

**Plymouth Educational Center  
Board of Directors School Board Meeting  
Board Meeting Minutes  
April 21, 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:** April 21, 2020

**Time:** 6:00 PM EST

**Location:** Via Zoom: <https://zoom.us/j/679254502?pwd=V01DalNadVhFWlGwTk1Mb0pldnpXdz09>

**Call to order at:** 6:05PM EST

**Roll Call:**

- **Present Board Members:** Darwyn Fair, Celia Thomas, Rev. Nick Hood, Deierdre Weir, Redic Grant
- **Absent Board Members:** N/A
- **Others Present:**
  - **Distinctive Schools:** Scott Frauenheim, Erin Lanoue, Cassie Williams, Schranda Battle, Monique Langston, Jeff Donoghue, Mike Rohde
  - **CMU:** Jennifer Joubert
  - **Other members:** Jesse 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 approve the amended April 20, 2020 agenda to include in New Business: The formal appointment of Deierdre Weir. Motion made by Board Member Nicholas Hood III and approved Board Member Redic Grant.</li> <li>● Motion passed 4-0</li> <li>● Agenda approved</li> </ul>	Darwyn Fair
<i>Approval of Minutes</i>	<ul style="list-style-type: none"> <li>● Motion to approve the February 25, 2020 board meeting minutes made by Board Member Nicholas Hood III and approved Board Member Redic Grant.</li> <li>● Motion passed 4-0</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>• None</li> </ul>	<p>Darwyn Fair</p>
<p><b>New Business</b> <i>(Appointment of Deierdre Weir to the PEC Board)</i></p>	<ul style="list-style-type: none"> <li>• Motion to appoint Deierdre Weir to the Plymouth Educational Center board of Directors made by Board Member Nicholas Hood III and approved Board Member Celia Thomas.</li> <li>• Motion passed 4-0</li> <li>• Appointment approved</li> </ul>	<p>Darwyn Fair</p>
<p><b>New Business</b> <i>(Informational) COVID-19 Updates</i></p>	<ul style="list-style-type: none"> <li>• Well wishes to everyone on the board call. We miss the human connection.</li> <li>• A huge thank you to the board, network stadd, cassie and Schranda and their teams</li> <li>• Feedback from CMU has been positive; opur schools are far ahead</li> <li>• Device deployment was amazing</li> <li>• Food and kitchen staff</li> <li>• Meal/Tech distribution</li> <li>• We've evolved in the past 4 weeks.</li> <li>• Making sure teachers are finding balance</li> <li>• SEL is a top priority</li> <li>• Academic work is happening</li> <li>• Following all MI state standards + CMU guidance</li> <li>• Will ask for approval from the board on out Continuity of Learning Plan</li> <li>• Packet distribution will continue as well as tech refresh and distribution</li> <li>• Staff and family members are having COVID-19 heath issues</li> <li>• Launched our #BetterTogether relief fund - some families need food and tech access needs</li> </ul>	<p>Scott Frauenheim</p>
<p><b>New Business</b> <i>(Adoption of Emergency Management Manual)</i></p>	<ul style="list-style-type: none"> <li>• Motion to adopt the Emergency Management Manual made by Board Member Nicholas Hood III and seconded by Board Member Redic Grant</li> <li>• Motion passed 5-0</li> </ul>	<p>Darwyn Fair</p>
<p><b>New Business</b> <i>(CLP)</i></p>	<ul style="list-style-type: none"> <li>• Per guidance from CMU, we will table the vote until the May 2020 board meeting. Will also include the resolution.</li> <li>• Motion to table the CLP approval motion made by Board Member Redic Grant and seconded by Board Member Deierdre Weir</li> <li>• Motion passed 5-0</li> </ul>	<p>Darwyn Fair</p>
<p><b>New Business</b> <i>(Reappointment of Rev. Nicholas Hood)</i></p>	<ul style="list-style-type: none"> <li>• Motion to approve reappointment of Nicholas Hood III made by Board Member Celia Thomas and seconded by Board Member Deierdre Weir</li> <li>• Motion passed 4-0</li> </ul>	<p>Darwyn Fair</p>
<p><b>New Business</b> <i>(Charter Contract Amendment No. 2)</i></p>	<ul style="list-style-type: none"> <li>• Motion to approve Charter Contract Amendment No. 2 made by Board Member Celia Thomas and seconded by Board Member Redic Grant.</li> <li>• Motion passed 5-0</li> </ul>	<p>Darwyn Fair</p>
<p><b>Other Business</b> <i>Finance Update</i></p>	<ul style="list-style-type: none"> <li>• Motion to accept Finance Report made by Board Member Redic Grant and seconded by Board Member Nicholas Hood III.</li> <li>• Motion Passed 5-0</li> <li>• Financials approved</li> </ul>	<p>Jeff Donoghue</p>
<p><i>Distinctive Schools &amp; Regional Update</i></p>	<ul style="list-style-type: none"> <li>• <b>Upcoming Priorities:</b> <ul style="list-style-type: none"> <li>○ Planning Week- During this week the Michigan Region is working together to begin looking forward to next year. Planning Topics this week include: Student Recruitment,</li> </ul> </li> </ul>	<p>Cassie Williams/ Scott Frauenheim</p>

