

**Distinctive College Prep  
Board of Directors School Board Meeting  
Board Meeting Minutes  
June 18, 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:** June 18, 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: Nicole Gaines, John Halo, Mike Brown, Alari Adams
- Absent Board Members: Nikki Mariner
- Others Present:
  - Distinctive Schools: Scott Frauenheim, Erin Lanoue, Camille Hibbler, Cassie Williams, Brandon Harper, Chip Smith
  - CMU: Meagan Brown

<b>Consent Agenda Items</b>	<b>Purpose</b>	<b>Individual Responsible</b>
<i>Approval of Agenda</i>	Vote <ul style="list-style-type: none"> <li>● Motion to approve amended agenda made by Alari Adams and seconded by John Halo</li> <li>● Amended budget removes the motion on Supplemental Operating and Agreement</li> <li>● Motion passed 4-0</li> <li>● Agenda approved</li> </ul>	Mike Brown
<i>Approval of May 21 2019 Meeting Minutes</i>	Vote <ul style="list-style-type: none"> <li>● Motion to approve the May 21, 2019 minutes made by Nicole Gaines and seconded by John Halo</li> <li>● Motion passed 4-0</li> </ul>	Mike Brown
<i>Public Comment (agenda items only)</i>	Informational <ul style="list-style-type: none"> <li>● None</li> </ul>	Mike Brown
<i>Old Business</i>	Informational <ul style="list-style-type: none"> <li>● Supplemental Operating and Resource Agreement               <ul style="list-style-type: none"> <li>○ DS funded start-up costs for both HW and Redford</li> <li>○ Created a SORA so DS can recoup costs</li> <li>○ Reviewed with auditor and Dickinson Wright</li> <li>○ Motion made to approve SORA by Alari Adams and seconded by Nicole Gaines</li> <li>○ Motion passed 4-0</li> </ul> </li> </ul>	Scott Frauenheim
<i>New Business (Motion) Spring Policy Updates</i>	<ul style="list-style-type: none"> <li>● Spring Policy updates provided by National Charter School Institute</li> <li>● Chart in included in packet summarizes changes made to policy updates</li> <li>● Minor changes; two included staff, but since the board does not employ staff they do not apply</li> </ul>	Mike Rohde

