

**Distinctive College Prep
Board of Directors School Board Meeting
Board Meeting Minutes
November 19, 2019**

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: Noevmber, 2019

Time: 4:05 pm ET

Location: Distinctive College Prep Harper Woods, 19360 Harper Ave, Harper Woods, MI

Call to order at: 4:15 pm ET

Roll Call:

- Present Board Members: Mike Brown, Nicole Gaines, John Halo, Alari Adams and Nikki Mariner
- Absent Board Members:
- Others Present:
 - Distinctive Schools: Erin Lanoue, Monique Langston, Cassie Williams, Camille Hibbler and Teneia Ross-Terry via phone Brandon Harper and Mike Rohde
 - CMU: Meagan Brown and Jennifer Joubert

Consent Agenda Items	Purpose	Individual Responsible
<i>Approval of Agenda</i>	Vote <ul style="list-style-type: none"> ● Motion to approve agenda made by Nicole Gaines and seconded by John Halo ● Motion passed 5-0 ● Agenda approved 	Mike Brown
<i>Approval of August 20, 2019 Meeting Minutes</i>	Vote <ul style="list-style-type: none"> ● Motion to approve as amended minutes made by Nicole Ganes and seconded by John Halo ● Motion passed 5-0 ● Minutes approved 	Mike Brown
<i>Public Comment (agenda items only)</i>	Informational <ul style="list-style-type: none"> ● None 	Mike Brown
<i>Old Business (Informational) DCP Harper Woods roof update</i>	<ul style="list-style-type: none"> ● Starr is requesting \$210K for roofing project. DS is proposing that DCP pay \$210K over 7 years, extending the lease by 5 years and payments begin in July 	Mike Brown
<i>Old Business (Informational) ESP Fees</i>	<ul style="list-style-type: none"> ● Originally amended in October by DCP board ● Amended language includes phrasing "per site" and added language around the first 2 years of a school's life cycle OR for any years that a school site has an enrollment less than 225 students, DS is obligated to provide "in-kind" contributions to ensure the school has a balanced budget 	Mike Brown
<i>New Business (Motion) Contract Amendment</i>	<ul style="list-style-type: none"> ● Motion was made to amend the contract to add 6th grade and 5th grade. Motion was made by Alari Adams and seconded by John Halo ● Motion passed 5-0 ● Motion to amend contract is approved 	Mike Brown

<p>New Business <i>(Motion) Fall 2019 Policy Update</i></p>	<ul style="list-style-type: none"> ● Fall 2019 Policy Review; Mike has reviewed all policy changes ● 3 noteworthy policies: <ul style="list-style-type: none"> ○ Use of tobacco on campus, definition of tobacco has been expanded to vaping ○ More extensive background screening for before/after school workers ○ Rules around flying drones on campuses ● DS recommends DCP accept all policy changes ● Motion was made to accept all policy updates by Nikki Mariner and seconded by Alari Adams ● Motion passed 5-0 ● Motion to accept Fall 2019 Policy Updates 	<p>Mike Brown</p>
<p>Other Business <i>Finance Update</i></p>	<p>Informational</p> <ul style="list-style-type: none"> ● Audit update <ul style="list-style-type: none"> ○ FY19 audit was completed and submitted on time ○ DEP has been lifted ○ Two findings: 1: chart of accounts requirements; 2: expenses exceed budget line items ● Review balance sheets; 6/30/19 journal entries provided on a consolidated basis and waiting on journal entries ● Minor payroll liabilities ● P&L is trending under budget in expenses, on pace to break even by year end ● Review of consolidated statements 	<p>Brandon Harper</p>
<p>Other Business <i>Distinctive Schools</i></p>	<p>Regional Updates:</p> <ul style="list-style-type: none"> ● Piloting a new program call iReady, aligned to MSTEP; free pilot this year ● Teacher evaluations have started ● MI regional principal meeting November 25 ● MTSS training on progress monitoring tool ● Mini job fair held parent conferences ● Fall Data Day ● Campus growth plan review ● NTI make-up day ● MTTC study session for staff that need pass certification test ● Review of Fall 2019 Academic Data <p>Distinctive Schools Update:</p> <ul style="list-style-type: none"> ● Culture & Retention committee launches tomorrow ● Thanks to all the leaders--Cassie, Camille, Teneia, Brooke and Lauren ● Strong start to this school year ● CFO search, bringing all finance functions in-house ● Looking for an April 2020 fundraiser 	<p>Cassie Williams/ Erin Lanoue</p>
<p>Other Business <i>DCP - Redford Director's Report</i></p>	<p>Informational</p> <ul style="list-style-type: none"> ● Great things happening at DCP Redford! ● SET has started, much earlier this year than last year ● First snow day happened during NSS visit ● Q2 attendance incentives have started ● Norming process to ensure students receive the instruction they miss when they are absent ● 181 students enrolled 	<p>Camille Hibbler</p>
<p>Other Business <i>DCP- Harper Woods Director's Report</i></p>	<p>Informational</p> <ul style="list-style-type: none"> ● Great things happening at DCP Harper Woods 	<p>Cassie Williams</p>

