

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, November 14th, 2022

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

Location: Grand Rapids Child Discovery Center

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

Agenda	Person	Time	Purpose
<b>Opening</b>			
1. Call to Order	Abby	6:00	Action
2. Roll Call Present - A.S., P.S., T. L., S.T., A.F., A.G., A.J., K.D., LN Absent - Public - Kristy (parent), Jonathan (Family team), 2 more parents showed up as well did not get names.	Abby		Action
3. Approval of Agenda 1st- AF, 2nd - PS All - yes	Abby		Action
4. Approval of Minutes 1st - AJ , 2nd - KD All - yes	Abby		Action
5. Public Comment (Please limit comments to 3-5 minutes) - Many schools are not requiring PCR testing anymore. - Another COVID survey - More interaction between family team and board and families more informed about board meetings. - Abby let know about board meeting schedule and minutes from meetings on school website and posted.		6:02	Comment
<b>Reports from the Board</b>			
6. President's Report - Subcommittees have all met - Abby participated in Expo with Stephen and Lisa - awesome turnout. - Lots of people stopped by our table - Gave away bookmarks made by our students.	Abby	6:11	Report
7. Executive Committee Report - No updates.	Anne		Report

8.	Finance Committee Report - No updates	Kevin		
9.	Secretary's Report - Anne will post an invitation to board meeting next month.	Amelia		
10.	Ad Hoc Committee Reports- Need update on leads .1 Marketing/Advertising- Travis - Met two times mostly focusing on website stuff. - Audit of current site - what we need to cut or bolster - High level project plan - steps - Anyone in the school community who we could hire professionally? - Threshold for competitive bidding (yes, something over \$10,000). - Trifold for Expo, postcards that had link to videos. - Would like input from strategic planning  .2 Strategic Planning Committee- Amber - Next meeting is on Monday. - Met in October - talked about next steps, RFP process.  .3 Reauthorization- Abby - Meeting with GRPS and then with our committee - Lisa and Sarah will gather school information - Abby gathering board information. - Need resumes for all board members - Want draft packet in by February - in case anything we need to change - Want to be on agenda for May GRPS board meeting. Lisa and Abby will be at the board meeting. - New leadership at GRPS not as familiar with us.  .4 Evaluation/Leadership- Amelia - Met last month, next meeting in Dec. - Lisa picked 3 goals - Will have time to ask questions about factors in each domain starting Feb meeting - May meeting.  .5 Policy- Travis - Abby and Travis will touch base on this - Policy meeting with company that updates policy book - Lisa will send invite to Travis. - Updates in Dec. and Spring.  .6 Board Liaison- A Team (Travis), Facilities (Kevin) - Quarterly as needed. - No updates currently	-	6:17	Report
Reports to the Board				
11.	Executive Director's Report	Lisa	6:30	Report

### **Current Significant Updates or Issues**

- Hired 3 day a week para and M/F sub - Hannah - working as a floater. Fits in seamlessly.
- Hired M and F substitute every week. Also, long term sub at Aberdeen so very experienced.
- Posted for additional para and looking at possibilities for special education para- interviews begin this week
- Temporary para to cover surgery and maternity leave. Possibly will become full time if it is a good fit.
- Preparing job description for Music Educator - add as a permanent position. Would not use fund balance. Finance committee and strategy committee both on board. Hope to hire someone after winter break. See kids 2x a week.
- Preparing for Ms. Benson's maternity leave plan after winter break. Plan is coming together but not all details in place yet. Current staff member will sub.
- Interesting listen, if you haven't already: The Daily Podcast: [The Nation's Report Card on Remote Learning](#) (NYT)
- 36 Kinder apps and 7 for other grades for next school year already opened on November 1st.

### **2. Update on Strategic Plan Implementation**

#### **Curriculum-**

Focus on Tier 2 interventions (classroom teacher in small groups) with consistent, predictable targeted lessons for intervention block when classroom also staffed by para - consistent across all teachers with even more support where needed (2nd grade- Tonya and Sarah push in one hour a day right now). PD day on 11/4 focused exclusively on Tier 2 and Tier 3 interventions (see schedule [here](#)). The teacher and interventionist feedback was excellent- that this use of time aligned with our priorities, teacher needs, and specifically planning for each and every student.

