

**Distinctive College Prep
Board of Directors School Board Meeting
Annual Organizational Meeting
Board Meeting Minutes
August 18, 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: August 18, 2020

Time: 4:00 pm ET

Location: Zoom

(<https://distinctiveschools-org.zoom.us/j/92127118362?pwd=UHF5K1NHYk50dlk1VnhZT29hOVU2Zz09>)

Call to order at: 4:06 pmET

Roll Call:

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

Consent Agenda Items	Purpose	Individual Responsible
<i>Approval of Agenda</i>	Vote <ul style="list-style-type: none"> ● Motion to approve August 18, 2020 board meeting agenda made by Nikki Mariner and seconded by Nicole Gaines ● Motion passed 5-0 ● Agenda approved 	Mike Brown
<i>Approval of July 21, 2020 Board Meeting Minutes</i>	Vote <ul style="list-style-type: none"> ● Motion to approve July 21, 2020 board meeting meeting minutes made by Nicole Gaines and seconded by Alari Adams ● Motion passed 5-0 ● Minutes approved 	Mike Brown
<i>Public Comment (agenda items only)</i>	NONE	Mike Brown
<i>DCP-R Principal's Report</i>	Academics <ul style="list-style-type: none"> ● Great things are happening at DCP Redford! ● New Teacher Institute starts tomorrow; virtual training August 19-August 28 ● Focusing on core curriculum, MTSS and culture ● Welcome back week is August 31 to September 4 Culture <ul style="list-style-type: none"> ● Hosted movie night - <i>Coco</i> Student Enrollment <ul style="list-style-type: none"> ● 198 fully enrolled students 	Camille Hibbler/ Meredith McKelvey

<p><i>DCP-HW Principal's Report</i></p>	<p>Academics</p> <ul style="list-style-type: none"> ● Great things are happening at DCP Harper Woods ● Preparing for the upcoming school year <p>School Culture/ Family Connection</p> <ul style="list-style-type: none"> ● Hosting virtual events - open houses, town halls and Summit Learning introduction meetings ● Hosted ice cream social <p>Student Enrollment</p> <ul style="list-style-type: none"> ● Current enrollment is 446 students 	<p>Teneia Ross-Terry</p>
<p><i>Management Update</i></p>	<p>Distinctive Schools Report</p> <ul style="list-style-type: none"> ● Thanks to the board for support ● Return to School Update/COVID Planning ● Thank you to our teams & to our board! ● Feedback from MI Partners ● Fundraising <p>Regional Updates</p> <ul style="list-style-type: none"> ● Upcoming Priorities: <ul style="list-style-type: none"> ○ Staff Training <ul style="list-style-type: none"> ■ Cross Region and Cross Network planning on a 2 week series of Professional Development sessions for all teachers who are new to DS which include a focus on Curriculum, Instruction and Engagement. ○ Student Enrollment <ul style="list-style-type: none"> ■ Lauren Hollier- Has been supporting the very hardworking DCP recruitment teams in continued student enrollment efforts. Last week Lauren was responsible for planning and helping to execute our Live in the D feature and the Regional open house which garnered our largest online audience yet. ○ Safe + Clean Spaces <ul style="list-style-type: none"> ■ Brooke, Teneia, Camille, Meredith and have been working collaboratively with various members of the regional team to ensure that all spaces are cleaned and ready to safely receive students. ■ Daily Self Screener- is now being used across all campuses in the Networks ■ Preparing for Community Care Rooms ■ A Regional Nurse is in the final steps of being confirmed 	<p>Distinctive Schools</p>

Operations

- DCP Redford: 4 CCLs needed; projecting 56 students and Harper Woods 6 rooms and 75 students
- DCP Harper Woods Open Positions
 - 2nd grade
 - PT/FT maintenance
 - Bus driver - maybe
 - 5th grade teacher - maybe; offer accepted and then rescinded 8/17
- DCP Redford Open Positions
 - 3grade teacher
 - Bus driver - maybe

Academics

- Campus Growth Plan is in a great spot as we begin Remote Learning
- New Teacher Institute begins tomorrow! Excited to officially welcome the new staff into DS
- Remote Learning Playbook launched with school leaders - all staff will overview during New Teacher Institute
- Community Care planning is underway with Meredith, Camille, Teneia and Erika and their teams

Recruitment and Enrollment: Recruitment efforts remain strong. We have a MI Region Marketing plan that includes:

- Cassie Williams on Live in the D!
- Radio/TV ads
- Virtual Regional MI Open House
- Direct Mail
 - **Grants:** We are currently working on a grant through General Motors to support 3rd grade reading proficiency. We also submitted a Honda Grant submission via Arts & Scraps for DCP HW.
 - **Fundraising:** We will be launching a Community Care Fundraiser to support Q1 funding for the program and beyond! Details forthcoming!

Finance:

- Recommending Alan C. Young as the audit firm, same auditor as last year
- Increasing reporting capabilities and sharing information with the school leaders
- In a good cash position and no further board action needed at this time for summer borrowing; expecting that to close in next couple weeks
- Community Care is an investment, but well worth it

	<ul style="list-style-type: none"> • Thanks to John Halo from behind the scenes, optimistic for where we are headed 	
<i>Old Business (Motion) Nominating Resolution - John Brown</i>	<ul style="list-style-type: none"> • Mike Brown is going to step down from the board when his term ends • Thank you for everything and have enjoyed time on the board • Governance committee consists of Mike Brown and Alari Adams, they will review resumes along with Scott Frauenheim and will vet resumes prior to going to the full board • Motion to table Nominating Resolution for John Brown made by Nikki Mariner and seconded by Alari Adams • Motion passed 5-0 	Mike Brown
<i>(Motion) Approval of Audit Engagement Letter</i>	<ul style="list-style-type: none"> • Motion to approve the audit engagement letter made by John Halo and seconded by Nicole Gaines • Motion passed 5-0 	Mike Brown
New Business <i>(Motion) Approval of Title IX policies</i>	<ul style="list-style-type: none"> • Motion to approve Title IX policies made by Alari Adams and seconded by John Halo • Motion passes 5 -0 	Mike Brown
<i>(Motion) Approval of Annual Organizational Nominees</i>	<ul style="list-style-type: none"> • Motion to approve Annual Organizational Updates made by John Halo and seconded by Alari Adams • Motion passed 5-0 	Mike Brown
<i>Other Business</i>	CMU Transparency Reporting Form needs board signature- no motion needed.	Scott Frauenheim
<i>Comments from the Board</i>	<ul style="list-style-type: none"> • NONE 	Mike Brown
<i>Public Comment</i>	<ul style="list-style-type: none"> • NONE 	Mike Brown
<i>Authorizer Comment</i>	<ul style="list-style-type: none"> • Updates from Lansing regarding funding and assessment, information coming soon from CMU 	Jennifer Joubert
<i>Adjournment</i>	<ul style="list-style-type: none"> • Motion to adjourn the August 18, 2020 board meeting made by Alari Adams and seconded by John Halo. • Motion passed 5-0 	Mike Brown

Meeting adjourned at: 4:40 pm ET


Meeting Certification:

Proposed Minutes Respectfully Submitted,

Erin Lanoue
Recording Secretary

August 18, 2020
Date

Approved by Distinctive College Prep Board of Directors:


Board President

September 16, 2020
Date