	<p>Teacher Recruitment, and PD Planning for the duration of this school year and New Teacher Institute Training.</p> <ul style="list-style-type: none"> <li>○ Plans to offer some small group support for family members of students by our Social Work Team.</li> <li>○ Appropriately monitoring student progress, and providing feedback to families during this time.</li> <li>○ Refining the Regional Team Structure to provide the maximum amount of supports to each campus.</li> <li>○ Student Engagement Kick Off</li> </ul> <ul style="list-style-type: none"> <li>● Since we last met: <ul style="list-style-type: none"> <li>○ Launched at Home Learning</li> <li>○ Several Tech Distributions</li> <li>○ All staff members have participated in weekly Regional Professional Development Sessions. Topics have included self care, online learning programs, virtual field trips, online classroom celebrations, best practices for setting up weekly schedules</li> </ul> </li> </ul>	
<p><i>Committee Reports</i></p>	<ul style="list-style-type: none"> <li>● <b>General Updates (Scott)</b> <ul style="list-style-type: none"> <li>○ Update on COVID-19 communications across the network</li> <li>○ Food And Tech</li> <li>○ Crisis stipends</li> <li>○ Summit Flat Rock</li> <li>○ 8th Grade Plans/Graduation</li> <li>○ Summer plans and contingency planning</li> </ul> </li> <li>● <b>Finance (Jeff)</b> <ul style="list-style-type: none"> <li>○ Reforecast draft presentation and discussion</li> <li>○ February Financial Reports</li> <li>○ PPP Plans (will continue in finance committee)</li> </ul> </li> <li>● <b>Operations (Erin)</b> <ul style="list-style-type: none"> <li>○ <ul style="list-style-type: none"> <li>■ <b>PEC:</b> <ul style="list-style-type: none"> <li>● Bondholder Updates <ul style="list-style-type: none"> <li>○ Working to get in compliance</li> </ul> </li> <li>● Food pickup - hot &amp; cold; 2x week</li> <li>● Monitoring shelter in place and when it will be safe to allow staff to gather personal belongings at the end of the year</li> <li>● Return of tech for staff and students</li> <li>● Additional tech orders - replenish and refresh</li> <li>● Supporting families without internet connectivity</li> <li>● Exploring graduation options</li> <li>● Constant communication through social and school reach</li> <li>● Tracking impact of Covid on PEC families and staff</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p>DS Network Team</p>

- Hiring & offers
  - Virtual job fairs

- **Academic: (Katie)**

- **PEC:**

- Continuity of Learning Plan submitted to CMU for review for feedback
- Plan includes: combination of paper-pencil and digital learning opportunities
- Paper-pencil packets are mailed every two weeks
- Leaders report on weekly student engagement, student and staff need for support, student & family access to technology and and strategize
- Leaders convene staff daily on video conferences for connection and common announcements; students and staff have daily check-in schedules ensuring emphasis on student-teacher relationships, social and emotional needs, and instructional content
- Michigan regional meetings every Friday morning including all region Bright Spots sharing and announcements; with optional breakout sessions for technological office hours, instructional support and co-planning opportunities
- Digital Program usage hovers at 40% usage rate with all students without access to tech having daily check-in, virtual instruction and paper-pencil learning packets
- We have developed an At-Home Learning Guide for Families for support and guidance
- Planning for Family-Teacher Conferences in May to connect and provide additional support to finish the year strong and potentially prepare for summer learning
- Summer Learning contingency planning has begun and we will continue to listen and get feedback on local context and family needs
- Partnering with Schranda, Cassie and Erin on possible 8th grade graduation celebrations to honor our 2020 graduates

