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, October 9th, 2023 | Posting Address: 409 Lafayette Ave SE, Grand Rapids, MI 49503 |
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| Location: Grand Rapids Child Discovery Center | Publication: http://grcdc.org/ |
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| **Agenda** | |  | Person |  | Time |  | Purpose |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Opening | | | | | | | | |
| 1. | Call to Order | | Stephen |  | 6:00 |  | Action |  |
| 2. | Roll Call  .1 Present: ST, PS, TL, AG  .2 Absent: KD, Lisa Nuyens, executive director  .3 Guests: Doug Meeks, Justine Burdette, Courtney Myers-Keaton, Micheal Foster (Plante Moran) | | Stephen |  |  |  | Action |  |
| 3. | Approval of Agenda  1st - PS 2nd - AJ All- aye | | Stephen |  |  |  | Action |  |
| 4. | Approval of Minutes  1st- TL 2nd- AG All- aye | | Stephen |  |  |  | Action |  |
| 5. | Public Comment (Please limit comments to 3-5 minutes)   * none | |  |  | 6:02 |  | Comment |  |
| Reports from the Board | | | | | | | | |
| 6. | Plante Moran Audit Report   * Went over draft financial report (June 30, 2023) * Issuing an unmodified opinion - based on audit did not find any misstatements in our financial statements - highest level of opinion. * Went over numbers in more detail on:   Governmental Fund Balance Sheet (p. 13)  Governmental Fund - statement of revenues, expenditures and changes in fund balance (p. 15)  Required Supplementary Information Budgetary Comparison Schedule General Fund (p. 31) - projected budget was very close to actual budget.  Went over Report to Board of Education Letter - successful audit, no surprises, no issues.  Abby S : Any Recommendations from audit? “We recommend the School implements a  new process annually to review the check signers at the board meeting when the board treasurer is set. At this meeting the board can determine who should have the check signer access and formally approve.” ie. Make sure list of who is allowed to sign checks gets updated (the previous treasurer was still on that list). Formal process should be put in place to make sure this does not happen. This has been updated since the audit and no missing funds found  Fund Balance at 26% | | Stephen |  | 6:05 |  | Report |  |
| 7. | President’s Report  Retreat date Monday - Oct 23 6-8 pm  Does anyone want to be responsible for food? Can get food from Luna again? Travis LaFleur can do this. Can pick up school credit card from Lisa prior to picking up food. | |  |  |  |  |  |  |
| 8. | Executive Committee Report | | Anne |  |  |  | Report |  |
| 9. | Finance Committee Report | | Kevin |  |  |  |  |  |
| 10. | Secretary’s Report -  Amelia will get name plates for the 2 new board members.  Stephen will invite people via facebook to next board meeting. | | Amelia |  |  |  |  |  |
| 11. | Ad Hoc Committee Reports  .1 Marketing/Advertising- Travis - Stephen and Travis still working on the new website.  .2 Strategic Planning Committee- Philip - consultants were on site last week and many of us attended a listening circle session. Talking about other ways to engage community members that were unable to come in person to a meeting.  .3 Reauthorization- Abby  .4 Evaluation/Leadership- Amelia  .5 Policy- Travis  .6 Board Liaison- A Team (Travis), Facilities (Kevin) | | All |  | 6:25 |  | Report |  |
| Reports to the Board | | | | | | | | |
| C | Executive Director’s Report  **Current Significant Issues:**   * Diagnostic Data presentation will happen in November for Fall diagnostics (reading, math, SEL) * Dawn and Libby were here last week. Next steps for them is a family survey, a meeting with the strategic planning committee and some focused listening groups * Family/teacher conferences are happening today and tomorrow- give the teacher in your child’s life a little extra boost- they conduct these with their full minds and hearts   **Continuous Improvement Plan:**   * The Travel Team for Equity will be in Indianapolis for the second part of our learning. To prepare for this meeting, we have deeply anaylzed our data, drafted inequity statements related to our data, and agreed on 3 goals to work towards that we think will have the greatest impact at our school. We also explored both facilitators and barriers towards meeting those goals. This work was done by the full A Team + Sarah and was facilitated in partnership with Dr. Elise Swinford, our coach from the MAP Equity Center. * Goals - working draft:   <https://docs.google.com/document/d/1didBLF8NPS1wkX_rjaYpeV1ehx5RrbbQ_2Tqbi6_c-4/edit?usp=sharing>  **Update on Strategic Plan Implementation**  -For Board Members who were unable to attend one of the listening circles, there will be other ways to engage in giving feedback and sharing reflections with Dawn and Libby in the next couple of weeks  **Committee Updates;**  **Finance**-Audit will be presented today. Finance Committee exploring the possibility of a RFP for business management and accounting services  **Facilities**- We have one estimate right now for the electrical work necessary for our tech server and window units in every classroom. Depending on whether we need to adjust the amount of electricity flowing into the building this will cost between 10-60K, according to this one estimate. We are seeking 2 more estimates.  **Strategic Planning**- Meeting with Dawn and Libby will be set shortly  **Evaluation**- Will begin meeting after the committee for this year is determined.  **Marketing and Tech**- No current updates from me  **Safety committee:** meeting on 10/18- our Safety Needs Assessment was completed on September 26. The “results” meeting will come in 3-6 weeks depending how long it takes the firm to complete the final report  Abby would like to work on Celebration Spotlight in board meeting.  Template in shared drive for Retreat planning - Abby met with Lisa in the past.  Philip wants to make sure the Retreat is used effectively   * Finalize committees * Hearing more about Lisa Equity work * Plan for budgeting for repairs for old building * Discussion about when agenda/minutes should appear in link letter. | | Lisa |  | 6:30 |  | Report |  |
| 12. | Family Team Report (Quarterly) | |  |  |  |  | Report |  |
| Business | | | | | | | | |
| 13. | Old Business (previously moved)  .1 N/A |  |  |  | 6:20 |  | Action |  |
| 14. | New Business  .1 Plant Moran School financial statement presentation (presented above)  Motion to accept draft audit as presented:  1st- PS 2nd- AS All- aye  .2  1st- 2nd- All- |  |  |  |  |  | Action |  |
| Closing | | | | | | | | |
| 15. | Public Comment (Please limit comments to 3-5 minutes)  Courtney Myers-Keaton - will be out of town at a work conference during retreat - she thinks she will be able to call in.  Is there a place to see the budgeting information? Abby - Click on transparency reporting circle at top right corner of the GRCDC website has all this information.  Abby - Wreath sale going on through family team, hopefully movie will get rescheduled. | |  |  |  |  | Comment |  |
| 16. | Adjourn | | Abby |  | 6:48 |  | Action |  |

**School Leadership:**

Executive Director- Lisa Nuyens Heyne- LNH

Pedagogista- Sarah Cooper- SC

**GRPS Liaison:**

Matthew Beresford

**GRCDC Board Members:**

**Executive Committee-**

President- Abby Sutter- AS

Vice President- Anne Jbara- AJ

Treasurer-Kevin Davis-KD

Secretary- Amelia Grayson- AG

**Members at Large:**

Stephen Tanner- ST

Travis LaFluer- TL

Phili Strom- PS