

**Distinctive College Prep
Board of Directors School Board Meeting
Board Meeting Minutes
October 20, 2020**

MISSION STATEMENT: The mission of Distinctive College Prep is to serve children and families in urban communities by providing a high quality learning environment that accelerates achievement, performance and college preparedness through careful analysis of student needs and effective use of data to personalize and monitor student learning.

Date: October 20, 2020

Time: 4:00 pm ET

Location: Zoom

<https://distinctiveschools-org.zoom.us/j/97546783157?pwd=d21SNDU0VVFJditZZHBRRnBYNnFxZz09>

Call to order at: 4:05pmET

Roll Call:

- Present Board Members: Nicole Gaines, Alari Adams, Nikki Mariner, John Halo (joined at 4:08pm)
- Absent Board Members: Mike Brown
- Others Present:
 - **Distinctive Schools:** Scott Frauenheim, Erin Lanoue, Katie O’Connor, Cassie Williams, Mike Rohde, Monique Langston, Jeff Donoghue, Meredith McKelvey, Teneia Ross-Terry, Camille Hibbler, Marcus Hardaway
 - **CMU:** Jennifer Joubert
 - **Other:** Melissa Ludeke

Consent Agenda Items	Purpose	Individual Responsible
<i>Approval of Agenda</i>	Vote <ul style="list-style-type: none"> ● Motion to approve October 20, 2020 board meeting agenda made by Nicole Gaines and seconded by Nikki Mariner. ● Motion passed 3-0 ● Agenda approved 	Alari Adams
<i>Approval of September 15, 2020 Board Meeting Minutes</i>	Vote <ul style="list-style-type: none"> ● Motion to approve September 15, 2020 board meeting meeting minutes made by Nicole Gaines and seconded by Nikki Mariner. ● Motion passed 3-0 ● Minutes approved 	Alari Adams
<i>Public Comment (agenda items only)</i>	NONE	Alari Adams
<i>DCP-R Principal’s Report</i>	Academics <ul style="list-style-type: none"> ● Curriculum implementation is in full swing, as homeroom teachers prepare to assess students in Unit 1 of Literacy and all grades have at least administered or about to administer their mid-module assessment in literacy. ● NWEA Testing window will close this friday, we look forward to analyzing this and their curricular data to make informed decisions around grouping, intervention, and other supports. Culture <ul style="list-style-type: none"> ● We are preparing for Parent Teacher Conferences to be held on November 3rd and 4th. The focus will be to highlight progression toward mastery of standards. 	Meredith McKelvey

	<ul style="list-style-type: none"> ● Trunk of Treat will be held October 30th in our parking lot. Looking forward to safely engaging with our families! <p>Student Enrollment</p> <ul style="list-style-type: none"> ● DCP Redford Currently has 224 students fully enrolled. 	
<p><i>DCP-HW Principal's Report</i></p>	<p>Academics</p> <ul style="list-style-type: none"> ● Teachers are fully engaging students using our full curriculum (Benchmark, ENY, and personalized learning programs. We are also exploring a few new additions to the curriculum, such as Move this world and affirm, in which seem to be working well. ● NWEA has begun and will continue through this week. Surprisingly enough this experience has been smoother than expected. <p>School Culture/ Family Connection</p> <ul style="list-style-type: none"> ● We hosted curriculum night.. ● We distributed Quarter 1 progress reports and our second round of curriculum. ● We will also have some halloween fun this Friday. ● We are also preparing for conferences which will be held on November 3rd & 4th. <p>Student Enrollment</p> <p>We currently have 481 students enrolled at Distinctive College Prep Harper Woods</p>	<p>Teneia Ross-Terry</p>
<p><i>Management Update</i></p>	<p>Finance Report</p> <ul style="list-style-type: none"> ● Update on campus finances ● Working are way through the audit ● November board meeting - we will present a forecasted budget ● Motion to accept Finance report made by John Halo and seconded by Nikki Mariner ● Motion approved 4-0 <hr/> <p>General Updates</p> <p>Thank you for your ongoing support. Thank our team, school leaders for showing up every single day.</p> <ul style="list-style-type: none"> ● Q2 Updates: <ul style="list-style-type: none"> ■ Q2 Planning <ul style="list-style-type: none"> ● Launched Q2 Community Care Family Selection at all campuses, with monitoring tool for campus review <ul style="list-style-type: none"> ○ Chi closes on 10/15 ○ MI closes on 10/21 ■ Change Management/Balance is tough ■ Instructional Support Coming ■ Schedules Shifting based on feedback ■ Enrollment challenges across metro-Detroit (reforecasts in November) ■ Confidence, Calm & Support ■ Board shifts and announcements 	<p>Distinctive Schools</p>

