

# Grand Rapids Child Discovery Center

## Board of Directors Meeting

Date: 6:00-7:30 pm, Monday, May 8th, 2023

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	6:05	Action
2. Roll Call Present: AS, AG, ST, PS, AJ, KD, TL, Lisa Nuyens (executive director) Absent: AF Public: Maranda Hofheinz, Danielle Starke, Sana Amash, Maryam Trout, Sarah Cooper, Doug Meeks, Matteah Reppart, Trevor Gilbert.	Abby		Action
3. Approval of Agenda 1st- AJ 2nd - KD All - aye	Abby		Action
4. Approval of Minutes 1st- PS 2nd - KD All - aye	Abby		Action
5. Public Comment (Please limit comments to 3-5 minutes) -none at this time		6:07	Comment
<b>Reports from the Board</b>			
6. President's Report June meeting is busy - 2 meetings -normal meeting - go over budget, Lisa Evaluation at the end - 2 weeks later budget meeting - to approve budget July - officer elections, new fiscal year for the board.	Abby	6:08	Report
7. Executive Committee Report - No updates	Anne		Report
8. Finance Committee Report - No new informations	Kevin		
9. Secretary's Report - Amber did invite this month - Stephen will do Facebook invite in June, Kevin in July - Amelia will look for more professional board member name plates.	Amelia		
10. Ad Hoc Committee Reports- Need update on leads .1 Marketing/Advertising- Travis - Replatforming website- Travis and Stephen still working on technical infrastructure, plan to meet with Lisa in early summer to plan out content	All	6:12	Report

- Plan to go live before next school year
  - Abby talked about hiring photographer to get new pics of teacher/staff/boards
  - Have enough postcards for at least the first expo next year. Lisa will get more brochures printed - has been using at job fairs for teachers as well.
- .2 Strategic Planning Committee- Philip
- Contract signed with Variable Scoop LLC
- .3 Reauthorization- Abby
- Packet resubmitted with edits
  - Lisa and Abby will go to GRPS board meeting next Monday to answer any questions GRPS board has. Expected to vote on reauthorization at that meeting.
  - Feedback so far has been positive
  - Philip asked if any more support needed from board members
  - Lisa - if any other board members want to come, please do.
- .4 Evaluation/Leadership- Amelia
- June meeting when we evaluate - closed session after meeting
  - Lisa will send out her self rating by June 2nd with supporting information and Amelia will send out full rubrics and the rating sheets.
  - Travis will not be there. He can send an email with any comments or questions on specific domain/characteristics/factors that he wants us to take into account when rating.
  - Time to address what Lisa has been doing as a school leader during the recent challenges.
- .5 Policy- Travis
- List of proposed updates from the charter school policy company.
  - Have some time to look at and discuss prior to voting on them.
  - Abby recommended voting on these in July
  - Travis - deadline is July 31st.
  - Travis and Lisa need to meet with NCSI - National Charter School Institute - Patrick Kreger is our rep.
- .6 Board Liaison- A Team (Travis), Facilities (Kevin)
- OK for parent to be a part of the Facilities Committee - Chris Ervine interested.
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Reports to the Board

11. Executive Director's Report

Lisa

6:32

Report

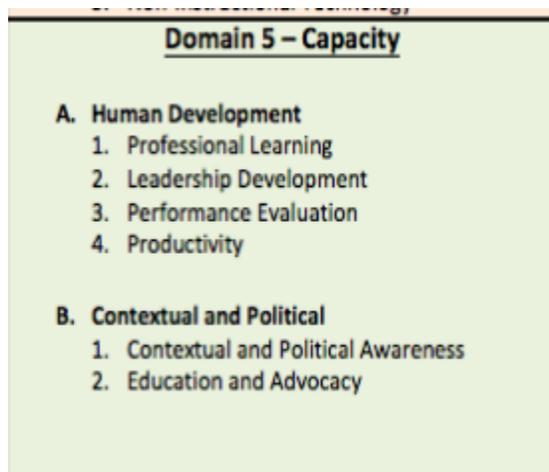
### **Current Significant Updates or Issues**

