

**Distinctive College Prep  
Board of Directors School Board Meeting  
Board Meeting Minutes  
October 16, 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:** October 16, 2018

**Time:** 4:00 pm ET

**Location:** Distinctive College Prep Redford, 17175 Olympia, Redford, MI 48240

**Call to order at:** 4:07 pm ET

**Roll Call:**

- Present Board Members: Alari Adams, Mike Brown, Nicole Gaines (arrived at 4:11 pm), John Halo, Nikki Mariner
- Others Present:
  - Distinctive Schools: Jen Ferrari, Scott Frauenheim, Erin Lanoue, Brianna Terrell, (Virtual: Brandon Harper, Steve Svendsen)
  - CMU Center for Charter Schools: Meagan Brown
  - Distinctive College Prep: Camille Hibbler, Cassie Williams

Consent Agenda Items	Purpose	Individual Responsible
<i>Approval of Agenda</i>	Vote <ul style="list-style-type: none"> <li>● Motion to approve agenda made by Alari Adams and seconded by John Halo</li> <li>● Motion passed 5-0</li> <li>● Agenda approved</li> </ul>	Mike Brown
<i>Approval of September 18, 2018 Meeting Minutes</i>	Vote <ul style="list-style-type: none"> <li>● Motion to approve September 18, 2018 minutes made by John Halo and seconded by Nikki Mariner.</li> <li>● Motion passed 5-0</li> <li>● Board minutes approved</li> </ul>	Mike Brown
<i>Public Comment (agenda items only)</i>	None	Mike Brown
<b>Old Business</b> <i>Open Meetings Act Executive Session Guidance (CMU)</i>	Informational <ul style="list-style-type: none"> <li>● Guidance, in accordance with the MI Open Meetings Act, was provided on acceptable executive (or closed) session rationale</li> <li>● The September board meeting's executive session to discuss budget / staff changes was not in compliance with the OMA; however, CMU is aware and the meeting minutes were updated to reflect the content discussed during that section</li> <li>● Executive session must be limited to the areas outlined in the OMA and typically require a request to be made by the board attorney or relevant staff member based on the discussion topic</li> <li>● If the board chooses not to go into closed session (due to the topic not being an acceptable reason under the OMA), it must be considered a public section of the board meeting and be reflected in the minutes</li> <li>● The board requested that any potential conflict with the OMA be raised</li> </ul>	Meagan Brown

	in real time going forward to ensure compliance	
<b>Old Business</b> <i>(Resolution) Designation of Independent Audit Firm</i>	<p>Vote</p> <ul style="list-style-type: none"> <li>● Motion to approve Warady &amp; Davis as the Distinctive College Prep independent audit firm made by Alari Adams and seconded by John Halo.</li> <li>● Motion passed 5-0.</li> <li>● Independent audit firm designation approved.</li> </ul>	Brianna Terrell
<b>New Business</b> <i>Approval of Board Policy Updates (Spring 2018)</i>	<p>Informational</p> <ul style="list-style-type: none"> <li>● Distinctive College Prep board policy updates from spring 2018 were reviewed and proposed by the National Charter School Institute (Dr. Halik) and representative DCP/DS team members (Kathryn Mongan-Rallis, Cassie Williams, Brooke Lynch)</li> <li>● Proposed changes reflect small technology and legislative updates</li> </ul> <p>Vote</p> <ul style="list-style-type: none"> <li>● Motion to approve spring 2018 board policy updates made by Nicole Gaines and seconded by Alari Adams.</li> <li>● Motion passed 5-0.</li> <li>● Board policy updates approved.</li> </ul>	Brianna Terrell
<b>New Business</b> <i>(Resolution) 2018-19 General Appropriation Amended Budget</i>	<p>Informational</p> <ul style="list-style-type: none"> <li>● The amended budget now reflects current enrollment of 465 students (341 at Harper Woods and 124 at Redford)</li> <li>● Changes to expense lines include: partial reallocation of Redford principal and CDO salaries to DS network budget, reduced Redford substitute teacher funds, reduced DS management fee</li> <li>● After official counts are provided by MDE, there are plans to discuss renegotiation of the Redford lease to reflect current enrollment; however, the budget currently includes the maximum possible rent in order to be conservative</li> <li>● If additional funding comes in, the priority will be more resources to the campuses first and foremost</li> </ul> <p>Vote</p> <ul style="list-style-type: none"> <li>● Motion to approve the amended general appropriation budget made by John Halo and seconded by Alari Adams.</li> <li>● Motion passed 5-0.</li> <li>● Amended 2018-19 general appropriation budget passed.</li> </ul>	Erin Lanoue
<b>Other Business</b> <i>Finance Update</i>	<p>Informational</p> <ul style="list-style-type: none"> <li>● September is the last month without any revenue from the state.</li> <li>● QuickBooks will be updated to reflect the newly approved budget for subsequent board meeting finance updates.</li> <li>● Finance team is working on Title reimbursements.</li> </ul>	Steve Svendsen
<b>Other Business</b> <i>DCP-R Director's Report</i>	<p>Informational</p> <ul style="list-style-type: none"> <li>● NWEA testing is in progress and going well, and core curriculum is implemented school wide.</li> <li>● There was a successful curriculum night where parents / families learned about core curriculum and the standards based report cards.</li> <li>● The ribbon cutting ceremony was a great celebration as well!</li> <li>● Current enrollment is 124.</li> </ul>	Camille Hibbler
<b>Other Business</b> <i>DCP-HW Director's Report</i>	<p>Informational</p> <ul style="list-style-type: none"> <li>● NWEA testing is in progress and going well, and the new school support visit from CMU went well -- findings should be available within the next month and will be shared with the board.</li> <li>● Over 30 families attended the back to school curriculum night, and upcoming events include the first "Tiger Den" (family teacher organization) meeting and a Trunk or Treat event.</li> </ul>	Cassie Williams

