

**Plymouth Educational Center  
Board of Directors School Board Meeting  
Board Meeting Minutes  
February 25, 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:** February 25, 2020

**Time:** 12:00 PM EST

**Location:** Plymouth Educational Center, 1460 East Forest Ave, Detroit, MI 48207

**Call to order at:** 12:20 PM EST

**Roll Call:**

- Present Board Members: Darwyn Fair, Celia Thomas and Redic Grant
- Absent Board Members: Rev. Nick Hood
- Others Present:
  - Distinctive Schools: Scott Frauenheim, Erin Lanoue, Cassie Williams, Schranda Battle and via phone Brandon Harper, Jeff Donoghue, and Mike Rohde
  - 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>	Darwyn Fair
<i>Approval of Agenda</i>	Vote <ul style="list-style-type: none"> <li>● Motion to amend the February 25, 2020 agenda to add a closed session to discuss legal matters. Motion made by Celia Thomas and approved Redic Grant</li> <li>● Motion passed 3-0</li> <li>● Agenda approved</li> </ul>	Darwyn Fair
<i>Approval of Minutes</i>	<ul style="list-style-type: none"> <li>● Motion to approve the January 23, 2020 board meeting minutes made by Redic Grant and seconded by Celia Thomas</li> <li>● Motion passed 3-0</li> <li>● Minutes approved</li> </ul>	Darwyn Fair
<i>Public Comment</i>	<ul style="list-style-type: none"> <li>● None</li> </ul>	Darwyn Fair

<p><b>Old Business</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>Darwyn Fair</p>
<p><b>New Business</b> <i>(Informational)</i> <b>Culture/Restart Updates &amp; Highlights</b></p>	<ul style="list-style-type: none"> <li>• Want to provide an update on restart</li> <li>• Lots of progress is being made however, the work is hard and not easy</li> <li>• Culture perspective - we are setting high expectations and experiencing resistance to change management</li> <li>• DS is open to the feedback, please share concerns, we are listening deeply and want to hear the feedback</li> <li>• Schranda Battle and Cassie Williams are working with staff so the restart is designed with teachers and not for them</li> <li>• Working on weekly plan the last 3 weeks to make changes within the building</li> <li>• Working on setting and monitoring objectives</li> <li>• Change management, professional development and culture shift</li> <li>• Jessie Kilgore stated it will get easier, the principal seat is the loneliest seat in the building</li> <li>• Celia Thomas stated we hired DS for this reason, identify supporters and continue change management</li> </ul>	<p>Scott Frauenheim</p>
<p><b>New Business</b> <i>(Informational)</i> <b>Incoming Expenses Detailed Update (2016-2020)</b></p>	<ul style="list-style-type: none"> <li>• DS is concerned about old and outstanding water/sewer and electric bills, which have resulted in shut off notices</li> <li>• Pull 18-19 payables into Quickbooks and need to do a fast audit on all open payables</li> <li>• Darwyn Fair recommended engaging legal department for outstanding invoices</li> <li>• Aging report from July 29 from Clairmont needs to be integrated with our Aging Report</li> <li>• DS is building a repayment plan for utilities; variance will be visible to bondholders</li> <li>• Alan C. Young needs to be engaged</li> </ul>	<p>Scott Frauenheim</p>
<p><b>Other Business</b> <b>Finance Update</b></p>	<ul style="list-style-type: none"> <li>• Excited to announce Jeff Donoghue - CFO; Frankie Torres - controller; Liz DelCid - coordinator; and Doris Fregoso - finance manager</li> <li>• Conference call 2/21 went well, suggestions made and the updates were made</li> <li>• Internal team is in place</li> <li>• Friday the finance committee reviewed financial documents</li> <li>• P&amp;L budget performance shows revenue and expenses for the month; Governor Whitmer signed budget increase, which was received in February and was retroactive to October</li> <li>• Expense from DCP on PEC financials and that expense is being reversed</li> <li>• Bondholder interest payments were being booked incorrectly, interest expense will be updated accordingly</li> <li>• Motion to accept Finance Report made by Redic Grant and seconded by Celia Thomas.</li> <li>• Motion Passed 3-0</li> <li>• Financials approved</li> </ul>	<p>Jeff Donoghue/ Brandon Harper</p>
<p><b>Distinctive Schools &amp; Regional Update</b></p>	<p>Regional Updates</p> <ul style="list-style-type: none"> <li>• Upcoming Priorities: <ul style="list-style-type: none"> <li>○ Support of PEC Leadership team in School Culture Action Planning- Top 3 Problems we can solve Identification.</li> <li>○ Support of PEC Leadership Team in Classroom Objectives Work</li> </ul> </li> </ul>	<p>Cassie Williams/ Scott Frauenheim</p>