	<ul style="list-style-type: none"> <li>● Motion to approve the Spring Policy updates applicable to DCP board made by Nicole Gaines and seconded by John Halo</li> <li>● Motion passed 4-0</li> </ul>	
<p><b>New Business</b> <i>(Motion) FY19 General Operating Amendment Budget</i></p>	<ul style="list-style-type: none"> <li>● Actuals through May and projected June; included accrual through June for items billed after June 30</li> <li>● Projected budget for FY19</li> <li>● Booked line item for DCP Redford SORA and decreased miscellaneous revenue</li> <li>● Included \$104K from FY18</li> <li>● Transfer in Food Service Fund; fund will end in a deficit of \$31K otherwise</li> <li>● John Halo asked regarding miscellaneous funds to ensure all deposits are current</li> <li>● Motion made by John Halo to approve FY19 as amended seconded by Nicole Gaines</li> <li>● Motion passed 4-0</li> </ul>	Brandon Harper
<p><b>New Business</b> <i>(Motion) FY19 Food Service Budget Amendment</i></p>	<ul style="list-style-type: none"> <li>● Income, expense and transfer</li> <li>● Motion to approved made by Alari Adams and seconded by John Halo</li> </ul> <p>Motion passed 4-0</p>	Brandon Harper
<p><b>New Business</b> <i>(Motion) FY20 General Operating Budget</i></p>	<ul style="list-style-type: none"> <li>● Motion to approve FY20 General Operating made by John Halo to and seconded by Nicole Gain</li> <li>● Motion passed 4-0</li> </ul>	Brandon Harper
<p><b>New Business</b> <i>(Motion) FY20 General Food Budget</i></p>	<ul style="list-style-type: none"> <li>● Motion to approve FY20 Food Service budget made by John Halo and seconded by Nicole Gaines</li> <li>● Motion passed 4-0</li> </ul>	Brandon Harper
<p><b>Other Business</b> <i>Finance Update</i></p>	<p>Informational</p> <ul style="list-style-type: none"> <li>● DCP Harper Woods <ul style="list-style-type: none"> <li>○ Running slightly behind on Title funds; amendments made to MDE website and approved; drawing down remaining funds</li> <li>○ Expenses are under approximately \$12K</li> </ul> </li> <li>● DCP Redford is operating \$77K under budget</li> <li>● FY19 is most accurate budget; state aid payments are slightly behind</li> <li>● Will break even beyond end of June</li> </ul>	Brandon Harper
<p><b>Other Business</b> <i>DCP-R Director's Report</i></p>	<p>Informational</p> <ul style="list-style-type: none"> <li>● Great things are happening at DCP Redford!</li> <li>● Step up program occurred today; many families participated</li> <li>● June 19 is the last day of school - first Field Day!</li> <li>● Celebrating first year at DCP Redford!</li> <li>● One teacher is not returning - she has moved to Fint</li> <li>● 114 students; 100 recommitted for next year; 32 new students fully enrolled</li> </ul>	Camille Hibbler
<p><b>Other Business</b> <i>DCP-HW Director's Report</i></p>	<p>Informational</p> <ul style="list-style-type: none"> <li>● Great things are happening at DCP Harper Woods!</li> <li>● Celebrating students at the end of the year; several field trips</li> <li>● Family appreciation week in May; end of year activities</li> <li>● Reviewed data and provided student interventions</li> <li>● Meeting weekly to reflect on this school year</li> <li>● 336 students enrolled; 300 recommitted and 120 new students</li> </ul>	Cassie Williams

<p><b>Other Business</b> <i>Distinctive Schools' Report</i></p>	<p>Informational</p> <ul style="list-style-type: none"> <li>● Thank you to Cassie and Camille - they have been going nonstop--dedication, commitment, grit and perseverance</li> <li>● Board should be proud of what we have all started in Michigan</li> <li>● Thank you to the Board for all your hard work</li> <li>● Plymouth Educational Center (PEC) is a full go; operated by a separate school board</li> <li>● PEC allows DS to not do start-up for a year; larger school - 504 students</li> <li>● Working closely with CMU through the transition</li> <li>● Will need more additional regional support for three schools</li> <li>● Cassie Williams will remain principal at DCP HW; but will move into regional lead and Teneia Ross-Terry has been named resident principal</li> <li>● Lauren Hollier will support enrollment across the three schools; Brooke Borio along with Mark Sundstrom, will support operations across the region</li> <li>● Working on summer bridge funding - working with Oxford Bank for SAN funding</li> <li>● Academic data will be presented in July</li> <li>● Student enrollment and campus ownership</li> <li>● Leadership Network Planning Thursday and Friday in Chicago - campus growth plans to be presented in July</li> <li>● DEI effort</li> <li>● Fiscal responsibility - building building reserves</li> </ul>	<p>Scott Frauenheim</p>
<p><i>Comments from the Board</i></p>	<p>Informational</p> <ul style="list-style-type: none"> <li>● None</li> </ul>	<p>Mike Brown</p>
<p><i>Public Comment</i></p>	<ul style="list-style-type: none"> <li>● Next board development series is Thursday, June 27 and the focus is on data</li> </ul>	<p>Meagan Brown</p>

**Meeting adjourned at: 4:440 pm ET**

**Meeting Certification:**

Proposed Minutes Respectfully Submitted,

Erin Lanoue  
Recording Secretary

June 18, 2019  
Date

Approved by Distinctive College Prep Board of Directors:

  
Board Secretary

June 18, 2019  
Date