

**Distinctive College Prep  
Board of Directors School Board Meeting  
Board Meeting Minutes  
May 25, 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:** May 25, 2021

**Time:** 4:00 pm ET

**Location:** Zoom

<https://distinctiveschools-org.zoom.us/j/97872864121?pwd=Nk1ueG5hV0RqcGlINi80Q3NNTmFqUT09>

**Call to order at:** 4:01 pmET

**Roll Call:**

- Present Board Members: Nicole Gaines (Troy), John Halo (Farmington Hills), Alari Adams (Detroit), Nikki Mariner (Clinton Township)
- Absent Board Members:
- Others Present:
  - **Distinctive Schools:** Monique Langston, Teneia Ross-Terry, Camille Hibbler, Karey Henderson, Jeff Donoghue, Marcus Hardaway, Elizabeth Winke, Mike Rohde, Katie O'Connor, Scott Frauenheim, Eric Dailey
  - **CMU:** Jennifer Joubert, Laura Stabler
  - **Other:**

| Consent Agenda Items                                    | Purpose  | Individual Responsible |
|---|--|------------------------|
| <i>Approval of Agenda</i>                               | Vote <ul style="list-style-type: none"> <li>● Motion to approve May 25, 2021 board meeting agenda made by John Halo and seconded by Alari Adams</li> <li>● Motion passed 4-0</li> </ul>  | Nicole Gaines          |
| <i>Approval of April 28, 2021 Board Meeting Minutes</i> | Vote <ul style="list-style-type: none"> <li>● Motion to approve April 28, 2021 special board meeting minutes made by Alari Adams and seconded by John Halo.</li> <li>● Motion passed 4-0</li> <li>● Minutes approved</li> </ul>  | Nicole Gaines          |
| <i>Public Comment (agenda items only)</i>               | NONE   | Nicole Gaines          |
| <i>CMU Presentation</i>                                 | <ul style="list-style-type: none"> <li>● Presentation from Laura Stabler, CMU on the Educational Program Review Report</li> </ul>  | Laura Stabler          |
| <i>DCP-R Principal's Report</i>                         | <ul style="list-style-type: none"> <li>● Principal's Report</li> </ul>   | Camille Hibbler        |
| <i>DCP-HW Principal's Report</i>                        | <ul style="list-style-type: none"> <li>● Principal's Report</li> </ul>   | Teneia Ross-Terry      |
| <i>Distinctive Schools Management Update</i>            | <u><b>Network Update</b></u> <ul style="list-style-type: none"> <li>● Our team has been working hard on our reopening plans. I want to thank our entire leadership team, our teachers and our staff for their unwavering commitment to our students and families across our</li> </ul> | Distinctive Schools    |

schools. Our reopening plans are some of the best in the country and our balance of academic/instructional support with our whole child SEL and culture support, we are focused on providing structure and joy at every turn. Thank you to this entire board for your ongoing trust, support and encouragement over the past few months and throughout this entire pandemic.

- We are continuing to monitor accountability from CMU and MDE. As you have likely heard, the absence of viable data is requiring authorizers and districts to eliminate accountability for schools for 1-2 years into the future, until we can have viable baseline data for measurement of growth and achievement. Our DS team will spend this summer ensuring that we continue to find an equity balance of ensuring our students are safe, cared for and supported while also making sure our students are getting learning recovery and acceleration support. We are also working to ensure that we have a strong sense of student performance from our internal interim and benchmark assessments as well as our digital programs that provide actionable data for instructional planning every day and week. We are using our data dashboard to plan rigorous goals for our campuses using the multiple measures of data that we have available to us to continue to measure our impact and our student, teacher and school success.
- Our Wednesday schedule will remain throughout the remainder of this school year with teachers, staff and students remaining remote. This allows us to do deep cleaning, provides an equitable approach for our schools and students and allows teachers to engage deeply with our remote students with mentoring, office hours and individual/small group student supports and interventions. Our Wednesday schedule also allows for deep planning and team time for our teachers and cross content/team/leader collaboration.

