

**Distinctive College Prep  
Board of Directors School Board Meeting  
Board Meeting Minutes  
November 17, 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:** November 17, 2020

**Time:** 4:00 pm ET

**Location:** Zoom

<https://distinctiveschools-org.zoom.us/j/95093056295?pwd=M0hjYUQvcTB0OGoyYm9CdDlxNHFBdz09>

**Call to order at:** 4:05pmET

**Roll Call:**

- Present Board Members: Nicole Gaines, Mike Brown, Alari Adams, Nikki Mariner, John Halo
- Absent Board Members:
- 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:**

Consent Agenda Items	Purpose	Individual Responsible
<i>Approval of Agenda</i>	Vote <ul style="list-style-type: none"> <li>● Motion to approve November 17, 2020 board meeting agenda made by John Halo and seconded by Mike Brown.</li> <li>● Motion passed 5-0</li> <li>● Agenda approved</li> </ul>	Nicole Gaines
<i>Approval of October 20, 2020 Board Meeting Minutes</i>	Vote <ul style="list-style-type: none"> <li>● Motion to approve October 20, 2020 board meeting meeting minutes made by Alari Adams and seconded by John Halo.</li> <li>● Motion passed 5-0</li> <li>● Minutes approved</li> </ul>	Nicole Gaines
<i>Public Comment (agenda items only)</i>	NONE	Alari Adams
<i>DCP-R Principal's Report</i>	<b>Academics</b> <ul style="list-style-type: none"> <li>● Quarter One ended with strong with End of Unit and End of Module Assessments in Literacy and Math. The Instructional Leadership Team had a chance to take a stepback and analyze the results of those assessments as well as NWEA and SELWeb. As a result, we have differentiated small groups that we hope will have a positive impact on student achievement which we will continue to progress monitor.</li> <li>● Quarter 2 also launched our updated master schedule which provides more asynchronous and small group/one on one learning opportunities for students and more collaborative planning opportunities for teachers.</li> </ul>	Camille Hibbler/ Meredith McKelvey

	<p><b>Culture</b></p> <ul style="list-style-type: none"> <li>• DCP Redford team has been grieving the passing of our beloved Mr. Goodman. But the outpouring of support from our families and network team has been overwhelming. Despite the loss, we are coming together in ways unimaginable. We are planning a memorial event on December 2nd, that Adams family will be attending. We will have a virtual balloon release and testimonials. There will also be an announcement of the plans for the Goodman Library in Adam’s former classroom, we hope to open in late 2021. I am honored and privileged to work with such a supportive network team, compassion school team, loving family/student team, and to have known such an amazing person as Adam Goodman.</li> </ul> <p><b>Student Enrollment</b></p> <ul style="list-style-type: none"> <li>• DCP Redford Currently has 224 students fully enrolled.</li> </ul>	
<p><i>DCP-HW Principal’s Report</i></p>	<p><b>Academics</b></p> <ul style="list-style-type: none"> <li>• We have completed our Fall NWEA assessments and will be preparing for our data dashboard meeting, in which we will dissect the data to drive instruction to improve student learning in specific areas of need.</li> <li>• We held a parent teacher conference November 4th &amp; 6th as well as another round of curriculum distribution for parents to pick up Reading, Math and music materials to support instruction for Q2.</li> </ul> <p><b>School Culture/ Family Connection</b></p> <ul style="list-style-type: none"> <li>• We rolled out our Q2 schedule changes for K-6th grade.</li> <li>• We hosted November 4th &amp; 6th..</li> <li>• We distributed the Q2 curriculum November 5th &amp; 6th .</li> </ul> <p><b>Student Enrollment</b> We currently have 479 students enrolled at Distinctive College Prep Harper Woods</p>	<p>Teneia Ross-Terry</p>
<p><i>Management Update</i></p>	<p><b>Finance Report</b></p> <ul style="list-style-type: none"> <li>• Update on the reforecasted budget and financials</li> <li>• Motion to accept Finance report made by Mike Brown and seconded by Alari Adams</li> <li>• Motion approved 5-0</li> </ul> <hr/> <p><b>General Updates</b></p> <ul style="list-style-type: none"> <li>○ Redford Staff Member Loss -Celebrating Adam Goodman</li> <li>○ COVID Updates and Community of Care Pause</li> <li>○ Finance transition (audit close up and preparedness)</li> <li>○ Technology, resources and better together needs leading up to thanksgiving-monique will be working on making connections with principals on who needs what and what more we can do!</li> </ul>	<p>Distinctive Schools</p>

- Thank you to Mike Brown and Nicole Gaines for navigating a strong transition for us

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**Regional Updates**

- Updates and Upcoming Priorities:
  - a. Regional PD took place on November 11, 2020. During the session staff members were able to collaborate with like job teams, and there was a focus on planning for asynchronous time.

