

**Distinctive College Prep  
Board of Directors School Board Meeting  
Proposed Board Meeting Minutes  
June 13, 2017**

**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:** June 13,2017

**Time:** 4:00 PM EST

**Location:** Rectory (across from Starr Academy) 20955 Bournemouth, Harper Woods, MI 48225

**Call to order at:** 4:01 PM EST

**Roll Call:** Board Members

**Present:** Michael Brown, Alari Adams, Nikeeta Mariner, John Halo

**Absent:** None

**Others Present:**

Distinctive Schools: David Sundstrom, Sofia Chapa, Amy Vracar, Mark Sundstrom

CMU Center For Charter Schools: Ed Roth

Distinctive College Prep: Cassie Williams, Brooke Lynch

**Public Comment:** No Public Comment

**Audience Members Concerns:** No Audience Member Concerns

**Consent Agenda:**

Consent Agenda Items	Purpose	Individual Responsible	Materials	Time
<i>Approval of Agenda</i>	Vote  Mike Brown motioned to amend the agenda. Niki Mariner moved to approve. Seconded by John Halo. Motion passed, 4-0. Agenda Approved.	Amy Vracar	Agenda	1 minutes
<i>Approval of March 30, 2017 Meeting Minutes</i>	Vote  Mike Brown motioned to amend the meeting minutes. Alari Adams moved to approve amendment. Seconded by John Halo. Motion to approve amendment passed, 4-0. Approved	Amy Vracar	Minutes	2 minute

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**Old Business:**

Old Business Items	Purpose	Individual Responsible	Materials	Time
<i>Approval of Monthly and Annual Calendar</i>	Vote  Mike Brown motioned to approve the Monthly and Annual Calendar. Alari Adams moved to approve. Seconded by John Halo. Motion passed, 4-0. Approved.	Amy Vracar	Board Calendar of Regularly scheduled meetings and annual meeting.	3 minutes
<i>Approval of Review Board Counsel feedback and Execute Sub-Lease with Distinctive Schools</i>	Vote  Mike Brown motioned to approve sublease pending review of DCP legal counsel. Niki moved to approve. Seconded by John Halo. Motion passed, 4-0. Approved.	David Sunstrom	Sub-Lease and Repayment Plan	5 minutes
<i>Approval of Insurance Coverage/Policy Procurement</i>	Vote  Mike Brown motioned to approve insurance policy. John Halo moved to approve. Seconded by Alari Adams. Motion passed, 4-0. Approved	Amy Vracar	Insurance Policy	5 minutes
<i>Update from Board Treasurer on Bank Depository Account Status</i>	Informational  <ul style="list-style-type: none"> <li>• JP Morgan Chase has 3 different checking accounts that can be utilized. Most economical is recommended for use.</li> <li>• Handles 200+ transactions at no maintenance fee anything below the 200 incurs a fee of less of \$12/month.</li> <li>• Certificate of good standing and other materials are required to processes opening of account.</li> </ul>	John Halo	Updates	3 minutes

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**New Business:**

New Business Items	Purpose	Individual Responsible	Materials	Time
<i>Approve Change in Membership of the Board of Director</i>	Vote  Mike Brown motioned to approve the resignation of Board Member, Brooke Lynch. John Halo moved to approve. Seconded by Alari Adams. Motion passed, 4-0. Approved.	Amy Vracar	Resignation of Brooke Lynch	1 minutes
<i>Approval of Budget Timeline for Budget Preparation and Budget Hearing Approval of Schools Calendar</i>	Vote  Mike Brown motioned to approve the budget timeline. Alari Adams moved to approve. Seconded by John Halo. Motion passed, 4-0. Approved.	Amy Vracar	Budget Timeline	2 minutes
<i>Approval of the School Calendar</i>	Informational  <ul style="list-style-type: none"> <li>• MI state and Wayne County RESA had specific requirements pertaining to the number of instruction hours that must be met. Preparation of calendar followed such requirements.</li> <li>• All hours have been detailed on calendar.</li> <li>• Calendar reviewed by CMU.</li> </ul> Mike Brown motioned to approve the school calendar. Alari Adams moved to approve. Seconded by John Halo. Motion passed, 4-0. Approved.	Amy Vracar	School Calendar	6 minutes
<i>Review of Board Policies and Schedule Follow-up Meetings with NCI</i>	Informational  <ul style="list-style-type: none"> <li>• Two full day training sessions to take place either end of June or beginning of July.</li> <li>• Board to be represented by at least one board member.</li> <li>• Secretary of the Board, Niki Mariner shall represent the Board at trainings.</li> </ul>	Amy Vracar		10 minutes

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<i>Review and Finalize Plans for Start Up Funding with Legal Teams and Repayment Plan Signature</i>	<p>Informational</p> <ul style="list-style-type: none"> <li>• Distinctive Schools to document DCP Board authorizing Distinctive Schools to make necessary purchases as its agent.</li> <li>• DCP Board to pay Distinctive Schools money owed for such purchases by way of terms stipulated in repayment plan.</li> </ul> <p>Mike Brown motioned to approve the Repayment plan. Alari Adams moved to approve. Seconded by Niki Mariner. Motion passed, 4-0. Approved.</p>	David Sunstrom		4 minutes
<i>Discuss Safety and Fire Inspection with TakTix</i>	Inspection to be scheduled with Inspector after student's last day of school.	Amy Vracar		

**Other Business:**

Other Business Agenda Items	Purpose	Individual Responsible	Materials	Time
<i>Scheduled Board Development Training Dates</i>	Alari suggested 6/26 or 6/27 Mike Brown suggested 8/8 if suggested date is not possible, then 8/1 has been suggested as alternate date.	Amy Vracar	Resume	2 minute
<i>Enrollment Updates</i>	<p>Informational</p> <ul style="list-style-type: none"> <li>• Over 100 student enrollments processes to date.</li> <li>• Robust plans for recruitment events are in motion.</li> <li>• Support from Board Members is requested and appreciated.</li> <li>• Please continue to pass out palm cards around community.</li> <li>• Reminder that DCP is a K-2 schools but will continue to</li> </ul>	Amy Vracar		4 minutes

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	add grade levels each school year in efforts of becoming a K-8.			
Director Report	<p>Informational</p> <ul style="list-style-type: none"> <li>• Over 50% of hiring goals have been met.</li> <li>• Fully staffed office team and teacher personnel.</li> <li>• Excited about Brooke Lynch joining team as Director of Operations.</li> <li>• Working on Curriculum Review and SEP preparations.</li> <li>• Focused on recruitment efforts.</li> <li>• Suggestions on forms of engagement are welcome.</li> </ul>	Cassie Williams		4 minutes

**Public Comment:**

**Daniel Neil** - Community Teacher - Teachers present from other schools within the community. Being Proactive to more about the school. Starr building is an old high school. Surprise as to closing. Other management companies have tried to take building but have not worked out.

**Karen Minor** - Community Teacher - School is K-8 and happy and community would be welcoming of a school that is a K-2 and growing with community. Thinks this would

**Anthony Bardell** - City building Services Company owner - Hoping to work with DCP as vendor. Services in commercial cleaning and maintenance for traditional and private schools. Worked with various universities.

**Meeting Adjourned at 4:52 PM EDT**

**Meeting Certification:**

Proposed Minutes Respectfully Submitted,

Sofia Chapa  
**Recording Secretary**

June 13, 2017  
**Date**

Approved by Distinctive College Prep Board of Directors:

Nikeeta Mariner  
**Board Secretary**

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**Date**