Regional Updates

Regional Updates:

- Updates and Upcoming Priorities:
 - a. Student Recruitment Efforts in September
 - Weekly Regional Engagement Meeting to plan for student enrollment and retention.
 - Follow-up calls to families who have started but not completed enrollment
 - A community outreach via: Food Banks, Social Media, and flyering high traffic neighborhood locations
 - b. Attendance and Engagement
 - Daily Calls to families of students who have not logged in online or attended community care groups in person.
 - Home visits to support families with device needs and log on support
 - Community Care Family Engagement Team Member to support family tech support and make home visits to students who have not joined classes virtually.
 - c. Regional Staff Collaboration Day Took place on September 23rd during the collaboration staff were able to collaborate across like jobs and participate in sessions on Student Engagement, Lesson Planning, Family Communication, and Blending learning platforms. Staff also attended NWEA proctor training during this session.
 - d. Extended COVID-19 Learning Plan- Katie will share updates in her report.
 - e. Technology

Operations

- **Facility:**
 - a. Investigating tax exempt status for the building since acquisition by CSDC
 - b. Increased cleaning protocols
 - c. Moving toward app for Q2
- **Open positions:**
 - a. Bus driver (PT) R/HW
 - b. Looking to incentivize current maintenance staff to become backup bus drivers
- **Technology:** All Set
- **Food Service:** Going to bid in the spring - waiting on the application from MDE

Extended COVID-19 Learning Plan - Update

Learning Plan: 1st - 8th Grade will continue with Remote Learning for all students. Distinctive College Prep will continue to offer Community

Care, a safe place for students to engage in remote learning with supervision, wifi, and meals, for interested families.

Hybrid Option for Kindergarten Families

Recommendation: *Implement a hybrid pilot for interested Kindergarten families*

DCP is recommending the implementation of a hybrid learning model pilot in kindergarten for interested families. The hybrid model would consist of 3 hours of in-person (synchronous with teacher) instruction and 2 hours of asynchronous (independent) learning activities at home. Families would choose to participate in the hybrid learning model or continue with remote learning. In-person class sizes will be limited to 12-14 students to ensure appropriate social distancing in the classroom. Based upon family interest, an AM and/or PM section will be offered. DCP will continue to implement all safety measures and comply with local and state recommendations. DCP leaders will continue to collect feedback from families to determine next steps for second semester and to expand/collapse the hybrid learning pilot.

Modifications: Benchmark Assessment Changes for 1st & 2nd Grade Reading

Recommendation: *Administer MAP Growth Reading in lieu of MAP Reading Fluency*

- The 1st and 2nd grade reading benchmark assessment is recommending to change the benchmark assessment tool from MAP Reading Fluency and replace it with MAP Growth Reading. The Academy & regional leaders determined that the remote administration was too nuanced for parents and required technical expertise and tools to administer the assessment. The team determined to implement MAP Growth to provide consistency between math and reading assessments. Additionally, this change provides a consistent assessment measure for all 1st - 8th grade students.

- The ECLP reports the percent of students who have at least 2 synchronous days (2-ways interactions) of attendance each week

Week Ending:	Friday, October 16, 2020	89.80%
Week Ending:	Friday, October 9, 2020	93.06%
Week Ending:	Friday, October 2, 2020	89.65%
Week Ending:	Friday, September 25, 2020	86.22%
Week Ending:	Friday, September 18, 2020	86.29%
Week Ending:	Friday, September 11, 2020	80.00%

Schools

- **Staying committed to staff and student culture, students and staff surveys are underway even during Remote Learning and work. All surveys close at the end of this week.**
- **YouthTruth** (5th-8th grade) administration measures student climate and culture as it gathers which feedback from students about their overall

