

**Plymouth Educational Center
Board of Directors School Board Meeting
Board Meeting Minutes
November 17, 2020**

MISSION STATEMENT: We, the Plymouth Educational Center Community, will educate, motivate, elevate and nurture all students by promoting academic excellence and responsible citizenship.

Date: November 17, 2020

Time: 12:00 PM EST

Location: Via Zoom:

<https://distinctiveschools-org.zoom.us/j/97280454477?pwd=UVpoMnNZT0NLbTAya1dHd1hEOWtyQT09>

Call to order at: 12:10PM ET

Roll Call:

- **Present Board Members:** Celia Thomas, Rev. Nick Hood III, Deierdre Weir, Redic Grant, Dr. Deidre Shelton-Young (joined at 12:13pmET)
- **Absent Board Members:**
- **Others Present:**
 - **Distinctive Schools:** Scott Frauenheim, Erin Lanoue, Jeff Donoghue, Cassie Williams, Schranda Battle, Mike Rohde, Monique Langston, Katie O'Connor, Marcus Hardaway
 - **CMU:** Jennifer Joubert
 - **Other members:** Jessie Kilgore

Consent Agenda Items	Purpose	Individual Responsible
<i>Mission Statement</i>	All present read the mission statement: <i>We, the Plymouth Educational Center Community, will educate, motivate, elevate and nurture all students by promoting academic excellence and responsible citizenship.</i>	Celia Thomas
<i>Approval of Agenda</i>	Vote <ul style="list-style-type: none"> ● Motion to approve the November 17, 2020 agenda made by Rev. Nick Hood III and seconded by Redic Grant. ● Motion passed 4-0 	Celia Thomas
<i>Approval of October 20, 2020 Proposed Meeting Minutes</i>	Vote <ul style="list-style-type: none"> ● Motion to approve the October 20, 2020 proposed meeting minutes made by Redic Grant and seconded by Deierdre Weir. ● Motion passed 4-0 	Celia Thomas
<i>Public Comment (Agenda Items Only)</i>	NONE	Celia Thomas
<i>Principal's Report</i>	<u>Academics:</u> <ul style="list-style-type: none"> ● Families have been provided quarter 2 learning materials ● Data dashboard meeting was encouraging as it relates to students' engagement on blended platforms. 	Schranda Battle

	<ul style="list-style-type: none"> ● NWEA data assessment data is being used to create small groups, host meetings with families and inform lesson planning. ● Parent teacher conferences and the first round of report cards have taken place. Families are still getting accustomed to standards based grading and working towards mastery for the entire year. ● Preparing to integrate Springboard via the Skillman foundation into our elementary classes for those students identified as needed the most significant support with gaps in grade level content knowledge. <p>School Culture/Family Connections:</p> <ul style="list-style-type: none"> ● Upbeat and Youth Truth data were very promising as it related to building a more solid foundation for engagement and making connections as a community ● Adding a passion and interest survey this week so that teachers and students can connect on common interests and give some relief and culture building opportunities. ● The Community of Care proved to be great support to our families. Many are sad that the program was postponed. We are working now to increase attendance and engagement at home ● Beginning to prepare for a virtual holiday “Evening of the Arts” with the Encore team. <p>Student Enrollment:</p> <ul style="list-style-type: none"> ● Current student enrollment is 508 students. Likely to change as students who have not shown will be removed from rosters. 	
<p>Management Updates</p>	<p>Finance Report</p> <ul style="list-style-type: none"> ● Update on school finances and preparing for FY22 Budget ● Motion to approve the Finance Report made by Rev. Nick Hood III and seconded by Redic Grant ● Motion passed 5-0 <hr/> <p>General Updates COVID Updates and Pausing Community Care PEC Foundation Update Finance Transition Update Family Check-in for any funds that families need during the holiday</p> <p>Regional Updates</p> <ul style="list-style-type: none"> ● Updates and Upcoming Priorities: <ol style="list-style-type: none"> a. Regional PD took place on November 11, 2020. During the session staff members were able to collaborate with like job teams, and there was a focus on planning for asynchronous time. <p>Upcoming Priorities:</p> <ul style="list-style-type: none"> ● Focus on Staff Connections and providing more opportunities for staff to connection formally and informally ● Focus on student connections and working to ensure that as many students as possible remain engaged and as possible in light of our pause (community care leads supporting with 	<p>Distinctive Schools</p>

engagement and student transition, using the bus for food and supplies delivery)

- Using Q1 Data to refine campus growth plans, and action steps

Operations:

- **Facility**
 - Maintenance working on deep clean of building during 11/18-24
- **Open positions:**
 - PT Maintenance
- **Technology:**
 - 40 hot spots on site
 - Techs are managing devices, hotline open to support parents as needed
- **Food Service:**
 - Food service twice a week during CC shut own; using buses to deliver food
 - Utilizing bus driver to support building maintenance
- **Bonds:**
 - Meeting with Trustees around refinancing or restructuring bonds

