

**Distinctive College Prep
Board of Directors School Board Meeting
Board Meeting Minutes
March 23, 2021**

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: March 23, 2021

Time: 4:00 pm ET

Location: Zoom

<https://distinctiveschools-org.zoom.us/j/92183634846?pwd=NUMrN2MvbWEzbn53NTcrRXordGU2QT09>

Call to order at: 4:02 pmET

Roll Call:

- Present Board Members: Nicole Gaines (Troy), Alari Adams (Detroit), John Halo (Farmington Hills)
- Absent Board Members: Nikki Mariner
- Others Present:
 - **Distinctive Schools:** Erin Lanoue, Katie O'Connor, Cassie Williams, Mike Rohde, Monique Langston, Jeff Donoghue, Meredith McKelvey, Teneia Ross-Terry, Camille Hibbler
 - **CMU:** Jennifer Joubert
 - **Other:**

| Consent Agenda Items | Purpose | Individual Responsible |
|--|--|---------------------------------------|
| <i>Approval of Agenda</i> | Vote <ul style="list-style-type: none"> ● Motion to approve March 23, 2021 board meeting agenda made by Alari Adams and seconded by John Halo ● Motion passed 3-0 | Nicole Gaines |
| <i>Approval of February 23, 2021 Board Meeting Minutes</i> | Vote <ul style="list-style-type: none"> ● Motion to approve February 23, 2021 board meeting minutes made by Alari Adams and seconded by John Halo. ● Motion passed 3-0 ● Minutes approved | Nicole Gaines |
| <i>Public Comment (agenda items only)</i> | NONE | Nicole Gaines |
| <i>DCP-R Principal's Report</i> | Attached | Camille Hibbler/ Meredith McKelvey |
| <i>DCP-HW Principal's Report</i> | Attached | Teneia Ross-Terry |

Management Update

Finance Report

- Motion to approve the Finance Report made by Alari Adams and seconded by John Halo.
- Motion Approved 3-0

Network Updates

- We are excited to welcome our staff back and to continue planning for our in-person hybrid return to school on 4/12/21.
- Distinctive Schools was named “2021 Best Places to Work” by Crain’s Chicago! We are really proud of our work we have done to keep culture and employment satisfaction high as we lead our schools and our network!
- Our Culture & Retention Expanded Design Team (EDT) continues to look at ways to support staff culture as we return to buildings. We are looking at our annual bonus structure, employee supplies reimbursement, tuition reimbursement and class ratio stipends! Our EDT members are helping us to design these offerings based on feedback from campus teams.
- Our Diversity, Equity & Inclusion Expanded Design Team (EDT) is working on our network wide vision for creating anti-racist schools and classrooms as well as revising our communication norms using a white supremacy culture equity tool to ensure we have the most fair and inclusive practices in place as an organization.
- Our team is planning budgets, regional team structures, staffing and so much more for next fall! We will keep the board updated on exciting changes or updates as decisions are made.

MI Regional

Since we last met:

- The Regional Team has hosted two Network PD sessions on the DS concurrent learning model. Topics have included, safety mitigation, concurrent model overview, and whole group and small group instructional Practices
- We have launched our Spring Attendance Campaign it is called March Madness, classes from across the region will compete with each other for the best attendance stats!
- We have re-launched our monthly family recruitment open house sessions.
- Our Regional and Network Academic team is are exploring options and ideas for strengthening our online learning management systems
- Principals and Assistant Principals participate in weekly Observation and Feedback Meetings we we discuss best practices as outline by our Teaching Framework
- Weekly Regional Attendance and Engagement Sessions

Upcoming Priorities:

- Planning for April 12th.
- Continued focus on staff connections and providing more opportunities for staff to connection formally and informally
- Continued focus on student connections and working to ensure that as many students as possible remain engaged.

Distinctive Schools

Academics & Schools

- **CMU Preparedness Plan Update:** The Preparedness Plan was developed by network leaders with input from Camille, Meredith, Teneia and their instructional leadership teams. In planning for mid-year changes we have surveyed staff and families and we have convened teachers and leaders to contribute to the writing of the plan. We remain committed to consistently monitoring current federal, state, and local regulations and evaluate the needs and opportunities revealed by the school building closure. Over the past four months, the In-Person Learning Task Force divided into subcommittee groups formed to analyze specific learning models from a student, teacher, family, and educational program perspective. Subgroups generated areas of potential risk/opportunity, financial impact, and created samples schedules for review. The task force findings and recommendations were used in the design of preparedness plan.
- **Extended COVID-19 Learning Plan:** Kindergarten - 8th grades will continue with Remote Learning for all students until April 9th, 2021.
 - **Modification:**
 - **Community Care:** The Community Care option will *conclude* on Friday, April 9th, 2021 so that an in-person learning option may begin.
 - **In-Person Option:** Distinctive College Prep (DCP) is committed to providing an opportunity for in-person instruction for all interested families beginning on April 12, 2021. Because family voice and option is key to the DCP model, each family completed a survey selecting for their student(s) to learn at home (continue remote) or learn at school (switch to in-person). In-person students will attend on Monday, Tuesday, Thursday, and Friday with all health and safety mitigation efforts in place. All students will learn at home (remote) on Wednesdays. Teachers will be responsible for simultaneously teaching students who are at home and at school. Professional development was provided in March to prepare for the change.