	<ul style="list-style-type: none"> <li>○ 2/26- Regional Collaboration Day- Staff Professional Growth Plans (For Teacher’s By Teachers)</li> <li>○ 3/2/20- 3/3/20- PEC School Support Visit</li> <li>○ 3/4/20 -Regional Training for Deans and Social Workers on Pride Pause (Emotional Regulation Training) - Student Behavior Focus</li> <li>○ 3/5/20- Regional Data Dashboard Day focus- NWEA Data and Action Planning</li> <li>● Since we last met: <ul style="list-style-type: none"> <li>○ Two members of the Onward team provided an Equity Audit for PEC on 1.29.20</li> <li>○ 1/29 Regional Collaboration day with Onward. Focus on Trauma Informed Care, Social Emotional Learning and Equity</li> <li>○ 2/12- Objectives and Aligned tasks</li> <li>○ 2/19- Lexia Training on using SkillBuilders</li> <li>○ Preparation for upcoming building visits.</li> </ul> </li> <li>● Distinctive Schools Update <ul style="list-style-type: none"> <li>○ Erin has been working closely with Melissa and Frank on facility upgrades</li> <li>○ Roof repaired; kitchen completed; some windows replaced</li> <li>○ CMU will be here next week for School Site Visit</li> <li>○ Tech shortage, working to get 1:1; there is also infrastructure issues</li> </ul> </li> </ul>	
<p><i>Committee Reports</i></p>	<ul style="list-style-type: none"> <li>● Starting to think about fundraising efforts that have started this year and where we are going</li> <li>● Many resources provided at the Arts Conference</li> <li>● PEC fundraiser through Give Lively page; looking to raise funds for technology and arts programming</li> <li>● By March meeting, think about 10 contacts from each board member that you can share this information with; are you following PEC on social media</li> <li>● Jessie Kilgore stated this is easy to follow and suggested getting vendors to donate</li> <li>● Scott Frauenheim stated the ask is for the board to post this to professional and/or social media</li> <li>● Darwyn Fair asked about Constant Contact, we can look into next steps</li> <li>● Darwyn Fair where does the money go - into the school’s operating account, can be restricted by the donor</li> <li>● Next step look into contacts beyond families</li> <li>● Looking at dates and locations for spring fundraiser</li> <li>● National Board meeting is April 30 in Detroit</li> </ul>	<p>Monique Langston/ Karin Breo</p>

<i>Principal's Report</i>	<ul style="list-style-type: none"> <li>Continuing to grow enrichment efforts, enhancing mentoring and academic opportunities</li> <li>Students have been asking about Academic Gains, working to reintroduce that option</li> <li>Greatness Camp is working through Student Directed Learning Class, talking about HS path and right fit college</li> <li>Ms. Densmore was nominated as Teacher of the Year through MAPSA</li> <li>Mrs. Moore has been working on mindfulness with MS students</li> <li>Book Fair happening now</li> <li>Black History Program is February 28</li> <li>Continue to work on building culture and climate team</li> </ul>	Schranda Battle
<i>Comments from the board</i>	<ul style="list-style-type: none"> <li>None</li> </ul>	Darwyn Fair
<i>Public Comment</i>	<ul style="list-style-type: none"> <li>Jennifer Joubert stated board candidate Deiedre Weir is set to go to CMU board of trustees at the April meeting</li> <li>Board Development series this week on fiscal responsibility; another one is March 18 on the state of charter schools in MI</li> <li>January was school board appreciation month; The Center has printed the school's mission statement to be displayed at the school</li> </ul>	Darwyn Fair
<i>Executive Session</i>	<ul style="list-style-type: none"> <li>Motion to go into closed session made by Celia Thomas and seconded by Redic Hood</li> <li>Motion passed 3-0</li> <li>Board moved into executive session at 1:30 PM</li> <li>Board left closed session at 1:46</li> </ul>	

**Meeting adjourned at:** 1:2 pm EST

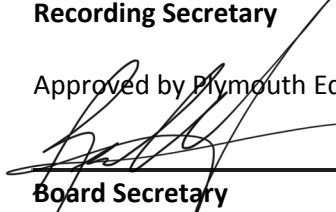
**Meeting Certification:**

Proposed Minutes Respectfully Submitted,

Erin Lanoue  
**Recording Secretary**

February 25, 2020  
**Date**

Approved by Plymouth Educational Center Board of Directors:

  
**Board Secretary**

4/22/2020  
**Date**