

**Distinctive College Prep  
Board of Directors School Board Meeting  
Board Meeting Minutes  
December 15, 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:** December 15, 2020

**Time:** 4:00 pm ET

**Location:** Zoom

<https://distinctiveschools-org.zoom.us/j/95957389090?pwd=K1JMRnNybEU1RkUvYktEeGJmNHIZUT09>

**Call to order at:** 4:07pmET

**Roll Call:**

- Present Board Members: Nicole Gaines, Mike Brown, Alari Adams, Nikki Mariner, John Halo
- Absent Board Members:
- 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"> <li>● Motion to approve December 15, 2020 board meeting agenda made by Mike Brown and seconded by Alari Adams.</li> <li>● Motion passed 5-0</li> <li>● Agenda approved</li> </ul>	Nicole Gaines
<i>Approval of November 17, 2020 Board Meeting Minutes</i>	Vote <ul style="list-style-type: none"> <li>● Motion to approve November 17, 2020 board meeting meeting minutes made by Alari Adams and seconded by Mike Brown.</li> <li>● Motion passed 5-0</li> <li>● Minutes approved</li> </ul>	Nicole Gaines
<i>Public Comment (agenda items only)</i>	NONE	Alari Adams
<i>DCP-R Principal's Report</i>	<b>Attached</b>	Camille Hibbler/ Meredith McKelvey
<i>DCP-HW Principal's Report</i>	<b>Attached</b>	Teneia Ross-Terry
<i>Management Update</i>	<u><b>Network Updates</b></u> <ul style="list-style-type: none"> <li>● We continue to monitor health data to make decisions for our return to initial in-person learning. We will be communicating with families immediately after winter break to collect feedback aligned to our return to school planning. We await feedback from CMU and DPS to determine our timeline for possible Community of Care, In-Person planning and more.</li> </ul>	Distinctive Schools

- We wish all of you a wonderful holiday season and thank you all for your unwavering support over the past 10 months through this pandemic.

**Regional Updates**

**Since we last met:**

- There have been weekly attendance and engagement meetings with all Michigan Principals, with a focus on actionable ideas for improving attendance and engagement across the region.
- \$200 Attendance challenge launch! - Students who attend class daily from December 8th- December 18th will be entered in a raffle.
- 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 Tech Team has launched weekly staff office hours to continue to provide support for teachers.
- Regional Director of Curriculum, Instruction & Assessment, Camille Hibbler, has launched our teacher led-curriculum committee
- Educational Technologist, Sean Wolohan, is working with principals and the ILT to support teachers in the implementation of blended learning programs.
- Regional Staff Pre-Winter Break Game Night Planned for Monday 12/14/20.

**Upcoming Priorities:**

- Network Collaboration Day will occur on January 13, 2021. During collaboration day session staff members will be able to collaborate with like job teams, and there was a focus on planning for asynchronous time.
- 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 and as possible in light of our pause
  - Community Care Leads supporting with engagement and student transition, using buses for food and supplies delivery
- Continued focus on using data to refine campus growth plans, and action steps

**Academics & Schools**

**Extended COVID-19 Learning Plan**

- **Learning Plan:** Kindergarten - 8th grades will continue with Remote Learning for all students.
- **Modification:** Distinctive College Prep (DCP) temporarily paused the Community Care option on Monday, November 16th, 2020 through Tuesday, January 19, 2021 in response to local health experts and in collaboration with Central Michigan University. The DCP team will monitor health data trends and guidance from partners in early January to determine if reopening Community Care or other in-person learning options are possible.

- **Engagement data:**

Week Ending:	Friday, December 4, 2020	<b>87.97%</b>
Week Ending	Tuesday, November 24, 2020	<b>64.47%</b>
Week Ending:	Friday, November 20, 2020	<b>86.60%</b>
Week Ending:	Friday, November 13, 2020	<b>90.49%</b>

- **Schools**

- Teachers and staff continue to appreciate the amended schedule, which offers more opportunities for collaborative planning and professional learning.
- Campus Growth Plans continue to inform our actions steps toward key goals for school improvement.

- **Curriculum & PD:**

- Teams prepare for Cross Region Collaboration on 1/13/21 designed by teachers.

**Operations**

- **Facilities:** The maintenance team is hard at work cleaning the building and working on delayed projects. The second floor of Harper Woods has been thoroughly cleaned and organized and is available if we need additional space in the building for social distancing. We have also secured quotes for air filters for all classrooms, offices and unique spaces in the building in preparation of in-person learning in 2021.
- **Food Service:** Meals are being delivered on the school bus, this started the week after Thanksgiving and we have seen an increase of the number of meals served to 60 for Harper Woods and 30 for Redford.
- **Staffing:** We have narrowed down candidates to two finalists for the Regional Director of Operations. We are working closely with Cassie on next steps for this role and restructuring support in the region. Since we have closed Community Care, the CCL for Redford has been converted to a remote interventionist to support with attendance and engagement. Harper Woods did not hire externally, so all staff members have returned to their original positions.
- **Technology:** DCP schools continue to maintain a level stock of devices and hotspots to ensure all students have access. As we move forward we are continuing to adjust support services. We expect to expand our live phone support hours and add improvements for student safety when navigating the web off-campus with a school device next month. In addition to this, we are also beginning a smart lab installation December 14th for when our middle school students return which offers a comprehensive curriculum and maker space for S.T.E.A.M.! Stay tuned for more details!

