

**Distinctive College Prep
Board of Directors School Board Meeting
Board Meeting Minutes
December 18, 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 needs and effective use of data to personalize and monitor student learning.

Date: December 18, 2018

Time: 4:00 pm ET

Location: Distinctive College Prep Redford, 17175 Olympia, Redford, Michigan 48240

Call to order at: 4:06 pm ET

Roll Call:

- Present Board Members: Mike Brown, Alari Adams, John Halo, Nikki Mariner
- Absent Board Members: Nicole Gaines
- Others Present:
 - Distinctive Schools: Scott Frauenheim, Erin Lanoue, Brandon Harper, (Virtual: Brianna Terrell, Mike Rohde)
 - CMU Center for Charter Schools: Meagan Brown
 - Plymouth Education Center Board Members: Darwyn Fair, Celia Thomas

Consent Agenda Items	Purpose	Individual Responsible
<i>Approval of Agenda</i>	Vote <ul style="list-style-type: none"> ● Motion to approve agenda made by Alari Adams and seconded by John Halo. ● Motion passed 3-0 ● Agenda approved 	Mike Brown
<i>Approval of November 20, 2018 Meeting Minutes</i>	Vote <ul style="list-style-type: none"> ● Motion to approve November 20, 2018 minutes made by John Halo and seconded by Alari Adams. ● Motion passed 3-0 ● Board minutes approved 	Mike Brown
<i>Public Comment (agenda items only)</i>	Informational <ul style="list-style-type: none"> ● Darwyn Fair, president of PEC; looking forward to a great meeting ● Celia Thomas, secretary of PEC, introduced herself 	Mike Brown
<i>New Business (Resolution) Requesting a Contract Amendment for 2019-20 Grade Offerings</i>	Informational <ul style="list-style-type: none"> ● Resolution requesting a contract amendment to increase enrollment at DCP Harper Woods to serve 5th grade and DCP Redford to serve 4th grade during the 2019-2020 school year. ● Distinctive Schools has put together a conservative and smart number in the amendment; we can increase if needed Vote <ul style="list-style-type: none"> ● Motion to approve the resolution requesting a contract amendment for the 2019-20 school year to increase the maximum enrollment and add a grade level at each DCP site made by Alari Adams and seconded by John Halo. ● Motion passed 3-0 ● Resolution requesting a contract amendment approved 	Scott Frauenheim

<p>New Business <i>Draft 2018-19 Supplemental Technology Services Agreement (DCP-Redford Start-Up Expenses)</i></p>	<p>Informational</p> <ul style="list-style-type: none"> ● Draft supplemental technology services agreement is not in the packet. DS is working to identify a new auditing firm and has delayed drafting an agreement at this time ● Estimated amount of \$260,000 in the technology supplemental services agreement 	<p>Scott Frauenheim</p>
<p>Other Business <i>Finance Update</i></p>	<p>Informational</p> <ul style="list-style-type: none"> ● There were some coding issues; the chart of accounts has been cleaned up so campus directors of operations (CDOs) can code items easier. Additionally, there will be additional training for the CDOs ● November financials, P&L for Harper Woods, November revenue has not been received due to late audit submission. The payment was funded in December ● Federal funds - Title I and II have been received for Harper Woods ● Expenses are in line with budget; SPED teacher salaries are over by \$8K, but appears to be an offset between SPED and general education teacher salaries ● No CMU oversight fee for November since revenue was delayed, but will be charged in November ● Custodian expense and building rental is slightly over budget; rent is based on actual enrollment ● Redford's insurance is higher in November, but tracking for the year because of retro/under payments earlier in the year ● Redford's building rental is set at 122 students instead of 200 students, a cost savings of \$85,000. DS is working with Camille Hibbler to determine needs for the building and how to reinvest the savings in the school 	<p>Brandon Harper</p>
<p>Other Business <i>DCP-R Director's Report</i></p>	<p>Informational</p> <ul style="list-style-type: none"> ● Great things are happening at DCP Redford! ● Data and planning meetings occur every Thursday, they have been successful and teachers are reviewing their individual classroom data ● Need for intervention and remediation ● CMU school oversight plan was received today; there is a plan to address areas of need ● Teacher professional growth plans were due December 12 ● Learner profiles are going home before Winter Break ● Winter Concert is Thursday, everyone is excited ● Positive parent contact campaign that is also an attendance initiative. Each parent should be contacted weekly with something positive about their child ● First fundraiser, waiting to see how much was made, but was a great night ● Current enrollment is 116 students 	<p>Camille Hibbler</p>
<p>Other Business <i>DCP-HW Director's Report</i></p>	<p>Informational</p> <ul style="list-style-type: none"> ● Great things are happening at DCP Harper Woods ● Fall observations are complete and post conference meetings have occurred ● Reviewing data of intervention from the semester and making necessary modifications for January ● Holiday extravaganza was last week and it was fantastic ● December volunteer day parents worked on a Clothing Closet ● Current enrollment is 339 students 	<p>Cassie Williams</p>

<p>Other Business <i>Distinctive Schools' Report</i></p>	<p>Informational</p> <ul style="list-style-type: none"> • Due to the gala, re-negotiated Redford lease and a \$10,000 donation, DS staff is working with campus leaders to identify needs and how to best use those funds • Plymouth Education Center is looking for a new management company and Distinctive Schools is a potential operator. Both groups are in the due diligence and a site visit is scheduled for January • CMU has approached DS with two other opportunities, but they are not the right fit, so Plymouth is the only opportunity DS is exploring • Transcend is working with DS and we working to bring the equity work to Michigan • Federal CSP grant just opened and we are applying for a replication grant 	<p>Scott Frauenheim & Erin Lanoue</p>
<p><i>Comments from the Board</i></p>	<p>Informational</p> <ul style="list-style-type: none"> • Mike proposed canceling the January meeting <p>Vote</p> <ul style="list-style-type: none"> • Motion to cancel January board meeting made by John Halo and seconded by Alari Adams. • Motion passed 4-0 • Board minutes approved 	<p>Mike Brown</p>
<p><i>Public Comment</i></p>	<ul style="list-style-type: none"> • Cella Thomas asked if the board reviewed NWEA data; DS indicated that the winter data window is coming and will review in next 	<p>Mike Brown</p>

Meeting adjourned at: 4:51 pm ET

Meeting Certification:

Proposed Minutes Respectfully Submitted,

Erin Lanoue
Recording Secretary

December 18, 2018
Date

Approved by Distinctive College Prep Board of Directors:


Board Secretary

2/20/19
Date