

**Distinctive College Prep
Board of Directors School Board Meeting
Board Meeting Minutes
April 28, 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: April 28, 2020

Time: 4:00 pm ET

Location: Zoom (<https://zoom.us/j/91494206838?pwd=SExXZFp3Y0tpRnFCQlk4RDBlaxJ0dz09>)

Call to order at: 4:03pm ET

Roll Call:

- Present Board Members: Mike Brown, Nicole Gaines, John Halo, Alari Adams and Nikki Mariner
- Absent Board Members:
- Others Present:
 - Distinctive Schools: Scott Frauenheim, Erin Lanoue, Monique Langston, Cassie Williams, Camille Hibbler and Teneia Ross-Terry, Jeff Donoghue, Katie O'Connor, Frankie Torres, Brooke Lynch and Mike Rohde
 - CMU: Jennifer Joubert

Consent Agenda Items	Purpose	Individual Responsible
<i>Approval of Agenda</i>	Vote <ul style="list-style-type: none"> ● Motion to approve April 28, 2020 agenda made by Nicole Gaines and seconded by John Halo ● Motion passed 5-0 ● Agenda approved 	Mike Brown
<i>Approval of January 21, 2020 Meeting Minutes</i>	Vote <ul style="list-style-type: none"> ● Motion to approve January 21, 2020 meeting minutes made by John Halo and seconded by Alari Adams ● Motion passed 5-0 ● Minutes approved 	Mike Brown
<i>Public Comment (agenda items only)</i>	Informational <ul style="list-style-type: none"> ● None 	Mike Brown
Old Business <i>(Informational) CMU Educational Program Review</i>	<ul style="list-style-type: none"> ● Not our first CMU visit but our first EPR visit. ● Biggest area - new school support visit - CMU made sure we were doing everything we are supposed to. The EPR visit provided data. Categories observed (more specific for the purpose of learning and rigor) ● Glows - learning objectives, use of academic language ● Grows - differentiation, use of high order of thinking, student engagement (some Glows as well), NWEA growth - meeting CMU targets 	Cassie Williams
New Business <i>(Informational) COVID-19 Updates</i>	<ul style="list-style-type: none"> ● Huge Thank You to the board for staying engaged with us during the past few weeks ● Starting week 7 of at home learning ● Huge Thank you to Mrs. Hibbler and Mrs. Ross-Terry for their leadership during this new environment ● We were able to jump right into remote learning ● Tech and food were our first priority 	Scott Frauenheim

	<ul style="list-style-type: none"> ● Cassie/Katie were able to build out robust plans ● We also provided paper packets to families with ● We are far ahead of the pack in Detroit (Metro-Detroit) ● Family feedback is overwhelmingly positive ● Still have a few families that need access ● Launched #BetterTogether relief fund for MI campuses ● Thinking of creative ways on how to thank teachers during teacher appreciation week for all their hard work 	
New Business <i>(Informational) DCP Harper Woods Roof Update</i>	Informational <ul style="list-style-type: none"> ● In discussion with Starr on lease and roof replacement ● Much larger update coming ● No roof agreement to sign 	Mike Rohde
New Business <i>(Motion) Covid Relief Plan Funding Agreement</i>	<ul style="list-style-type: none"> ● Motion to authorize and assign Alari Adams and John Halo, to work with Dickinson Wright for feedback and approval on the Covid Relief Plan Funding Agreement in partnership with DS Legal Counsel made by Nicole Gaines and seconded by Nikki Mariner ● Motion passed 5-0 	Scott F/ Jeff Donoghue
New Business <i>(Motion) Approval of DCP Continuity of Learning Plan</i>	<ul style="list-style-type: none"> ● Motion to approve CMU/DCP Continuity of Learning Plan made by Alari Adams and seconded by Nikki Mariner ● Motion passed 5-0 	Katie O'Connor
New Business <i>(Motion) Approval of DCP Harper Woods Facility Plan</i>	<ul style="list-style-type: none"> ● Discussion on DCP - HW facility (including the roof negotiation) ● Motion to authorize Alari Adams and John Halo entering into a new lease agreement with Dickinson Wright and CSDC for the DCP Harper Woods Facility made by Nicole Gaines and seconded by Nikki Mariner ● Motion passed 5-0 	Scott Frauenheim/ Jeff Donoghue
New Business <i>(Motion) Adoption of DCP - HW Emergency Management Plan</i>	<ul style="list-style-type: none"> ● Motion to adopt DCP Harper Woods Emergency Management Plan made by Alari Adams and seconded by Nicole Gaines ● Motion passed 5-0 	Mike Rohde
New Business <i>(Motion) Adoption of DCP - R Emergency Management Plan</i>	<ul style="list-style-type: none"> ● Motion to adopt DCP Redford Emergency Management Plan made by Alari Adams and seconded by Nikki Mariner ● Motion passed 5-0 	Mike Rohde
New Business <i>(Motion) Contract Amendment Resolution - Enrollment</i>	<ul style="list-style-type: none"> ● Motion to approve the Contract Amendment Resolution - Enrollment for DCP made by John Halo and seconded by Nicole Gaines ● Motion passed 5-0 	Monique Langston
New Business <i>(Motion) Approval of the DCP SY 2020-21 School Calendar</i>	<ul style="list-style-type: none"> ● Motion to approve the DCP SY 2020-21 School Calendar made by John Halo and seconded by Nikki Mariner ● Motion passed 5-0 	Katie O'Connor
New Business <i>(Motion) Approval of the DCP Board of Directors Meeting Schedule</i>	<ul style="list-style-type: none"> ● Motion to approve the 20-21 DCP Board of Directors Meeting Calendar made by Nikki Mariner and seconded by Alari Adams. ● Motion passed 5-0 	Monique Langston
Other Business <i>Finance Update</i>	Informational <ul style="list-style-type: none"> ● Review of financials ● Reviewed with John Halo in the finance committee call ● Introduction of Frankie Torres, DS Controller ● In May - we will provide a reforecasted end of year budget and draft 20-21 budget for review and feedback 	Jeff Donoghue

