

**Distinctive College Prep
Board of Directors School Board Meeting
Board Meeting Minutes
January 26, 2021**

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: January 26, 2021

Time: 4:00 pm ET

Location: Zoom

<https://distinctiveschools-org.zoom.us/j/92473939537?pwd=bXpOMHZiZ08yQ1hyazNTVWF5UUVrUT09>

Call to order at: 4:04pmET

Roll Call:

- Present Board Members: Nicole Gaines (Troy), Alari Adams (Detroit), Nikki Mariner (Clinton Township) John Halo (Farmington Hills)
- Absent Board Members: John Brown
- 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"> ● Motion to approve January 26, 2021 board meeting agenda made by Alari Adams and seconded by John Halo with the following amendment: ● Add the <i>(Motion) March DCP Board meeting moving from March 30, 2021 to March 23, 2021</i> ● Motion passed 4-0 ● Amended Agenda approved 	Nicole Gaines
<i>Approval of December 15, 2020 Board Meeting Minutes</i>	Vote <ul style="list-style-type: none"> ● Motion to approve December 15, 2020 board meeting meeting minutes made by John Halo and seconded by Nikki Mariner. ● Motion passed 4-0 ● Minutes approved 	Nicole Gaines
<i>Public Comment (agenda items only)</i>	NONE	Alari Adams
<i>DCP-R Principal’s Report</i>	Attached	Camille Hibbler/ Meredith McKelvey
<i>DCP-HW Principal’s Report</i>	Attached	Teneia Ross-Terry

<p><i>Management Update</i></p>	<ul style="list-style-type: none"> ● Happy New Year! We hope you all had a very nice holiday and wish you all a very optimistic 2021! ● We continue to plan for a return to school buildings this school year. You will hear various updates on the launch of our Community Care model in our upcoming board meeting. We plan to launch CC as a bridge to begin in-person learning in April aligned to vaccine strategy and building/teaching and learning preparedness. ● We are preparing for our Cognia accreditation at DS which will allow DCP to be accredited nationally! We will keep you posted on this as we learn more in the next few weeks. We are so excited to showcase our strong work at DCP and across all of our DS campuses! ● Please be sure to read through all of the updates below and bring any questions you have to the board meeting so we can limit talking on our end and engage in more discussion and feedback! <p><u>MI Regional Update</u></p> <p>Since we last met:</p> <ul style="list-style-type: none"> ● Winter NWEA Testing launched! The efforts were led by our Regional MTTs Coordinator, Campus Leads and our Regional IT Coordinators. ● We have continued to host weekly attendance and engagement meetings with all Michigan Principals, and office managers with a focus on actionable ideas for improving attendance and engagement across the region. Since our last meeting the team has worked to automate daily calls to absent students, and we are currently finalizing details for our regional Winter Attendance Campaign. ● \$200 Attendance challenge launch! - One student from each Michigan campus was awarded a \$200 gift card for strong attendance in January and February. ● Weekly regional Principal team observation and feedback sessions launched. During these sessions Principals and Assistant Principals use teacher video and norm on giving feedback to teachers. The team is now planning to meet the state requirement for formal evaluations for all of our teachers. All formal evaluations will be complete by May 27, 2021 ● This month we will host a cross region innovation challenge where ● The Michigan team has welcomed our new Managing Director of Operations Karey Henderson to the team. <p><u>Upcoming Priorities:</u></p> <ul style="list-style-type: none"> ● Planning for our safe return to campuses! ● Continued focus on staff connections and providing more opportunities for staff to connection formally and informally ● Continued focus on student connections and working to ensure that as many students as possible remain engaged. <p><u>Academic and Schools</u></p> <p><u>Extended COVID-19 Learning Plan</u></p> <ul style="list-style-type: none"> ● Learning Plan (no modification): Kindergarten - 8th grades will continue with Remote Learning for all students. Distinctive College Prep (DCP) paused the Community Care option on Monday, November 16th, 2020 in response to local health experts and in collaboration with Central Michigan University. The DCP team is monitoring health data trends and is anticipating the reopening of Community Care in mid-February. 	<p>Distinctive Schools</p>
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- **Engagement**

Week Ending:	Friday, January 15, 2021	92.92%
Week Ending:	Friday, January 8, 2021	89.27%
Week Ending:	Friday, December 18, 2020	89.19%
Week Ending:	Friday, December 11, 2020	88.90%
Week Ending:	Friday, December 4, 2020	87.97%

- **Schools**

- **Winter NWEA** testing is wrapping up this week and the review of mid-year data will occur with all leaders in February using our Data Dashboard process.
- The DS team is monitoring health data trends and is anticipating the reopening of **Community Care** in mid-February. The DCP leaders will be creating plans to safely reopen an expanded Community Care program.
- School and regional leaders continue to design for **In-Person Learning**, projected to launch after Spring Break. Our plan allows for families to continue to have a choice of In-Person or Remote Learning and we look forward to finding safe and reliable ways to begin teaching and learning in person.