Academic:

- **Extended COVID-19 Learning Plan**
 - **Learning Plan:** Kindergarten - 8th grades will continue with Remote Learning for all students.
 - **Modification:** Plymouth Educational Center (PEC) has determined to temporarily pause the Community Care option beginning Monday, November 16th, 2020 through Tuesday, January 19, 2021 in response to local health experts and in collaboration with Central Michigan University. Community Care provided families who required a safe space to engage in remote learning with supervision by school staff. PEC will monitor health data trends and guidance from partners in early January to determine if reopening Community Care or potential alternative return to school options are possible
 - **Engagement Data:**
 - Week Ending: Wednesday, November 11, 2020 77.65%
 - Week Ending: Friday, November 6, 2020 76.57%
 - Week Ending: Friday, October 30, 2020 82.61%
 - Week Ending: Friday, October 23, 2020 80.96%
- **Schools**
 - Adjustments to the school schedule has provided more time for collaborative planning and professional development. There has been a very favorable response from both teachers and leaders.
 - Like Cassie mentioned, regional collaboration was successful for teachers in all four schools to share best practices.
- **Curriculum & PD:**

	<ul style="list-style-type: none"> ○ Regional Data Dashboard planning occurred last Thursday. School teams analyzed school culture, student culture, academic and behavioral data. ○ Data: We look forward to sharing a deeper look at data in the December meeting. <p>Philanthropy & Fundraising</p> <ul style="list-style-type: none"> ● Recruitment and Enrollment: We are continuing our efforts to recruit families to DCP while retaining and engaging with our current families. We are also beginning to plan for next year and scheduling meetings with principals to review enrollment targets and ideas around recruitment and engagement. ● Grants: COVID-19 Grant for Teachers via MDE ● Partnerships: MI Regional Family Resource Guide ● Fundraising: We are still raising funds for our Innovate to Educate fund. We are over \$15000. Launching our Grateful Giving and details will be in your inbox after today's meeting 	
Old Business	NONE	Celia Thomas
New Business <i>(Motion & Resolution)</i> <i>Approval of Reforecasted General Operating FY21 Budget</i>	<ul style="list-style-type: none"> ● Motion to approve the reforecasted general operating FY21 budget made by Deierdre Weir and seconded by Rev. Nick Hood III ● Motion passed 5-0 	Celia Thomas
<i>(Motion) Approval of the FY20 Audit</i>	<ul style="list-style-type: none"> ● Motion to approve the PEC Board finance committee approving the FY20 Audit during finance committee and ratifying at the December 2020 board meeting made by Redic Grant and seconded by Rev. Nick Hood III ● Motion passed 5-0 	Celia Thomas
<i>(Motion) Approval of Budget Planning Procedures</i>	<ul style="list-style-type: none"> ● Motion to table approving the budget planning procedures until the December 2020 board meeting made by Dr. Deidre Young and seconded by Redic Grant. ● Motion passed 5-0 ● Motion to table until the December 2020 Board Meeting 	Celia Thomas
<i>(Motion & Resolution)</i> <i>Approval of the Extended COVID-19 Learning Plan Monthly Report</i>	<ul style="list-style-type: none"> ● Motion to approve the Extended COVID-19 Learning Plan for November 2020 made by Deierdre Weir and seconded by Dr. Deidre Young. ● Motion passed 5-0 	Celia Thomas
<i>Other Business</i>	NONE	Celia Thomas
<i>Comments from the Board</i>	<ul style="list-style-type: none"> ● Deierdre Weir: I received a plaque in the mail from CMU. Thanks to Jennifer and the CMU staff. 	Celia Thomas
<i>Public Comment</i>	NONE	Celia Thomas
<i>Public Comment (Extended COVID-19 Learning Plan ONLY)</i>	Board President Thomas solicited public comment on the Extended COVID-19 Learning Plan Monthly Report. Public Comment: NONE	Celia Thomas

<i>Authorizer Comment</i>	<ul style="list-style-type: none"> • Jennifer reviewed the meeting with DS and they are currently doing new initiatives where they are providing support with CMU and other team members from the center. The meeting will take about an hour. The specific area is the bonds and possibly hiring a consultant. • Get a doodle poll with dates and times and send it. 	Jennifer Joubert
<i>Adjournment</i>	<ul style="list-style-type: none"> • Motion to adjourn the November 17, 2020 Board Meeting made by Deierdre Weir and seconded by Rev. Nick Hood III. • Motion Passed 5-0 	Celia Thomas

Meeting adjourned at: 1:09pmEST

Meeting Certification:

Proposed Minutes Respectfully Submitted,

 Monique Langston
Recording Secretary

 November 17, 2020
Date

Approved by Plymouth Educational Center Board of Directors:

 Redic B. Grant
Board Secretary

 12/15/2020
Date