	<ul style="list-style-type: none"> ● Lot of uncertainty out there due to funding ● We will learn a lot about the current state of funding ● Looking to have funds allocated for a refresh of technology ● Covid Stimulus funds - in addition to PPP, there are relief funds tied to Title I funds. How states will allocate is TBD ● Will end year with a small surplus - will show to board in June 	
<p>Other Business <i>Distinctive Schools</i></p>	<p>Regional Updates</p> <ul style="list-style-type: none"> ● Upcoming Priorities: <ul style="list-style-type: none"> ○ Planning Week- During this week the Michigan Region is working together to begin looking forward to next year. Planning Topics this week include: Student Recruitment, Teacher Recruitment, and PD Planning for the duration of this school year and New Teacher Institute Training. ○ Plans to offer some small group support for family members of students by our Social Work Team. ○ Student Engagement Incentive Kick Off ● Since we last met: <ul style="list-style-type: none"> ○ Launched at Home Learning ○ Several Tech Distributions ○ All staff members have participated in weekly Regional Professional Development Sessions. Topics have included self care, online learning programs, virtual field trips, online classroom celebrations, best practices for setting up weekly schedules ● General Updates (Scott) <ul style="list-style-type: none"> ○ Update on COVID-19 communications across the network ○ Summit Academy Flat Rock ○ Commitment to Bi-Weekly Board Communications ○ Elizabeth Carey (DCP) ● Finance (Jeff) <ul style="list-style-type: none"> ○ Reforecast draft presentation and discussion ○ February Financial Reports ○ PPP Plans (will continue in finance committee) ● Operations (Erin) <ul style="list-style-type: none"> ○ HW food pickup 3x week; Redford 2x week ○ Monitoring shelter in place and when it will be safe to allow staff to gather personal belongings at the end of the year ○ Return of tech for staff and students ○ Additional tech orders - replenish and refresh ○ Supporting families without internet connectivity <ul style="list-style-type: none"> ■ Redford: 171 devices sent home; 26 report no internet ■ HW: 317 devices sent home; 41 report no internet ■ Continue to send devices as families request ■ Sprint hotspots with 2 months of connectivity ■ HR Offers ■ Moving forward with possibly leasing buses - DS to manage the process 	<p>Cassie Williams/ Scott Frauenheim</p>