- **Strategy-Fundraising and Philanthropy: (Monique)**

- **PEC:**

- We provided a copy of Through Our Own Eyes to Schranda and our DCP principals!
- **Recruitment and Enrollment:** Recruitment and Enrollment efforts are taking place at all of our campuses. We are also exploring ways to host virtual open houses for our new students and families as well as utilizing social media and other creative ways to stay engaged with our current and new families.

	<ul style="list-style-type: none"> <li>■ <b>Grants:</b> We submitted PEC’s application to the Michigan State Police for the 2020 Competitive School Safety Grant Program! If awarded the grant funds (\$48,000) will go towards new doors for the campus.</li> <li>● <b>DS Relief Fund (MI Region):</b> We are working to launch our DS Relief fund for families and students at our Michigan and Art in Motion campuses. The #BetterTogether campaign will help support families with internet access, food, supplies and other resources. Details have been shared with the board.</li> <li>■ Decided to postpone the Spring event with DS National Board and a new date (FALL) will be announced as we monitor the progress with the Covid-19 pandemic.</li> </ul>	
<i>Principal’s Report</i>	<p><b>Academics:</b></p> <ul style="list-style-type: none"> <li>● Thanks to the technology resources already embedded in our model, most of our students were ready to engage in virtual learning immediately.</li> <li>● At-Home-Learning is going pretty well. Many of our students are logging into zoom and google meet calls for face to face instruction.</li> <li>● Instructional staff continues to focus on generating solid learning objectives, making learning engaging and relevant as well as using resources that align appropriately to assigned tasks.</li> </ul> <p>School Culture/Family Connections:</p> <ul style="list-style-type: none"> <li>● We are working on ways to keep families engaged during this time.</li> <li>● Increased use of social media platforms has been a success (Dojo and Remind) for the teachers (website and Facebook) for the district and network</li> <li>● While many of our staff members have been directly affected by COVID-19, our team has remained in high spirits and supportive of each other</li> <li>● Staff members are being allowed to work adjusted timeframes to meet the needs of their personal families as well as those we service.</li> </ul> <p>Student Enrollment:</p> <p>To date, we have 481 students who have enrolled.</p> <p>Developing student recruitment plans for the end of this year, anticipating attracting solid families for the fall.</p> <p>Staffing:</p> <p>Staffing for this school year has ended. All anticipated vacancies will be staffed for next school year.</p>	Schranda Battle
<i>Comments from the Board</i>	<ul style="list-style-type: none"> <li>● Next board meeting to be virtual in May</li> <li>● Is there a dress code for the meeting? No</li> <li>● Board Member Grant applauded the staff at PEC for all the work. Doing an amazing job.</li> </ul>	Darwyn Fair
<i>Public Comment</i>	<ul style="list-style-type: none"> <li>● None</li> </ul>	Darwyn Fair
<i>Adjournment</i>	<ul style="list-style-type: none"> <li>● Motion to adjourn the board meeting made by Board Member Redic Grant and seconded by Board Member Deierdre Weir.</li> <li>● Motion Passed 5-0</li> <li>● Meeting adjourned at 7:52pmET</li> </ul>	Darwyn Fair

Meeting adjourned at: 7:52pm EST

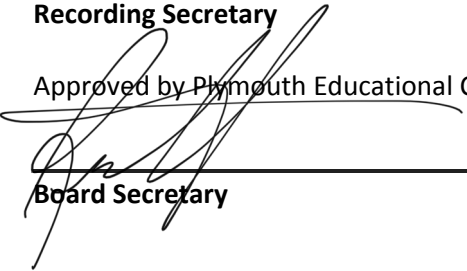
**Meeting Certification:**

Proposed Minutes Respectfully Submitted,

\_\_\_\_\_  
Monique Langston  
**Recording Secretary**

\_\_\_\_\_  
April 21, 2020  
**Date**

Approved by Plymouth Educational Center Board of Directors:

  
\_\_\_\_\_  
**Board Secretary**

\_\_\_\_\_  
5/21/2020  
**Date**