Upcoming Priorities:

- Focus on Staff Connections and providing more opportunities for staff to connection formally and informally
- Focus on student connections and working to ensure that as many students as possible remain engaged and as possible in light of our pause ( community care leads supporting with engagement and student transition, using the bus for food and supplies delivery)
- Using Q1 Data to refine campus growth plans, and action steps

**Operations**

- **Facility:**
  - Working with DW/George Butler on tax exempt status for HW
  - Maintenance working on deep clean of building during 11/18-24
- **Open positions:**
  - PT bus driver
  - MI COVID-19 grants for staff
- **Technology:**
  - 40 hot spots on site
  - Techs are managing devices, hotline open to support parents as needed
- **Food Service:**
  - Food service twice a week during CC shut own; using buses to deliver food
  - Utilizing bus driver to support building maintenance

**Academic**

- **Extended COVID-19 Learning Plan**
  - **Learning Plan:** Kindergarten - 6th grades will continue with Remote Learning for all students.
  - **Modification:** Distinctive College Prep (DCP) has determined to temporarily pause Community Care and hybrid Kindergarten option beginning Monday, November 16th, 2020 through Tuesday, January 19, 2021 in response to local health experts and in collaboration with Central Michigan University. Community Care provided families who required a safe space to engage in remote learning with supervision by school staff. DCP will monitor health data trends and guidance from partners in early January to determine if reopening

	<p>Community Care or potential alternative return to school options are possible.</p> <ul style="list-style-type: none"> <li>○ <b>Engagement Data:</b> <ul style="list-style-type: none"> <li>■ Week Ending: Wednesday, November 11, 2020 88.47%</li> <li>■ Week Ending: Friday, November 6, 2020 84.24%</li> <li>■ Week Ending: Friday, October 30, 2020 92.39%</li> <li>■ Week Ending: Friday, October 23, 2020 93.17%</li> </ul> </li> <li>● <b>Schools</b> <ul style="list-style-type: none"> <li>○ Adjustments to the school schedule has provided more time for collaborative planning and professional development. There has been a very favorable response from both teachers and leaders.</li> <li>○ Like Cassie mentioned, regional collaboration was successful for teachers in all four schools to share best practices.</li> </ul> </li> <li>● <b>Curriculum &amp; PD:</b> <ul style="list-style-type: none"> <li>○ Regional Data Dashboard planning occurred last Thursday. School teams analyzed school culture, student culture, academic and behavioral data.</li> <li>○ Data: We look forward to sharing a deeper look at data in the December meeting.</li> </ul> </li> </ul> <p><b>Philanthropy &amp; Fundraising</b></p> <ul style="list-style-type: none"> <li>● <b>Recruitment and Enrollment:</b> We are continuing our efforts to recruit families to DCP while retaining and engaging with our current families. We are also beginning to plan for next year and scheduling meetings with principals to review enrollment targets and ideas around recruitment and engagement.</li> <li>● <b>Grants:</b> CSP Grant update/MI COVID-19 grants for staff</li> <li>● <b>Partnerships:</b> Thank you to Nicole Gaines for sharing information on food giveaways for our DCP families and upcoming Thanksgiving food event for students and families.</li> <li>● <b>Fundraising:</b> We are still raising funds for our Innovate to Educate fund. We are over \$15000. Launching our Grateful Giving and details will be in your inbox after today's meeting</li> </ul>	
<i>Old Business</i>	<ul style="list-style-type: none"> <li>● NONE</li> </ul>	Nicole Gaines
<b><i>New Business</i></b> <i>(Motion &amp; Resolution)</i> <i>Approval of Reforecasted</i> <i>General Operating FY21</i> <i>Budget</i>	<ul style="list-style-type: none"> <li>● Motion to approve the reforecasted general operating FY21 budget made by John Halo and seconded by Mike Brown.</li> <li>● Motion passes 5-0</li> </ul>	Nicole Gaines
<i>(Motion) Approval of FY20</i> <i>Audit</i>	<ul style="list-style-type: none"> <li>● Motion to approve the FY20 audit made by John Halo and seconded by Nikki Mariner.</li> <li>● Motion passed 5-0</li> </ul>	Nicole Gaines
<i>(Motion) Approval of Budget</i> <i>Planning Procedures</i>	<ul style="list-style-type: none"> <li>● Motion to table approving the budget planning procedures made by Mike Brown and seconded by John Halo</li> <li>● Motion passed 5-0</li> <li>● Motion tabled to December 2020</li> </ul>	Nicole Gaines

