

**Plymouth Educational Center
Board of Directors School Board Meeting
Board Meeting Minutes
May 19, 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: May 19, 2020

Time: 12:00 PM EST

Location: Via Zoom: <https://us02web.zoom.us/j/81672061978?pwd=bTVPWIMvSTN1TFhldGx5djhhWU5ydz09>

Call to order at: 12:09 PM EST

Roll Call:

- **Present Board Members:** Darwyn Fair, Celia Thomas (joined at 12:11pmET), Rev. Nick Hood, Deierdre Weir (joined at 12:12pmET), 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:** 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"> ● Motion to approve the May 19, 2020 agenda made by Board Member and Nicholas Hood III approved Board Member Redic Grant. ● Motion passed 3-0 ● Agenda approved 	Darwyn Fair
<i>Approval of Minutes</i>	<ul style="list-style-type: none"> ● Motion to approve the April 21, 2020 board meeting minutes made by Board Member Nicholas Hood III and approved Board Member Redic Grant. ● Motion passed 3-0 ● Minutes approved 	Darwyn Fair
<i>Public Comment</i>	<ul style="list-style-type: none"> ● None 	Darwyn Fair

<p>Old Business</p>	<ul style="list-style-type: none"> ● Informational: COVID 19 Update <ul style="list-style-type: none"> ○ Continuing out work through this work ○ Very proud of our team ○ Proud of Cassie and Schranda for all their hard work during these 9 weeks ○ Working hard on increased engagement ○ Listening conferences launched ○ Launched COVID Relief Fund ○ Technology is still going out and preparing for Fall 2020 ○ Wifi hotspots have been ordered ● Motion to approve/ratify the PEC Continuity of Learning and COVID-19 Response Plan made by Nicholas Hood III seconded by Celia Thomas. ● Motion passed 4-0 ● Appointment approved 	<p>Darwyn Fair</p>
<p>New Business <i>(Motion) Approval of SY20-21 PEC School Calendar</i></p>	<ul style="list-style-type: none"> ● Motion to approve the PEC SY20-21 School Calendar made by Board Member Redic Grant and approved Board Member Celia Thomas. ● Motion passed 4-0 ● Board President Darwyn Fair abstained from vote 	<p>Scott Frauenheim</p>
<p>New Business <i>(Motion) Approval of the 20-21 PEC Board of Directors Annual Meeting Calendar</i></p>	<ul style="list-style-type: none"> ● Motion to approve the PEC Board of Directors 20-21 meeting schedule made by Board Member Celia Thomas and seconded by Board Member Deirdre Weir ● Board President Darwyn Fair abstained from vote ● Motion passed 4-0 	<p>Scott Frauenheim</p>
<p>New Business <i>(Motion) Approval to Amend Current Board Meeting Schedule</i></p>	<ul style="list-style-type: none"> ● Motion to amend the current board schedule (moving June meeting to June 16) made by Board Member Celia Thomas and seconded by Board Member Redic Grant. ● Motion passed 5-0 	<p>Monique Langston</p>
<p>New Business <i>(Motion) Approval of COVID Relief Funds</i></p>	<ul style="list-style-type: none"> ● Motion to approve PEC Board Chairman Darwyn Fair to execute the formal COVID-19 Relief Fund Resolution & Temporary Waiver Agreement on behalf of the PEC Board made by Board Member Nicholas Hood III and seconded by Board Member Redic Grant ● Motion passed 5-0 	<p>Darwyn Fair</p>
<p>New Business <i>(Motion) Approval of Revised SY20 School Budget</i></p>	<ul style="list-style-type: none"> ● Motion to approve revised SY20 School Budget made by Board Member Celia Thomas and seconded by Board Member Nicholas Hood III ● Motion passed 5-0 	<p>Darwyn Fair</p>
<p>New Business <i>(Informational) review of SY21 Draft Budget</i></p>	<ul style="list-style-type: none"> ● Summary and timeline update ● Full budget will go before the board at the June 2020 Board meeting ● Lots of uncertainty around revenue, enrollment and overall state of MI ● This is a framework of where we are getting started 	<p>Jeff Donoghue</p>
<p>Other Business <i>Finance Update</i></p>	<ul style="list-style-type: none"> ● Motion to accept Finance Update made by Board Member Celia Thomas and seconded by Board Member Redic Grant. ● Motion Passed 5-0 ● Financial Update approved 	<p>Jeff Donoghue</p>