	<ul style="list-style-type: none"> <li>Current enrollment is 341.</li> </ul>	
<b>Other Business</b> <i>Distinctive Schools' Report</i>	<p>Informational</p> <ul style="list-style-type: none"> <li>October is Principal Appreciation Month, and DS looks forward to celebrating all of its principals on 10/26. Special thanks given to Camille and Cassie for the hard work that has happened over the last several months.</li> <li>The DS National Board of Directors is hosting a DS gala fundraiser on November 1 in Chicago. The DCP board is encouraged to attend and / or share giving opportunities with colleagues and friends.</li> <li>DS leaders presented to Charter School Growth Fund last month. They anticipate spring 2019 data in Detroit will be required prior to any funding decisions. CSGF wants to ensure a solid proof point, and DS remains optimistic and committed to keeping the DCP board updated on progress.</li> <li>Fundraising remains an ongoing priority, and DS encourages the board to support efforts by providing ideas and contributing where possible. Philanthropy committee to have more frequent checkpoints with DS team.</li> <li>Due to lower than anticipated enrollment, the DS network team experienced budget impacts as well. There was a reduction in force of three team members.</li> <li>Per request from John Halo, the teacher / administrator evaluation system was shared. DS is in compliance and uses various resources, tools, and frameworks to ensure staff performance is assessed and developed.</li> <li>Prior work on ESP accountability / goals will continue based on the identified priority areas of attendance, student growth, staff / school culture, finances, and facility / management. CMU and the board suggested creating a dashboard that aggregates relevant data and trends and is reviewed regularly. The DS team will have draft goals to share at the next meeting.</li> </ul>	<p>Scott Fraenheim</p>
<i>Comments from the Board</i>	<p>Informational</p> <ul style="list-style-type: none"> <li>Mike Brown, on behalf of the board, thanked Cassie and Camille for their hard work this summer and first month of the school year. The board is very impressed with the final enrollment numbers and recognizes and appreciates the challenges the principals faced.</li> </ul>	<p>Mike Brown</p>
<i>Public Comment</i>	<p>None</p>	

**Meeting adjourned at:** 5:07 pm ET

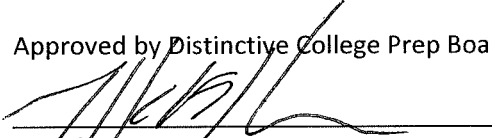
**Meeting Certification:**

Proposed Minutes Respectfully Submitted,

Brianna Terrell  
**Recording Secretary**

October 16, 2018  
**Date**

Approved by Distinctive College Prep Board of Directors:

  
**Board Secretary**

11/26/18  
**Date**