- Baby bunnies on playground doing well.
- Busy and exciting time of year at GRCDC. The school dance was a great success, this week is Teacher/Staff Appreciation Week (with spring celebration for students on Friday), EOY Celebration on June 1, 5th grade Field trip June 6 and 5th grade promotion on June 8! MSTEP also currently happening.
- We are in our staff planning phase- so far for next year we know we need to hire 1 para, 1 music teacher, possibly 1 special education resource teacher.
- We are working with HN for the second budget amendment (and final) for the year - this will be voted on in June. Concern about us dipping into fund balance due to a mistake made by HN in the fall. Meeting in person next week with HN for initial 2023-2024 budget planning - have 5 hours blocked off.
- Abby - rep from HN coming to the June budget meeting? - No come for audit.
- We have a plan in place for providing compensatory time (because Ms. Danielle was out for awhile) for students who had resource room minutes on their IEPs and are creating plans in partnership with families. Working on this proactively because we know this happened. Compensatory time happens outside of the normal school day. There will be an extra cost for this as it is extra time outside of normal school time.
- We created and put in the Link a parent survey for all children who will be looping, so that we can consistently take parent feedback along with teacher feedback into account when creating class lists- this came out of some of the concerns expressed at last month's meeting
- Abby and Lisa will attend the GRPS Board Meeting next Monday, during which our reauthorization should be addressed.
- What does orientation look like to a new class for kids entering a new loop? Lisa - families will get a letter in August about their new teacher info. Have been putting info about looping out in the Link Letter -maybe add to individual teacher's newsletter as well?

## Evaluation Highlights

The School ADvance System has 5 Domains for evaluating Superintendents/Central Office Staff. In an effort to ensure that Board members have the opportunity to ask questions, review artifacts, or discuss School ADvance domains prior to June, the Leadership Evaluation committee has asked me to feature a Domain each month leading up to final evaluation.

The formative rubric can sometimes help to see the full details of a Domain. [See here](#)



## 2. Update on Strategic Plan Implementation

### Curriculum:

CP Meetings and A Team/Teacher Council meetings have been focusing heavily on our Math GROWTH GOAL. We have done two rounds of data analysis and planning around this. The most recent of which you can view a summary of [here](#). In the data, we noticed that children 2 or 3 years below grade level are consistently meeting their growth goals and beyond- showing us that this year our Tier III math support is working. We are seeing less growth in students who are in Tier I and that is the problem of practice we are looking at and planning to address in our work preparing for 23-24 school year for math, specifically. The percentage of students meeting growth goals for reading is higher than for math, even though we have had the math curriculum longer. Based on comparisons to national trends last Spring pre and post COVID, we predict that

our math growth data will still outpace national trends, but is not yet getting us where we need and want to be for the school improvement goals we have set. How can we use resources we currently have better?

Abby - despite setbacks, closures etc. thanked staff/Lisa for not using COVID as an excuse but being aggressive around academic standards.

**Culture:**

**Adult SEL-** Continuing the collaboration with Opportunity Thrive- both for full group professional development and targeted coaching supports. For next year, we plan for all instructional staff to take a Personal Wellness Inventory so coaching and other personalized reports can be offered to all who may benefit from them (per our conversation at the last meeting). This will not rely on a teacher having to ask for it.

We are trying out our first family-focused SEL event, co-designed and led by our SEL Interventionists Trevor and Angie in partnership with Amber Fox. This event has 2 goals- one to increase connection among parents and the other to begin growing our social emotional learning as a full school community. Will serve a meal and have childcare at this event.

**Student SEL-** We are continuing to research and adjust ways to make our 3 tiers of SEL even stronger. Trevor and I shifted schedules this month to make sure that one of us is predictably on call for every hour of the day, so that Trevor will not be interrupted by a support call when he is to be implementing Tier III interventions.

More broadly, the A Team completed a [Tiered Fidelity Inventory](#) of all 3 tiers of our SEL support. We then took the most urgent and specific areas where we didn't score the highest rating and had the full staff work together to analyze what is happening and come up with actions to address this.

The areas were:

- Consistency in Tier I (universal) practices schoolwide
- Tier II interventions matched to student needs/a formal process for this
- Consistency in use of SWIS (formal office referral) data

- Multiple ongoing interventions with documented evidence of effectiveness (have in Tier III, but not Tier II)
- A developed Tier II team
- A Tier 1 schoolwide system for behavior feedback and recognition

We are currently planning next steps around these items to make our Tier II delivery stronger and ensure consistency in Tier I. We are considering an intervention curriculum for SEL to be used by the SEL interventionists and possibly classroom teachers.

**SAFETY AND SECURITY:**

- We are getting a quote for new front doors

We had our first School Safety Committee meeting, composed of parents and staff, focused on different aspects of school safety. It would be ideal for a Board member to also be part of the committee. Any interest? Possibly Kevin?