Engagement:

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| Week Ending: Friday, March 5, 2021 | 92.33% |
| Week Ending: Friday, February 26, 2021 | 91.11% |
| Week Ending: Friday, February 19, 2021 | 67.59% |
| Week Ending: Friday, February 12, 2021 | 93.57% |
| Week Ending: Friday, February 5, 2021 | 87.45% |

- **Schools**
 - **Cross-regional Professional Development:** Among the four DS Michigan schools, the biweekly virtual PD has been effective and collaborative for educators. This PD provides staff time for video observations, co-planning with job-alike groups, and identifying problems of practice.

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| | <ul style="list-style-type: none"> ○ Summer Learning: School leaders and the regional academic leaders have begun planning for summer learning opportunities and are reviewing data to develop plans for students who will benefit from the summer learning program in order to accelerate learning recovery in June and July. More details will be forthcoming in April. <p>Operations</p> <ul style="list-style-type: none"> ● Facilities: <ul style="list-style-type: none"> ○ In all classrooms/unique spaces and staff have been trained on how to change air flow ○ Saliva testing is occurring every 2 weeks, this is a mitigation measure and not a diagnostic test ● Food Service: <ul style="list-style-type: none"> ○ The regional team is woking on the Food Service RFP ○ Plan to discontinue the 5 for 5 meal boxes when in-person learning resumes on April 12 ○ Meals are served in school for Community Care students and grab and go options are available for remote students ● Staffing: <ul style="list-style-type: none"> ○ All staff returned to the building on March 15 ○ The Intent to Return Process has started, surveying staff to determine who is interested in returning so we can begin planning for next year’s staffing ● Technology: <ul style="list-style-type: none"> ○ Beginning to start the process of assessing student devices and planning for what orders will be needed to ensure technology is ready for September <p>Strategy</p> <ul style="list-style-type: none"> ● Recruitment and Enrollment: We are working with campus leadership to begin setting enrollment targets and building our recruitment and enrollment plans for SY22. ● Grants: We are continuing to work through our Implementation Year 1 CSP grant funds and prepare to work on our Year 2 budget for Harper Woods. ● Partnerships: We are continuing to work on sourcing new potential partnerships for both Harper Woods and Redford. ● Fundraising: We will be launching new fundraising campaigns to highlight Teacher Appreciation Week and celebrating 10 years of Distinctive! Stay tuned! <p>Committee Reports Philanthropy - update on fundraising and philanthropy opportunities. Academic - shared comparison data with literacy data and is included in the principal report. Finance - update provided during Finance Report</p> | |
| Old Business | <ul style="list-style-type: none"> ● NONE | Nicole Gaines |
| New Business <i>(Informational & Motion)</i> | <ul style="list-style-type: none"> ● Motion to approve the updated CMU COVID-19 Preparedness and Response Plan made by Alari Adams and seconded by John Halo | Nicole Gaines |

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| Approval of Updated CMU COVID-19 Preparedness and Response Plan | <ul style="list-style-type: none"> Motion approved 3-0 | |
| (Motion & Resolution) Approval of Extended COVID-19 Learning Plan Monthly Report | <ul style="list-style-type: none"> Motion to approve resolution of Extended COVID-19 Learning Plan Monthly report for March 2021 made by Alari Adams and seconded by John Halo Motion passed 3-0 | Nicole Gaines |
| Other Business | <ul style="list-style-type: none"> NONE | Nicole Gaines |
| Comments from the Board | <ul style="list-style-type: none"> John Halo: Glad children are having the opportunity to go back to school. Any problems with teachers returning to the campuses? Is transportation going to be available for the students who want to return? Are we socially distancing on the bus? | Nicole Gaines |
| Public Comment | <ul style="list-style-type: none"> NONE | Nicole Gaines |
| Public Comment (Extended COVID-19 Learning Plan ONLY) | Board President Gaines solicited public comment on the Extended COVID-19 Learning Plan Monthly Report. Public Comment: NONE | Nicole Gaines |
| Authorizer Comment | <ul style="list-style-type: none"> Notice went out to all boards regarding in person board meetings. Current Executive Order expires on 3.31.21. Webinar this Friday on Michigan Updates Board Treasurer Roundtables coming up in April | Jennifer Joubert |
| Adjournment | <ul style="list-style-type: none"> Motion to adjourn the March 23, 2021 board meeting made by John Halo and seconded by Alari Adams Motion passed 3-0 | Nicole Gaines |

Meeting adjourned at: 5:00 pm ET

Meeting Certification:

Proposed Minutes Respectfully Submitted,

Monique Langston
Recording Secretary

Date March 23, 2021

Approved by Distinctive College Prep Board of Directors:

Nicole Gaines
~~Board Secretary~~ President

Date 4-28-21

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