**MI Regional**

**Since we last met:**

- Our campus has reopened!
- We have been able to successfully administer our scheduled saliva tests.
- Every family in the Michigan Region has received access to our re-enrollment portal and office teams have made additional contacts to families for re-enrollment purposes.
- Formal Teacher Evaluations have continued
- The Principals of the Michigan region have partnered with our talent team to finalize a creative and robust plan for teacher recruitment.
- Quarter 4 report cards have been shared with families.
- Summer Programming Options have been finalized and registration information has been shared with families.

**Upcoming Priorities:**

- Quarter 4 Attendance and student engagement
- Regional PD scheduled this week with a focus of Diversity, Equity, and Inclusion
- Family re-enrollment for 2021-2022 school year
- New Student Recruitment
- Summer Programming

**Academic & Schools**

**Extended COVID-19 Learning Plan:**

1. The Academy Board is reconfirming that instruction shall be delivered as follows during the 2020-2021 school year:

**Learning Plan:** Distinctive College Prep will provide an in-person and and remote learning option for Kindergarten - 8th grade.

- In-Person Learning Option: Families who select in-person instruction will learn on-site on Monday, Tuesday, Thursday, and Friday and will participate in remote learning on Wednesday.
- Remote Learning: Families who selected remote will learn at home using Zoom to engage with peers and their teacher Monday through Friday.
- Teachers will be responsible for simultaneously teaching students who are at home and at school. Families were able to choose the learning mode for their child for the remainder of the school year.
- Mitigation efforts will be in place and local health data will continue to be monitored to ensure a safe environment for students and staff.

**Modification:** N/A

**Two-way interaction rates:**

|                                     |               |
|-------------------------------------|---------------|
| Week Ending: Friday, May 14th, 2021 | <b>89.02%</b> |
| Week Ending: Friday, May 7th, 2021  | <b>87.45%</b> |
| Week Ending: Friday, April 30, 2021 | <b>86.28%</b> |
| Week Ending: Friday, April 23, 2021 | <b>82.66%</b> |
| Week Ending: Friday, April 16, 2021 | <b>85.84%</b> |
| Week Ending: Friday, April 9, 2021  | <b>82.94%</b> |

**Schools**

- **Summer Programming:** Our summer programming will offer three pathways for students and families for the summer: Crush Your Content, Anytime, Anywhere Learning, and DS Summer Camp. A Summer Learning Coordinator will work collaboratively with teachers, parents, students, and administrators to implement all Summer Learning pathways and programming. Final selection will occur this week so that summer program planning can begin.
- **DS Summer Camp:** RHA will host DS Summer Camp to rebuild a sense of community and provide opportunities for enrichment and exploration. Families will have an opportunity to register later this month. Some classes will be open to newly enrolled students for the 21/22 school year.