- Updating school safety plan
- Staff training
- What are we missing SEL curriculum (i.e lesson on bullying, cyberbullying)?
- Safety needs assessment - local group recommended by ISD and GRPD - Lisa applied for funds
- Critical incident mapping - local vendor recommended by GRPD. - Lisa applied for funds

Lisa had a call with a sales representative from ALICE training and plan to purchase the online course for the staff next year (1 year certification), per their recommendation. After the staff is certified in ALICE training working through the modules, we can have in person instructors work with the staff, as well. There is also a student component to this- to stay safe in all emergency situations. Staff has requested more training on safety, active shooter situations etc. other than drills.

Abby - modules able to be accessed throughout the year?

Lisa - yes

Abby - what happened to funds from safety grant?

Lisa- some can go toward ALICE training - will continue to be an ongoing cost for this after those funds are gone. Also want to

use those funds for an intercom system. Complicated due to electrical system in our building -possibly can use ethernet.

Philip - local perspective on safety - based on our neighborhood?

Lisa - groups we hope to have doing safety needs assessment and critical incident mapping are local - recommended by GRPD.

**3. Direct Action Updates:**

- No additional at this time

**4. Facilities Update**

- Elevator set to be completed by 7/1/2023 - paid for through ESSR instead of General Operating Budget funds.
- Boiler less than originally budgeted for
- Front walkway work to happen this summer (remove the brick, add cement) has been causing falls.
- Exploring asphalt and wood chip options for play ground
- Needs: fencing and signage on top of the "coal room" to keep kids out.
- Working on a quote to refresh and maintain the rain garden and some outdoor classroom planning and installation (green space fund and green revolving fund - \$10,000 in fund). Hoping to design install through summer to be ready next year.

**5. Finance Updates-**

Next month will be a big one!

12.	Family Team Report	NA	Report
Business			
13.	Old Business (previously moved) .1 N/A		Action
14.	New Business .1 Copier Lease Proposal	7:04	Action
<p>We lease our copiers and the lease is up. We received a quote from our current company Kraft, which we were inclined to go with as we have been happy with their service. The finance committee asked for 3 quotes to make</p>			

sure that Kraft was giving us the best price and keeping up with the trends and the times.

Once we got additional quotes, we were able to use the quotes to negotiate a lower cost with Kraft. The Noordyk quote was the cheapest, and we were able to get Kraft to match that quote. Because of our history with Kraft, we would like to keep our ongoing relationship with them, especially as they were willing to match the other company's quote.

**Here are the quotes:**

[Kraft](#)

[Konica](#)

[Noordyk](#)

Rachel has met with each company and negotiated the lower rate with Kraft. I request that the board approve a contract with Kraft to continue to lease and service our copiers.

1st - PS      2nd - KD      All - Aye

**Closing**

15. Public Comment (Please limit comments to 3-5 minutes)	Comment
<p>Travis - are we in a position where chromebooks are now out of date? Lisa - some of those we purchased are no longer able to be updated so will need to buy new ones. We need to build this into our budget ongoing. Happy to take any ideas. Travis will research.</p> <p>Abby - wipe them and sell them cheap?</p> <p>Miranda - they are in pretty rough shape.</p> <p>Doug Meeks - when is our authorization up?</p> <p>Abby - end of June it ends. GRPS board will vote at May meeting to reauthorize. Built into our contract that there is a year buffer if they decide not to renew.</p> <p>Doug Meeks - ALICE program costs online vs in person?</p> <p>Comment about looking into in person training as well. Wants to give teachers the resources they need.</p> <p>Lisa - did not quote in person cost yet - are starting with online first and see how it goes.</p> <p>Abby - GRPS and GRPD have come and completed an overview of needs of the building for safety.</p> <p>Matteah Rappart - commented on how much she learns in board meetings she does not know as a parent. Celebrating of</p>	

5th grade promotion. Would like more parent/classroom connections. Celebrating extraordinary care given to herself and her child lately. Worries what is sustainable for administration to be able to hold as they are only a few individuals - hopes their wellbeing is being thought of. Review of bullying policy language. Feels school is possibly too lenient on bullying about what is tolerated -would like more specificity in the policy.

Philip - acknowledged the teachers/staff in the room. Hope you can feel the love we have for you all. We understand the job is not easy and we have respect for you all.

Melinda - wanted to thank everyone for their time and keeping the building afloat.

16.	Adjourn	Name	7:25	Action
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**School Leadership:**

Executive Director- Lisa Nuyens- LN  
 Pedagogista- Sarah Cooper- SC

**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