	<p>experiences about school (including during remote learning)</p> <ul style="list-style-type: none"> ■ SELweb is an assessment for students designed to understand how our students are developing their Social Emotional competencies. Assessment results will be used to help adults support students; they will not be used to label or diagnose students and will help to drive campus use of our Move This World SEL curriculum. ■ Upbeat survey measures the adult experience and is a measure of staff engagement and retention, with an added lens of work-life balance during the pandemic. ■ We will also be utilizing a Mental Health Screener with all of our students to help us identify and diagnose students with emotional or behavioral problems and identifying supports to help reduce their symptoms and improve functioning <ul style="list-style-type: none"> ● *Each of these data support the overall profile of each student and are invaluable during this time* <p>b. Curriculum & PD:</p> <ul style="list-style-type: none"> ■ We have had a great kickoff to Summit Learning. Strong start to mentoring, goal setting & feedback. ■ All DS core curriculum is launched, with pacing and alignment adjustments happening with the support of network and regional leaders ■ Launched NWEA testing for K-8 in math and reading. Over 50% of students have completed assessments. <ul style="list-style-type: none"> ● Offered a NWEA help desk for families to support logging in. ■ DSMS and DSES IC huddles have been very collaborative, student and solution focused! <p>Philanthropy & Fundraising</p> <ul style="list-style-type: none"> ■ Recruitment and Enrollment: We are continuing our efforts to recruit families to DCP while retaining and engaging with our current families. Shout out to HW and R for crushing their enrollment goals: HW: 481 and R:224 ● Grants: We are in the final stages of edits to the CSP Budget ● Partnerships: Thank you to Nicole Gaines for sharing information on food giveaways for our DCP families and and upcoming Halloween event for students and families. ● Fundraising: We are still raising funds for our Innovate to Educate fund. We are over \$6000. Please continue to share out with your networks! 	
Old Business	<ul style="list-style-type: none"> ● NONE 	Alari Adams

New Business <i>(Motion & Resolution)</i> <i>Nominating Resolution for Nicole Gaines</i>	<ul style="list-style-type: none"> Board Member Nikki Mariner officially nominated Nicole Gaines as DCP Board President. Motion to nominate Nicole Gaines as President of the DCP Board of Directors made by Nikki Mariner and seconded by John Halo Motion passes 3-0 Nicole Gaines abstained 	Alari Adams
<i>(Motion) Approval of Contract Amendment No. 14</i>	<ul style="list-style-type: none"> Motion to approve Contract Amendment No. 14 made by John Halo and seconded by Nicole Gaines Motion passed 4-0 	Alari Adams
<i>(Motion & Resolution)</i> <i>Ratification of Prior COVID-19 Preparedness Actions resulting from Executive Orders</i>	<ul style="list-style-type: none"> Motion to approve resolution authorizing ratifying of prior COVID-19 Preparedness Actions resulting from Executive Orders made by Nicole Gaines and seconded by John Halo Motion passed 4-0 	Alari Adams
<i>(Motion & Resolution)</i> <i>Approval of MI ORS Form - David Oravec</i>	<ul style="list-style-type: none"> Motion to approve resolution of the MI ORS Form for David Oravec made by John Halo and seconded by Nicole Gaines Motion passed 4-0 	Alari Adams
<i>(Motion & Resolution)</i> <i>Approval of Extended COVID-19 Learning Plan Monthly Report</i>	<ul style="list-style-type: none"> Motion to approve resolution of Extended COVID-19 Learning Plan Monthly report for October 2020 made by John Halo and seconded by Nicole Gaines. Motion passed 4-0 	Alari Adams
<i>Other Business</i>	NONE	Alari Adams
<i>Comments from the Board</i>	Nikki: being at home since March, my 2nd grader going to school. Having him at home while he was in school was hard,--sounds like you all are doing a fantastic job. Kudos to DS for addressing all these challenges.	Alari Adams
<i>Public Comment</i>	<ul style="list-style-type: none"> NONE 	Alari Adams
<i>Public Comment (Extended COVID-19 Learning Plan ONLY)</i>	Board Vice President Adams solicited public comment on the Extended COVID-19 Learning Plan Monthly Report: Public Comment: NONE	Alari Adams
<i>Authorizer Comment</i>	<ul style="list-style-type: none"> Governor signed legislation extending the allowance of virtual meeting through January 2021 Thank you to Nicole. A virtual Board President roundtable coming in in a few weeks. 	Jennifer Joubert
<i>Adjournment</i>	<ul style="list-style-type: none"> Motion to adjourn the October 20, 2020 board meeting made by John Halo and seconded by Nicole Gaines. Motion passed 4-0 	Alari Adams

Meeting adjourned at: 4:57 pm ET

Meeting Certification:

Proposed Minutes Respectfully Submitted,

Monique Langston
Recording Secretary

Date October 20, 2020

Approved by Distinctive College Prep Board of Directors:



_____ November 17, 2020

Board Secretary

Date