**Strategy**

- **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 only needs three minor tweaks and we are working closely with MDE on our final budget lines. The team has started purchasing items for the campus supported by the grant funds.
- **Partnerships:** Thank you to Nicole Gaines for sharing information on upcoming holiday food and possible gift giveaways for our DCP families. We are also launching an Adopt-A-Family holiday fundraiser

	<p>with our network staff to support one family at each campus. 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.</p> <ul style="list-style-type: none"> <li>● <b>Fundraising:</b> We are still raising funds for our Innovate to Educate fund and have raised over \$15000. Thank you to all those who gave during our Grateful Giving Campaign for Thanksgiving and on Giving Tuesday!</li> </ul> <p>-----</p> <p><b>Finance Report</b></p> <ul style="list-style-type: none"> <li>● Update on the financials</li> <li>● Motion to accept Finance report made by Mike Brown and seconded by Alari Adams</li> <li>● Motion approved 5-0</li> </ul>	
<b>Old Business</b> <i>(Motion) Budget Planning Procedures</i>	<ul style="list-style-type: none"> <li>● Motion to approve the budget planning procedures made by John Halo and seconded by Mike Brown</li> <li>● Motion passes 5-0</li> </ul>	Nicole Gaines
<b>New Business</b> <i>(Motion &amp; Resolution) Approval of Extended COVID-19 Learning Plan Monthly Report</i>	<ul style="list-style-type: none"> <li>● Motion to approve resolution of Extended COVID-19 Learning Plan Monthly report for December 2020 made by John Halo and seconded by Alari Adams.</li> <li>● Motion passed 5-0</li> </ul>	Nicole Gaines
<i>(Informational &amp; Motion) DCP Board Calendar Amendment</i>	<ul style="list-style-type: none"> <li>● Motion to approve amending the DCP Board of Directors Meeting Calendar made by Nikki Mariner and seconded by John Halo.</li> <li>● Motion passed 4-0</li> <li>● Mike Brown abstained</li> </ul>	Nicole Gaines
<i>(Informational) Board Agenda Feedback and Planning</i>	<ul style="list-style-type: none"> <li>● Overview of DCP Board Agenda and Feedback</li> </ul>	Nicole Gaines
<i>(Informational) Review Committee Assignments</i>	<ul style="list-style-type: none"> <li>● Overview of Committee Assignments and Chairs</li> <li>● Bring final committees and chairs to next meeting for approval</li> </ul>	Nicole Gaines
<i>Other Business</i>	NONE	Nicole Gaines
<i>Comments from the Board</i>	<p><b>Alari:</b> Thank you to Mike for all his hard work over these years. We will miss you. Don't be a stranger</p> <p><b>Nikki:</b> Thank you for your amazing leadership. Very enlightening. It was a pleasure working with you!</p> <p><b>Nicole:</b> Thanks again Mike!</p>	Nicole Gaines
<i>Public Comment</i>	<ul style="list-style-type: none"> <li>● NONE</li> </ul>	Nicole Gaines
<i>Public Comment (Extended COVID-19 Learning Plan ONLY)</i>	<p>Board President Gaines solicited public comment on the Extended COVID-19 Learning Plan Monthly Report.</p> <p><b>Public Comment:</b> NONE</p>	Nicole Gaines
<i>Authorizer Comment</i>	<ul style="list-style-type: none"> <li>● Formally, thank you Mike from CMU and the Center for your service</li> <li>● John, thank you for attending the roundtable for Board Treasurer</li> <li>● Thank you for all of you for the November CMU meeting and to Nicole for your leadership. The new format is great. Thank you both for being a great partner. I think it is positive that DS is open to feedback.</li> </ul>	Jennifer Joubert
<i>Adjournment</i>	<ul style="list-style-type: none"> <li>● Motion to adjourn the December 15, 2020 board meeting made by Mike Brown and seconded by Nikki Mariner.</li> <li>● Motion passed 5-0</li> </ul>	Nicole Gaines

Meeting adjourned at: 5:28pm ET

**Meeting Certification:**

Proposed Minutes Respectfully Submitted,

Monique Langston  
**Recording Secretary**

December 15, 2020  
**Date**

Approved by Distinctive College Prep Board of Directors:

  
**Board Secretary**

January 26, 2021  
**Date**