did report that our budget is now being calculated on a student count of 249.

**Facilities Report. (Written report included in Board Packet)** Verbal Report from Raymond.

- Raymond reported on the priority of repair - two terra cotta parapet roofs need immediate attention as does the old "coal room" ceiling (which is leaking into media room).
- While repairing brick is needed, that effort is on hold.
- The boiler will be put into use around November 1, and evaluations on its health and service is being scheduled.
- Creating lists of potential volunteers to match up with building needs, and to work on facility committee in general.
- Committee has a nominal budget to work with this year but plans to coordinate with fund raising and finance to secure funds to our asset can be managed more effectively.
- Mary requested of facilities to remove and secure the enrollment banner and the on site sign before the snow flies. Neither of these will survive the winter. A more permanent plan for signage needs to be addressed

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

- Working towards a 10-person committee, halfway there.
- Planning to meet with all sub-committees in next 30 days to gain consensus and support on marketing plan.
- Engaged a GVSU marketing student as a marketing intern. Aja Nero Williams will be at GRCCD Wednesday mornings, hosted by Jessie Hammond and administrators. Meeting with Mary on Friday's for training an overview. Our goal is to have her post to social media and blogs. Her term with us is at least for a semester, more likely until April 2016.
- Completed initial assignment on data base tools research.

- Created marketing sub-committee drop box and invited stakeholders to share in real time updates on the plan, calendar, branding, messaging.
- Responding to the marketing needs of the operation sub-committee.
- Planning for web page and blog overhauls.
- Looking forward to *Discovery Corporate Sponsorships* and *VIP tours*.

#### **Operations Report** Verbal Report from Lisa

- Lisa handed out a subcommittee report at meeting, which documented the dates and attendance of meetings and the agenda.
- The committee's focus is on the staff operations handbook and the family handbook.
- Committee is called as necessary no less than bi-weekly.
- Reemphasizing the desire to recognize teachers and staff and support school leadership.

#### **Fundraising Report, No report**

#### **Executive Report.** Verbal report from Eric.

- Eric handed out the updated Executive Committee agenda, and acknowledged Jon Beer as a part of the committee.
- See sub-committee goals on the document to be posted online.

#### **Old Business**

- *Subcommittee Goals* – Jon Beers confirmed that all but two committee's revised agendas have been sent to John R for review. Executive sub-committee goals were received at this meeting, finance sub-committee goals will be received after November 1. (Board comment, unless otherwise directed by Executive Committee, sub-committees are pursuing their agenda as planned in their goals as of October 12, 2015)
- *Anti-Bullying Policy*, Jon and Lisa distributed a revised policy.
  - Policy has been revised, to describe our performance commitments to meet the requirements of the State of Michigan. Lisa and Jon reported that they confirmed what is required from the State of Michigan and aligned our policy to meet the requirements with this one addition:
  - Copy will be edited to include language similar to, "this document describes our response to the State of Michigan's requirement to enforce an anti-bullying policy"
  - A motion to approve the policy (with the above clarification) was made by Mary and 2<sup>nd</sup> by Jon. Unanimously approved.
  - Policy will be added school handbook (s).
- *Clarification of permanent new position.* Operations circulated a job description for an Assistant Administrator. The budget for this position was previously approved and the board acknowledged description and administrations intent to advertise and hire for this position.

## New Business

- *Board Connect 2015* - (October 26, 2015) Eric reported our selection to participate in this Chamber of Commerce event where we can present our school and solicit board members. He committed to attend and asked for other volunteers. A maximum of three representatives is allowed, at least one from the school, and one from the board.
  - Sana, Rosalie and Mary offered to participate. Eric to schedule two “shifts” of involvement.
- *Leadership Coach*-Mary introduced Mike Nassar as the newly hired Leadership Coach for John Robinson. Mike is a part time contingent employee of the GRCDC, (verses a contracted consultant as required by his agreement with his GREA retirement agreement.) He is working with John through this semester. His services are viewed as part of John’s professional development plan.
- *Database* - Eric referenced our discussion on behavior and the agenda shared by marketing and operations to create unified collection of data.
- The Job Description of a new part-time permanent Administrative Assistant was reviewed and acknowledged. Budget for this position was approved last board meeting and the Board recognized the job description as the duties that will fulfill this budget allotment.
- *Discussion outside of Agenda - Acknowledged as New Business Outside of “Order”*
  - Attending staff expressed a need for more direct access to board outside of board meetings.
    - Requesting information on how budget allocations are made and revised.
      - Advocating for non-union employee rights
      - Rosalie and Sana commented that some paraprofessionals have not received an increase in wages in eight years.
    - What is the appropriate process? Danielle described her experience in a different school when teachers brought issues to a board meeting and nothing happened. What is the process to be heard?
      - Eric commented on the intent of "public comment" and how visitors can use that time to address issues with the board.
    - Sana commented about the importance of the "Image of the Teacher and the Image of the Parent" in our overall focus and awareness as well as the “Image of the Child”
  - Lisa suggested that there were "apparent concerns" over teacher morale.
  - Discussion resulted in asking attending staff to communicate with Executive Committee, Jon Beer, on desired methods for “access” by October 28, via email. Jon to report back to the board and make recommendations for process and engagement.

**Good News-**

- Eric reminded the group that his term ends in June 2016.
  - He recognized the growth of the board in his tenure; it's structure, performance and organization.
  - He is looking to step down from board president responsibility at the end of 2015, asking for a plan of transition. This will require future board discussion.
  - He will support new leadership through the length of his term.

**Meeting Adjourned 8:25 pm**

**Next Meeting, November 9, 2015 6-8pm.**