

**Distinctive College Prep
Board of Directors School Board Meeting
Proposed Board Meeting Minutes
September 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: September 18, 2018

Time: 4:00 PM EST

Location: Distinctive College Prep Harper Woods, 19360 Harper Ave, Harper Woods, MI 48225

Call to order at: (4:07)

Roll Call: Board Members

Present: Alari Adams, Mike Brown, John Halo, Nikki Mariner, Nicole Gaines

Absent:

Others Present:

Distinctive Schools: Erin Lanoue, Kathryn Mongan-Rallis, (Called In: Steven Svendsen, Mike Rohde, Camille Hibbler)

CMU Center For Charter Schools: Meagan Brown

Distinctive College Prep: Cassie Williams

Public Comment:

Audience Members: Melissa Ludeke

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 5-0 ● Agenda approved 	Mike Brown
<i>Approval of August 21, 2018 Meeting Minutes</i>	Vote <ul style="list-style-type: none"> ● Motion to approve August 21, 2018 minutes made by Alari Adams and seconded by John Halo. ● Motion passed 5-0 ● Board minutes approved 	Mike Brown
<i>Public comment</i>	None	Mike Brown

Old Business Items	Purpose	Individual Responsible
<i>Board Policy Update</i>	Informational: <ul style="list-style-type: none"> ● Dr. Halik from the National Charter School Institute was at Harper Woods today to provide the Spring policy update i ● Dr. Halik facilitated the process of creating draft of DCP Administrative Guidelines. Kathryn Mongan-Rallis, Brooke Borio, and Cassie Williams attended ● Draft document of DCP Administrative Guidelines will be shared with board as soon as completed ● Vote on changes will most likely happen at Nov. board meeting ● Fall policy updates come out soon (10/16) and date for review process will be sent to board members as soon it is scheduled. 	Erin Lanoue

New Business Items	Purpose	Individual Responsible
<i>DCP 2018-19 Operating Budget Update</i>	<p>Vote</p> <ul style="list-style-type: none"> ● Motion to go into Closed Session made by John Halo and seconded by Nicole Gaines ● Motion passed 5-0 ● Board entered closed session at 4:15 pm <p>Informational</p> <ul style="list-style-type: none"> ● Erin Lanoue reported that enrollment targets were missed for Harper Woods and Redford. Redford enrollment is 50% to target. ● DCP and DS staff will continue to recruit and enroll students through October count day ● Enrollment projections have been lowered to 125 students at DCP Redford and 330 students at DCP Harper Woods ● DCP Redford is staffed for 250 students so staffing reductions will be made. ● Erin Lanoue and Camille Hibbler will meet with all staff members Wednesday, September 19 and impacted staff will be notified ● Parent communication will be sent home Thursday, September 20 ● Some DCP Redford salaries and DCP regional salaries have been shifted to DS Network budget to alleviate campus level budgets <p>Vote</p> <p>Alari Adams made a motion to end closed session. Motion was seconded by Nikki Mariner. Motion passed 5-0.</p> <p>Board ended closed session at 4:35 PM.</p>	Erin Lanoue

Other Business Agenda Items	Purpose	Individual
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Finance Update	<p>Informational</p> <p>Harper Woods</p> <ul style="list-style-type: none"> • No significant changes from previous month. • Harper Wood’s audit begins on Mon. • Anticipate that Sept. financials will give a better picture as this will be a full month of school being in session. <p>Redford</p> <ul style="list-style-type: none"> • No major issues to report. • Payments will begin to come in toward end of October so will have more information then. 	Steve Svendsen
DCP-Redford Director’s Report	<p>Informational</p> <ul style="list-style-type: none"> • Camille Hibbler reported that students/teachers continue to work on school and classroom procedures/process. • With upcoming staffing changes that will result in students being moved to different classrooms, procedures and processes will continue to be worked on next week. • Curriculum night is coming up next week and this event is open to the community as a possible recruitment tool. • There will be a book drive as part of curriculum night to increase classroom libraries. • Literacy Month activities include the book drive and “dress as your favorite book character on the last Fri. of the month. 	Camille Hibbler
DCP Director’s Report - HW	<p>Informational</p> <ul style="list-style-type: none"> • Cassie Williams reporting - we are committed to our kids and continue to be positive at both of our DCP Schools. • Academic interventions have begun as of last week. Small groups have been formed based on assessments. • Students began ENY last week and Benchmark Advanced this week. • Our Back to School Block Party last week was a huge success and we had approximately 200 people attend. • Today was our first Family Volunteer Day - we had 7 families show-up to volunteer. 	Cassie Williams
Distinctive Schools Update	<p>Informational</p> <ul style="list-style-type: none"> • Final proposal to Charter School Growth Fund today. This money will allow DS to scale up and grow in MI. • Distinctive Schools will host a board dinner on 10/16 • Fundraising is a large focus - The Gala Event is planned for November 1 in Chicago. More information coming - anyone interested in hosting a table let Brianna Terrell know. <p>Discussion</p> <ul style="list-style-type: none"> • John Halo asked about re-negotiating lease agreement based on current enrollment with Archdiocese at Redford • Erin Lanoue responded that reopening the lease negotiations with the Archdiocese is part of the plan when the enrollment count is completed. 	Erin Lanoue

<p>Comments from Board</p>	<p>Discussion</p> <ul style="list-style-type: none"> • Mike Brown asked about where the largest expenses are for Redford. Erin Lanoue responded that salaries are the largest expense. • John Halo asked about returning inventory of items such as student computers that were purchased for Redford to see if they can be used in Chicago and reimbursement can be made to Redford. Erin Lanoue said that this process is being considered. • Mike Brown thanked school directors for getting their reports in early enough for the board to read prior to the meeting. • Mike Brown - asked Cassie about reviewing the current plan for teacher evaluation process - how does this happen, what is the current plan? Cassie Williams responded that she can provide this information. 	<p>Mike Brown</p>
<p>Meeting Adjourned at 4:51 PM EDT</p>	<p>Vote</p> <ul style="list-style-type: none"> • Motion made to adjourn the meeting by: Alari Adams Seconded by: Nikki Mariner Approved 5-0 	<p>Mike Brown</p>

Public Comment:

Meghan Brown from CMU reminded board about the October 4th CMU Annual Conference and encouraged board members to attend.

Meeting Adjourned at 4:51 PM EDT

Meeting Certification:

Proposed Minutes Respectfully Submitted,

Kathryn Mongan-Rallis
Recording Secretary

September 18, 2018

Date

Approved by Distinctive College Prep Board of Directors:


Board Secretary

Date

10/16/18