- **Curriculum & PD:**

- The DS Remote Learning model continues to prove successful as we respond to current data and make adjustments based-on student needs. Students receive approximately five (5) hours of instruction each day.

Operations

- **Facilities:**

- Building projects continue while students are not in the building
- Enhanced cleaning protocols and schedules are being developed in preparation for the return of Community Care
- We are identifying enhanced safety measures, such as saliva/antigen testing, air filters, plexiglass dividers and face shields (in addition to required masks)

- **Food Service:**

- We are waiting for additional information from MDE however, we will go to bid for the upcoming school year.
- We continue to offer food pickup twice a week to all families during the building closure and continue to deliver meals to families that request food using the school bus.

- **Staffing:**

- Welcome, Karey Hederson - Managing Director of Operations for the MI region. Karey will work closely with school and regional operational staff and support food service, facilities and maintenance.
- In preparation of Community Care resuming, we are working with the school to identify the number of Community Care Leads, hiring new staff (if needed) and recruiting existing staff to take on additional responsibilities.

- **Technology:**

- We continue to support students and staff with devices and

	<p>connectivity and have launched our tech support hotline.</p> <p>Strategy</p> <ul style="list-style-type: none"> ● Recruitment and Enrollment: We are working with campus leadership to begin setting enrollment targets and building our recruitment and enrollment plans for SY22. ● Grants: CSP Grant Year 1 budget was approved by MDE! The DCP-HW team is working to begin spending the funds based on the budget line items. We will begin planning for Year 2 in the coming weeks. ● Partnerships: Thank you to Nicole Gaines for sharing information on holiday food and possible gift giveaways for our DCP families. We are also launched an Adopt-A-Family holiday fundraiser with our network staff to support one family at each campus with a \$175 Amazon gift card. Lastly, we are still looking for additional parent resources during remote learning and are continuing to update our family resource guide with options for our families. ● Fundraising: We are still raising funds for our Innovate to Educate fund and have raised over \$15000. <p>Finance Report</p> <ul style="list-style-type: none"> ● Motion to approve the Finance Report made by John Halo and seconded by Alari Adams. ● Motion Approved 4-0 	
<p>Old Business (Motion) Review and Approval of DCP Board Committee Assignments and Chairs</p>	<ul style="list-style-type: none"> ● Motion to approve the DCP Board Committees and Chairs made by Alari Adams and seconded by John Halo. ● Motion passes 4-0 	Nicole Gaines
<p>New Business (Motion & Resolution) Approval of Extended COVID-19 Learning Plan Monthly Report</p>	<ul style="list-style-type: none"> ● Motion to approve resolution of Extended COVID-19 Learning Plan Monthly report for January 2021 made by John Halo and seconded by Nikki Mariner ● Motion passed 4-0 	Nicole Gaines
<p>(Motion) Member Contribution Resolution - David Oravec</p>	<ul style="list-style-type: none"> ● Motion to approve the Member Contribution Resolution for David Oravec made by Alari Adams and seconded by John Halo. ● Motion passed 4-0 	Nicole Gaines
<p>Other Business (Motion) Approve March Board Meeting Date</p>	<ul style="list-style-type: none"> ● Motion to approve changing the March 30, 2021 Board Meeting date to March 23, 2021 made by John Halo and seconded by Nikki Mariner ● Motion passed 4-0 	Nicole Gaines
<p>Comments from the Board</p>	<ul style="list-style-type: none"> ● NONE 	Nicole Gaines
<p>Public Comment</p>	<ul style="list-style-type: none"> ● NONE 	Nicole Gaines
<p>Public Comment (Extended COVID-19 Learning Plan ONLY)</p>	<p>Board President Gaines solicited public comment on the Extended COVID-19 Learning Plan Monthly Report.</p> <p>Public Comment: NONE</p>	Nicole Gaines
<p>Authorizer Comment</p>	<ul style="list-style-type: none"> ● Thank you to Nicole for attending the EPR Orientation on Monday ● EPR upcoming visit CMUs academic team will be hosting - thank you to the DS Academic Team for being so organized and looking forward to the virtual visit ● Anonymous complaint to CMU - thank Cassie for the quick response. 	Jennifer Joubert

