

**Distinctive College Prep  
Board of Directors School Board Meeting  
Proposed Board Meeting Minutes  
August 21, 2018**

**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 Distinctive Schools and effective use of data to personalize and monitor student learning.

**Date:** August 21, 2018

**Time:** 4:00 PM EST

**Location:** Distinctive College Prep,  
Redford, MI 48225

**Call to order at:** (4:06)

Roll Call: Board Members

Present: Alari Adams, Mike Brown, John Halo

Absent: Nikki Mariner, Nicole Gaines

**Others Present:**

Distinctive Schools: Brianna Terrell, Kathryn Mongan-Rallis, Andrea Olmos (Called In: Steven Svendsen, April Shaw, Mike Rohde)

CMU Center For Charter Schools: Meagan Brown

Distinctive College Prep: Cassie Williams, Camille Hibbler

**Public Comment:**

**Audience Members Concerns:**

Consent Agenda Items	Purpose	Individual Responsible
<b>Approval of Agenda</b>	Vote <ul style="list-style-type: none"> <li>● Change proposed by Mike Brown to add in board meeting agenda a category called Board Meeting Structure added to New Business.</li> <li>● Motion to approve agenda with the proposed change made by Alari Adams and seconded by John Halo.</li> <li>● Approved 3-0</li> </ul>	Mike Brown
<b>Approval of June 27, 2018 Special Meeting Minutes</b>	Vote <ul style="list-style-type: none"> <li>● Motion to approve June 27 minutes made by Alari Adams and seconded by John Halo.</li> <li>● Approved 3-0</li> </ul>	Mike Brown
<b>Public comments</b>	None	

Old Business Items	Purpose	Individual Responsible
<b>Enrollment Updates DCP - Redford</b>	Informational <ul style="list-style-type: none"> <li>● April Shaw reporting - has been steady - 194 students intend to register.               <ul style="list-style-type: none"> <li>○ 74 - k</li> <li>○ 52 - 1</li> <li>○ 42 - 2nd</li> <li>○ 26 - 3rd</li> </ul> </li> <li>● 42 students have completed the registration process.</li> </ul>	April Shaw
<b>DCP - HW Lease Update</b>	Informational <ul style="list-style-type: none"> <li>● Negotiation has been completed and CMU has approved.</li> <li>● Contract currently being reviewed by Dickinson Wright, board legal counsel.</li> <li>● Mike Rohde clarified the changes to the lease agreement for board members.</li> </ul> Vote <ul style="list-style-type: none"> <li>● Motion to execute the DCP Harper Wood lease pending legal approval by Dickinson Wright (by Alari Adams on behalf of the board) by John Halo. Seconded by Alari Adams.</li> <li>● Approved 3-0</li> </ul>	Brianna Terrell

New Business Items	Purpose	Individual Responsible
<b>Change in Membership of the Board of Directors</b>	Vote <ul style="list-style-type: none"> <li>● Reappointment of Nicole Gaines.</li> <li>● Meagan Brown indicated reappointment for a 4 year term</li> <li>● Motion to approve Nicole Gaines for reappointment made by Alari Adams and seconded by John Halo.</li> <li>● Approved 3-0</li> </ul>	Mike Brown
<b>CMU Charter Contract Language Changes</b>	Informational <ul style="list-style-type: none"> <li>● Review of language changes to Contract.</li> <li>● Minor clarification on the definition of a “community district” was made by Meagan Brown from CMU.</li> </ul>	Mike Brown
<b>Approval of Charter Contract Amendment No. 4</b>	Vote <ul style="list-style-type: none"> <li>● Motion made to approve the Charter Contract Amendment No. 4 made by John Halo, seconded by Alari Adams.</li> <li>● Approved 3-0</li> </ul>	Mike Brown
<b>Audit Planning Update &amp; Selection</b>	Informational <ul style="list-style-type: none"> <li>● Steve Svendsen reports that there has been a good faith offer made by Warady &amp; Davis. Cost of audit estimated to be</li> </ul>	Steve Svendsen

	<p>between \$9,000 and \$11,500.</p> <ul style="list-style-type: none"> <li>No board action is needed at this time.</li> </ul>	
<b>Board Meeting Structure</b>	<p>Informational</p> <ul style="list-style-type: none"> <li>Mike Brown suggests there should be a category added to the agenda for board comments after “Other business” and that this should be a standing item.</li> <li>This section would include requests from the board or questions.</li> <li>Request made by Mike Brown for financials in the board packet to be submitted a week in advance for review.</li> <li>Request made by Mike Brown for directors to submit a brief summary of their reports a week in advance so they can be included in the board packet prior to the meeting.</li> </ul>	Mike Brown

