

**Distinctive College Prep
Board of Directors School Board Meeting
Board Meeting Minutes
May 21, 2019**

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: May 21, 2019

Time: 4:00 pm ET

Location: Distinctive College Prep Harper Woods, 19360 Harper Ave, Harper Woods, MI

Call to order at: 4:20 pm ET

Roll Call:

- Present Board Members: Nikki Mariner, John Halo, Nicole Gaines, Alari Adams
- Absent Board Members: Mike Brown
- Others Present:
 - Distinctive Schools: Scott Frauenheim, Erin Lanoue, Camille Hibbler, Cassie Williams, Brandon Harper
 - CMU: Meagan Brown, Marie Naetzel

Consent Agenda Items	Purpose	Individual Responsible
<i>Approval of Agenda</i>	Vote <ul style="list-style-type: none"> ● Motion to approve amended agenda made by Nicole Gaines and seconded by John Halo ● Amended budget removes the motion on Supplemental Operating and Agreement ● Motion passed 4-0 ● Agenda approved 	Alari Adams
<i>Approval of March 26, 2019 Meeting Minutes</i>	Vote <ul style="list-style-type: none"> ● Motion to approve March 26, 2019 minutes made by Nicole Gaines and seconded by Nikki Mariner ● Motion passed 4-0 ● Board minutes approved 	Alari Adams
<i>Public Comment (agenda items only)</i>	Informational <ul style="list-style-type: none"> ● None 	Alari Adams
<i>Old Business</i>	Informational <ul style="list-style-type: none"> ● Supplemental Operating and Resource Agreement <ul style="list-style-type: none"> ○ DS funded start-up costs for both HW and Redford ○ Created a SORA so DS can recoup costs ○ One more round of review with legal and audit ○ Check with auditor to see if ¼ of expense should be incurred in whole year or in November 	Alari Adams
<i>New Business (Motion) Charter Contract Plan of Correction</i>	<ul style="list-style-type: none"> ● Nikki Mariner - what is the risk of not submitting - risk of revocation ● John Halo to be copied on financial submissions to MDE ● Motion to approve the Charter Contract Plan of Correction made by Nicole Gaines and seconded by John Halo 	Scott Frauenheim

	<ul style="list-style-type: none"> ● Motion passed 4-0 	
New Business <i>(Motion) Food Service Contract Approval</i>	<ul style="list-style-type: none"> ● Motion to approve Food Service Contract approval with Variety Foods made by Alari Adams and seconded by John Halo ● Motion passed 4-0 	Erin Lanoue
New Business <i>(Motion) Amended Budget Approval</i>	<ul style="list-style-type: none"> ● Amended budget proposed and will likely be amended again in June ● Productive meeting John Halo and representatives from CMU and DS ● Working with MDE and CMU to ensure expenses are tracked accurately ● In-kind donations will be on a moth-to-month basis ● Motion to approve amended FY19 made by John Halo and seconded by Nicole Gaines ● Motion passed 4-0 ● Motion to revisit the budget in June if there is a surplus for in-kind donations. ● Motion made by Nicole Gaines and seconded by Nikki Mariner ● Motion passed 4-0 	Scott Frauenheim
New Business <i>(Motion) Auditor Engagement Letter</i>	<ul style="list-style-type: none"> ● Motion to approve audit engagement letter with Alan C. Young made by Nicole Gaines and seconded by Nikki Mariner ● Motion passed 4-0 	Erin Lanoue
New Business <i>(Motion) 2019-20 School Calendar</i>	<ul style="list-style-type: none"> ● Motion to approve 2019-20 DCP school calendar made by Nicole Gaines and seconded by Nikki Mariner ● Motion passed 4-0 	Erin Lanoue
New Business <i>(Motion) 2019-20 Board of Directors meeting schedule</i>	<ul style="list-style-type: none"> ● Motion to approve 2019-20 Board of Directors meeting schedule to meet on third Tuesday of made by Nicole Gaines and seconded by Nikki Mariner ● Motion passed 4-0 	Erin Lanoue
Other Business <i>Finance Update</i>	<p>Informational</p> <ul style="list-style-type: none"> ● Revenue - HW state aid payment of \$240K ● Expenses - in line with previous months ● \$2.65M in total expenses tracking to \$2.7M compared to budget; expenses tracking under budget ● Redford P&L - expenses are tracking to slightly under budget ● Will get closer to break even as state aid payments catch up 	Brandon Harper
Other Business <i>DCP-R Director's Report</i>	<p>Informational</p> <ul style="list-style-type: none"> ● Great things are happening at DCP Redford! ● M-STEP testing will be complete this week ● NWEA testing has begun and scores look strong ● School culture - poetic justice day, teacher awards ● Strong turnout at open houses and current parents have been strong supporters ● 113 students currently enrolled 	Camille Hibbler
Other Business <i>DCP-HW Director's Report</i>	<p>Informational</p> <ul style="list-style-type: none"> ● Great things are happening at DCP Harper Woods! ● Saturday School ended May 11 - 50 students in attendance ● M-STEP is complete; NWEA testing has started ● School play went well ● Teacher appreciation concluded ● 336 is current enrollment; 274 have committed for next year 	Cassie Williams
Other Business <i>Distinctive Schools' Report</i>	<p>Informational</p> <ul style="list-style-type: none"> ● Thank you to Cassie and Camille to ensure school are running well; keep staff culture and morale high; both are highly valued 	Scott Frauenheim

	<ul style="list-style-type: none"> ● Testing is well under way; June board meeting will have academic data ● Focused on enrollment and staffing in both campuses ● Plymouth Educational Center (PEC) is approved <ul style="list-style-type: none"> ○ DCP and PEC will remain separate ○ Working to build a strong regional team; conversations with Cassie Williams to office out of Harper Woods but take on a regional role and leading the team ○ Resident principal will be hired to support Harper Woods; to be mentored by Cassie Williams ○ Regional team of 3-4 team members - operations, technology, special education and family engagement/enrollment ● Budget news <ul style="list-style-type: none"> ○ 3% raises ○ Multi-year contracts - 6% raises over next 2 years ○ Culture & Retention <ul style="list-style-type: none"> ■ Listening tours this week ■ PTO Buyout ■ Bonuses at both schools - HW based on data and Redford is founder's bonus ■ 403B with 3% Match ■ Working to budget conservatively with beginning of a reserve/fund balance ■ Focused on enrollment and numbers ● Enrollment Plans <ul style="list-style-type: none"> ○ Local accountability on school teams with network support ○ Local street teams ○ Prioritized budget lines ○ Early start to recruitment season ● Network fundraising strategies <ul style="list-style-type: none"> ○ 21st Century learning grant ○ Other MI and national organizations ○ Board support 	
<i>Comments from the Board</i>	Informational <ul style="list-style-type: none"> ● None 	Alari Adams
<i>Public Comment</i>	<ul style="list-style-type: none"> ● Next Board Development is May 30 focusing on childhood trauma; ongoing series 	Meagan Brown

Meeting adjourned at: 5:10 pm ET

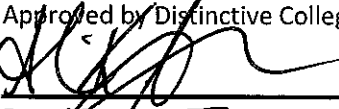
Meeting Certification:

Proposed Minutes Respectfully Submitted,

Erin Lanoue
Recording Secretary

May 21, 2019
Date

Approved by Distinctive College Prep Board of Directors:


Board Secretary
Board VP

June 18, 2019
Date