	<ul style="list-style-type: none"> ● Academics (Katie) <ul style="list-style-type: none"> ○ Continuity of Learning Plan approved by CMU Engagement in Remote Learning <ul style="list-style-type: none"> ■ DCP HW <ul style="list-style-type: none"> ● Total number of Students: 410 ● Total Number of Devices : 317 ● Online Engagement Weekly Average Last Week: 82% ■ DCP RED <ul style="list-style-type: none"> ● Total Number of Students 173 ● Total Number of Devices: 171 ■ Weekly Online Engagement:: 68 % ● Fundraising - Philanthropy (Monique) <ul style="list-style-type: none"> ○ Campaign Update: As of 4/28, we have raised \$51. We will move to close this fundraiser down and move to the #BetterTogether relief fund. ○ Recruitment and Enrollment: Recruitment and Enrollment efforts are taking place at all of our campuses. We are also exploring ways to host virtual open houses for our new students and families as well as utilizing social media and other creative ways to stay engaged with our current and new families. <ul style="list-style-type: none"> ● Grants: On April 6th we submitted our application for the Michigan Department of Education CSP Grant. If awarded, the funds would be used to expand our grade offerings at Distinctive College Prep-Harper Woods campus. The grant amount is \$1.25M over 2 years. ● DS Relief Fund (MI Region): We are working to launch our DS Relief fund for families and students at our Michigan and Art in Motion campuses. The #BetterTogether campaign will help support families with internet access, food, supplies and other resources. Details have been shared with the board. 	
<p>Other Business <i>DCP - Redford Director's Report</i></p>	<p>Informational</p> <p>Academics</p> <ul style="list-style-type: none"> ● We are creating wonderful virtual learning opportunities daily. All teachers hold a daily whole class Zoom/Hangout class, Office Hours, and small groups (based on winter NWEA data) have begun this week. ● 171/175 devices have been distributed ● Devices are equipped with all Blended Learning Platforms that teachers use to progress monitor. <p>Culture</p> <ul style="list-style-type: none"> ● On April 24th, we had our DCP Redford Parent Appreciation Day. We shared special messages from staff and students to parents and held a parent PRIDE assembly where all parents received awards ● Daily staff check ins are held to gauge and continue to support staff culture throughout the school closure. SEL and self-care are highlighted during these check ins. 	<p>Camille Hibbler</p>

	<ul style="list-style-type: none"> Staff are encouraged to hold regular SEL focused activities inclusive of their daily contact with students. Some have done virtual lunch/recess, dance parties, and morning meetings. Weekly parent communication from Principal continues. <p>Enrollment DCP Redford has 175 students currently enrolled.</p>	
<p>Other Business DCP- Harper Woods Director's Report</p>	<p>Informational Academics</p> <ul style="list-style-type: none"> This month our campus is still getting acclimated to our new virtual teaching and learning platform. Teachers have daily schedules and routines in place. Teachers are still utilizing ENY and Benchmark along with other online resources to prepare weekly lessons. We continue to use and monitor our online programs (Lexia, ST Math, I-READY, IXL). Teachers, parents and students are learning this new way and I believe we are doing a great job. We are holding virtual classes via Google Hangouts, Zoom, Flipgrid and other online platforms to engage their students. Supplemental sites used for reading and other subject based areas are Epic, Scholastic, virtual field trip sites and many more. <p>School Culture/ Family Connection</p> <ul style="list-style-type: none"> <i>We are sending daily/weekly communications to families as information becomes available.</i> <i>The culture is good. Teachers are contacting parents and students daily outside of the learning environment to lend additional support if needed or just to make sure they have everything they need for continued learning.</i> <i>We are planning to hold town hall meetings to address any question or concerns parents may have but have not gotten the chance to thus far.</i> <p>Student Enrollment</p> <ul style="list-style-type: none"> We currently have 410 students enrolled at Distinctive College Prep Harper Woods. Decrease from last report - 3 families moved out of the service area. A few other students left the school. Previous number 441 (wasn't accurate since January) 	Teneia Ross-Terry
Comments from the Board	None	Mike Brown
Public Comment	None	Mike Brown
Closed Session	<ul style="list-style-type: none"> Motion to table closed session made by John Halo seconded by Alari Adams. Motion passed 5-0 	Mike Brown
Adjournment	<ul style="list-style-type: none"> Motion to adjourn the April 28, 2020 board meeting made by Nikki Mariner and seconded by Alari Adams. Motion passed 5-0 	Mike Brown

Meeting adjourned at: 5:16 pm ET

Meeting Certification:

Proposed Minutes Respectfully Submitted,

Monique Langston

Recording Secretary

April 28 2020

Date

Approved by Distinctive College Prep Board of Directors:



Board Secretary

5/21/20

Date