<b>Other Business Agenda Items</b>	<b>Purpose</b>	<b>Individual Responsible</b>
<b>Finance Update</b>	<p>Informational</p> <ul style="list-style-type: none"> <li>This year’s transactions will be recorded on an accrual based budget (and not straight line recording like last year).</li> <li>No significant changes from previous month. Redford has had very limited transactions at this point.</li> <li>July is normally a very quiet month as far as finances.</li> <li>Discussion from John Halo about accounts receivable and past deposits that were made. Steve Svendsen clarified deposits and amounts of each.</li> </ul>	Steve Svendsen
<b>DCP-Redford Start-Up Updates (Staffing, Facility, Planning, Ribbon Cutting); DCP Director’s Report - R</b>	<p>Informational</p> <ul style="list-style-type: none"> <li>Camille Hibbler reported that great things are happening at DCP - R. New Teacher Institute has begun using Distinctive Schools plan. Teacher energy is high, committees are forming, school culture is developing.</li> <li>Currently only 2 vacancies remain for paraprofessionals.</li> <li>School Culture - Aug. 28 Back to School Night. Pep Rally type event. Child Care will be available, food will be served, parents will meet their children’s teacher and will also be able to complete registration.</li> <li>Classrooms are being developed and will be ready for Back to School Night.</li> <li>Day of Solidarity - Sat., Aug. 25th. Distinctive Schools staff and teachers will be going door to door to recruit families.</li> <li>Goal is to have 250 students enrolled and all involved are confident that we will reach this number.</li> </ul>	Camille Hibbler

<p><b>DCP Director's Report - HW</b></p>	<p>Informational</p> <ul style="list-style-type: none"> <li>● Great things are happening at DCP - HW. Partnering with Redford for the NTI.</li> <li>● Great team of teachers with diversity as far as experience. 7 new teachers coming in.</li> <li>● Added a 3rd section of 2nd grade.</li> <li>● Teacher leaders have been meeting every Thursday for the past month working hard.</li> <li>● EL team and family team have been working on ways to increase and stabilize attendance.</li> <li>● Personalized Learning team is in place and working on implementation plans for learner profiles and personalized learning plans</li> <li>● Block party Sat. Aug. 25. Activity for family connection. Food, music and games provided.</li> <li>● Enrollment Numbers: <ul style="list-style-type: none"> <li>○ 318 fully registered students (out of which 212 are returning students).</li> <li>○ 57 - k</li> <li>○ 74 - 1st</li> <li>○ 76 - 2nd</li> <li>○ 62 - 3rd</li> <li>○ 49 - 4th</li> </ul> </li> <li>● School is staffed for 350 students.</li> </ul>	<p>Cassie Williams</p>
<p><b>Distinctive Schools Update</b></p>	<p>Informational</p> <ul style="list-style-type: none"> <li>● October 16th - Ribbon Cutting at DCP - Redford scheduled for 1:30 pm. "Save the Date" invites will go out - request made to send names of people that should be invited.</li> <li>● A Distinctive Schools sponsored dinner will follow the board meeting that night.</li> <li>● Distinctive Schools National Board met in July. Very impressed with the work that is being done at DCP - HW in Kindergarten and math.</li> <li>● Focus on literacy is happening this year across all Distinctive Schools campuses. All classrooms will now have access to Benchmark.</li> <li>● Strategic 5 year plan has been approved and formally launched - campuses are creating their action plans, heavy branding with the new logo.</li> <li>● Encouraged board to share feedback on ways that Distinctive Schools can continue to support the board and communicate more effectively.</li> <li>● Request everyone to be on the lookout for grants as well as any fundraising and/or funders that Distinctive Schools can reach out to.</li> <li>● John Halo requested a list of all grant sourcing subscriptions.</li> <li>● Excitement expressed for the work and collaboration that Cassie Williams and Camille Hibbler are doing.</li> </ul>	<p>Brianna Terrell</p>
<p><b>Meeting Adjourned at 4:54 PM EDT</b></p>	<p>Vote</p> <ul style="list-style-type: none"> <li>● Motion made to adjourn the meeting by Alari Adams. Seconded by John Halo.</li> </ul>	<p>Mike Brown</p>

**Public Comment: No Public Comment**

**Meeting Adjourned at 4:54 PM EDT**

**Meeting Certification:**

Proposed Minutes Respectfully Submitted,

Kathryn Mongan-Rallis

Recording Secretary

August 21, 2018

Date

Approved by Distinctive College Prep Board of Directors:

  
Board Secretary

Date

*Sept. 18, 2018*