Teacher Council focusing on walk through tool- used both for leader/coach walk throughs and peer walk throughs. Teacher Council will recommend any additions or changes to the tool after Nov 30. These tools focus on reading and math, and self awareness and self management.

Both the focused PD Days and the walkthrough tool serve to support our approach to the beginning of the year of not adding anything “new”, but rather using what we have with greater integrity and consistency.

**Culture:**

We have 2 areas of focus with our culture planning and one significant barrier

Areas of focus:

Tier 1 for adults: this is something the A Team has begun working on and will continue to work on while using Conscious Discipline School Family as our guide

Tier 2 for children: Consistent classroom-based interventions for students in Tier 2 SEL, which includes direction instruction, supportive interventions and progress monitoring.

***Barrier:*** we are wanting to return and/or grown in many ways that bring our dynamic, connected community back into focus. One of those ways is Community Meetings. Staffing has continued to be a big barrier to predictable events and preplanning. We are averaging 3-5 staff out each day. This is not exclusively because of COVID but because of many other illnesses returning and impacting our staff and our families as well

**SAFETY AND SECURITY:**

- We contracted with the same service as the Early Disco Center for snow removal, with Mr. Trevor doing shoveling and salting
- Our doors are still on order!

**3. Direct Action Updates:**

- [My goals/priorities for voting on later](#)
- Question: Who is driving the website train?
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**4. Facilities Update**

- Back to the Boiler - going to update it (modernize boiler, thermostats in all classrooms) with ESSE funds - need to spend these funds by 2024.

<ul style="list-style-type: none"> <li>- Boiler and elevator will both hopefully be worked on summer of 2023</li> </ul>			
<p><b>5. Finance Updates-</b>  Budget in December  Lisa applied for 3 grants</p> <ul style="list-style-type: none"> <li>- Benchmark test reimbursement grant</li> <li>- School safety grant - for wireless announcement system throughout school.</li> <li>- Mental health grant - for therapist to work with our children</li> </ul>			
12.	Family Team Report - Jonathan	NA	Report
<ul style="list-style-type: none"> <li>- Fall Fest went well - good turnout - ran out of donuts</li> <li>- Wreath sale - pickup is this Wednesday (Nov 16th)</li> <li>- Delivery 9:00 am for those who want to help</li> <li>- Thinking about doing T-shirt orders</li> <li>- Kelly (other family team liaison) now a parapro so Jon is kind of on his own</li> <li>- Approved toiletries in lounge for staff</li> <li>- Lockers for paras to have own locked space (in main office and teachers lounge) because work in several different classrooms.</li> <li>- Budget is still good - waiting on wreath sale funds to know final number.</li> <li>- Turnout in Family team meetings are 10-15.</li> <li>- Last meeting COVID issues got brought up.</li> </ul>			
<b>Business</b>			
13.	Old Business (previously moved) .1 N/A		Action
14.	New Business .1 Vote on Lisa's goals 1st - P.S. 2nd - A.F. All - yes	7:05	Action
<b>Closing</b>			
15.	Public Comment (Please limit comments to 3-5 minutes)		Comment
<ul style="list-style-type: none"> <li>- Helpful to know who to direct questions to about COVID policy and to know that board meeting minutes are on line.</li> <li>- Lisa willing to come to a few family team meetings a year so people can ask questions of her</li> <li>- Abby - any family team attender want to be a liaison to the board?</li> <li>- Thankful that a lot of consideration goes into supporting teachers</li> </ul>			
16.	Adjourn	Name	7:14 Action

**GRPS Liaison:**

Matthew Beresford

**GRCDC Board Members:**

**Executive Committee-**

President- Abby Sutter- AS

Vice President- Anne Jabara- AJ

Treasurer- Kevin Davis- KD

Secretary- Amelia Grayson- AG

**Members at Large:**

Stephen Tanner- ST

Amber Fox- AF

Travis LaFleur- TL

Philip Strom- PS