|  |   |               |
|--|---|---------------|
|  | <ul style="list-style-type: none"> <li>● <b>Upbeat Staff Survey:</b> Staff completed Spring Administration of Upbeat Staff retention survey.</li> <li>● <b>Dean’s Office:</b> completed Deanslist audit of students incidents came back glowing with strong tracking, attention to detail, follow up and response time.</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>● <b>Facilities:</b> <ul style="list-style-type: none"> <li>○ Safety mitigations are in place to ensure the safety of staff and students as the buildings have reopened.</li> <li>○ Saliva testing continues, there are 2 aminstrations left this school year; no decisions have been made for the 21-22 school year</li> <li>○ CSP materials for DCP Harper Woods are being tagged and inventoried in anticipation of upcoming audits</li> <li>○ DCP Redford wiring project is being planned for this summer as the school plans for next year’s enrollment</li> </ul> </li> <li>● <b>Food Service:</b> <ul style="list-style-type: none"> <li>○ The RFP bids have been released and the due date is Friday, May 7. Bids will be reviewed the week of May 10, more information will be available in the coming weeks.</li> <li>○ DCP is working to ensure there are food options for the summer programs that will be offered this summer</li> </ul> </li> <li>● <b>Staffing:</b> <ul style="list-style-type: none"> <li>○ Positions have been posted for the upcoming school year, interviews have started and offers have been extended</li> <li>○ Positions are tied to enrollment, as enrollment is confirmed, offers will be extended</li> </ul> </li> <li>● <b>Technology:</b> <ul style="list-style-type: none"> <li>○ Staff continue to support students with device repairs and replacements as needed</li> </ul> </li> </ul> <p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>● <b>Recruitment and Enrollment:</b> We are working with campus leadership to begin setting enrollment targets and building our recruitment and enrollment plans for SY22.</li> <li>● <b>Grants:</b> Teams are working to close out of Year 1 CSP grant which took place on May 14th. Planning and budgeting is currently happening for Year 2.</li> <li>● <b>Fundraising:</b> We launched the Teacher Appreciation Week fundraiser and will continue to celebrate our teachers through various ways. Thank you to all who donated!</li> </ul> |               |
| <b>Old Business</b>  | <ul style="list-style-type: none"> <li>● NONE</li> </ul>  | Nicole Gaines |
| <b>New Business</b><br><i>(Motion) Approval of 21-22 Annual Calendar of Regularly Scheduled Meetings</i> | <ul style="list-style-type: none"> <li>● Motion to approve 21-22 annual calendar of regularly scheduled meetings made by John Halo and seconded by Alari Adams.</li> <li>● Motion passed 4-0</li> </ul>   | Nicole Gaines |

|   |  |                  |
|---|--|------------------|
| <i>(Motion) Approval of the SY21-22 School Calendar</i>                                     | <ul style="list-style-type: none"> <li>● Motion to approve the SY21-22 School Calendar made by Alari Adams and seconded by John Halo.</li> <li>● Motion passed 4-0</li> </ul>  | Nicole Gaines    |
| <i>(Motion &amp; Resolution) Approval of Reforecasted FY21 Budget</i>                       | <ul style="list-style-type: none"> <li>● Motion to approve approval of reforecasted FY21 Budget made by John Halo and seconded by Nikki Mariner.</li> <li>● Motion passed 4-0</li> </ul>   | Nicole Gaines    |
| <i>(Motion &amp; Resolution) Approval of Extended COVID-19 Learning Plan Monthly Report</i> | <ul style="list-style-type: none"> <li>● Motion to approve the May Extended COVID-19 Learning Plan made by John Halo and seconded by Alari Adams.</li> <li>● Motion passed 4-0</li> </ul>  | Nicole Gaines    |
| <i>Other Business</i>   | <ul style="list-style-type: none"> <li>● NONE</li> </ul>   | Nicole Gaines    |
| <i>Comments from the Board</i>  | <ul style="list-style-type: none"> <li>● <b>John Halo:</b> Are there any updates on board candidates for our vacancy?</li> <li>● <b>Nicole Gaines:</b> I have a candidate who is interested in the vacancy. I will send his resume around to all board members.</li> </ul> | 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>                                | Board President Gaines solicited public comment on the Extended COVID-19 Learning Plan Monthly Report.<br><b>Public Comment:</b> NONE  | Nicole Gaines    |
| <i>Authorizer Comment</i>   | <ul style="list-style-type: none"> <li>● If the board wants to consider moving from 5-7 members, that will require a contract amendment.</li> </ul>  | Jennifer Joubert |
| <i>Adjournment</i>  | <ul style="list-style-type: none"> <li>● Motion to adjourn the May 25, 2021 board meeting made by Alari Adams and seconded by John Halo.</li> <li>● Motion passed 3-0</li> </ul>   | Nicole Gaines    |

**Meeting adjourned at:** 5:31 pm ET

**Meeting Certification:**

Proposed Minutes Respectfully Submitted,

Monique Langston  
Recording Secretary

May 25, 2021  
Date

Approved by Distinctive College Prep Board of Directors:

Nicole Gaines  
~~Board Secretary~~  
Board President

06/30/2021  
Date