<p><i>Distinctive Schools & Regional Update</i></p>	<p>Regional Updates</p> <ul style="list-style-type: none"> ● Upcoming Priorities: <ul style="list-style-type: none"> a. Collaborating with the Network team to complete learning modules for our Middle School Summit Learning Platform Curriculum Implementation b. Collaborating with the Network team on Summer Learning Plans c. Collaborating and contributing the Network contingency planning for Fall 2020 d. Student Recruitment-Lauren Hollier our Regional Family Partnerships lead is working with the PEC team to plan our First Virtual Family open House The first event will take place next Tuesday May 26, 2020 e. Staff Recruitment ● Since we last met: <ul style="list-style-type: none"> a. Our Regional Social Work Team has launched an Adult Self Care Series for students families and staff members the next session is scheduled for Wednesday 5/20 at 10:30am b. Our First Emerging Leaders Cohort launched. We have 27 teachers from across the region learning about how to leverage their current positions to help push us all closer to our mission c. Our Regional Team has sponsored a Teachers Appreciation Month Teacher Game Night d. Our Regional School Leadership team has been partnering with our Regional Partnerships Coordinator to plan for virtual open houses this month e. Weekly Regional PD has continued to take place weekly! f. Our region has sponsored a weekly groceries raffle to motivate families to engage in our online programs. A special weekly Pizza Party has been raffled for PEC students engaging in I-Ready g. We have attended 3 online Job fairs this month as a region. 	<p>Cassie Williams</p>
<p><i>Committee Reports</i></p>	<ul style="list-style-type: none"> ● General Updates (Scott) <ul style="list-style-type: none"> ○ Update on COVID-19 communications across the network ○ Food And Tech ○ Crisis stipends ○ Summit Flat Rock ○ 8th Grade Plans/Graduation ○ Summer plans and contingency planning ● Finance (Jeff) <ul style="list-style-type: none"> ○ Reforecast draft presentation and discussion ○ Preparing for June Budget Board Meeting ○ PPP Plans (will continue in finance committee) ● PEC (operations) ● Devices have been ordered to replenish next year <ul style="list-style-type: none"> ○ 39 working devices still in school ○ 24 devices have been returned for various reasons ● We continue to assist parents with help tickets and devices as requested 	<p>DS Network Team</p>

- We continue to monitor internet accessibility - 50 hot spots on order for MI, delayed by Sprint
- Food service (hot and cold) continues 2x week
- Planning a variety of scenarios of what school reopening could look like
- Working through collection of staff and student devices over the summer, allowing students to keep devices longer than usual to support summer learning
- Hiring and recruitment continue virtually
 - Participating in virtual job fairs
 - Screening candidates
- **Academic: (Katie)**
 - **PEC (Academic)**
 - We've seen better engagement since Spring Break than in late March.
 - In the last month 79% of students have been active on blended learning platforms. Throughout the week to only about 58% of students are active on the platforms (meaning there are some students who aren't active every week).
 - 100 students (1/3rd of the expected K-5 users) were active in ST Math, though 2/3rds have improved their mastery & progress in the platform since flipping to At-Home Learning.
 - 40% of the same K-5 users were active last week on Lexia Core5, 89 of whom completed levels in the platform, with 25% of students advancing in grade level material (if they were 2 behind now they're only 1 behind).
 - In the Middle School grades, 43% of students are active in the instructional tool i-Ready.
 - We attribute much of the improved participation to the instacart incentive for student participation.
 - We are continuing to push students to finish the school year strong and are exploring the best options for Summer Learning.
 - We will be offering Summer Remote Learning for 2nd-8th graders, with specific criteria collaboratively determined based on engagement, Winter NWEA, teacher recommendation, Special Education, and/or leader recommendation
 - Staff and students will be notified of Summer Remote Learning by June 1
 - All students will have opportunities to participate in Anytime, Anywhere learning

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ We are currently administering the UpBeat survey for teachers/staff which measures staff engagement, retention and culture. ● PEC: <ul style="list-style-type: none"> ○ Recruitment and Enrollment: Recruitment and Enrollment efforts are taking place at all of our campuses. Several campuses are beginning 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. ○ Grants: PEC’s application to the Michigan State Police for the 2020 Competitive School Safety Grant Program is on hold due to state funding. ○ DS Relief Fund (MI Region): We’ve sent \$100 gift cards to 14 PEC families. We continue to raise funds and distribute support to all of our campuses. To date we’ve raised over \$8000. Thanks to Celia for her continued support through AFG and guidance on several resources for our families 	
<p><i>Principal’s Report</i></p>	<p>Academics:</p> <ul style="list-style-type: none"> ● Virtual platform usage continues to increase. ● We had substantial improvement in the middle school on the Power up program. ● Family conferences are taking place the week of May 18-22, 2020. ● Hotspots are being provided for the families who have been in contact with teachers and staff informing us of a lack of resources. ● Middle School graduation plans are coming together. We are hoping the community enjoys the presentation being planned. ● Middle school teachers and administration team are working to solidify being adopted into the Summit Learning Community <p>School Culture/Family Connections:</p> <ul style="list-style-type: none"> ● We had our first round of virtual team building with a lunch “kickback” with The Dining Clique ● Staff Karaoke was an absolute hit! ● Hosted a Teacher Appreciation Spirit Week where students and families were encouraged to send messages of thanks and appreciation throughout the week. ● Parent Town Hall meetings: <ul style="list-style-type: none"> ○ Friday, May 15 at 12:30pm and 5:30 pm (8th grade students) ○ Friday, May 22 at 12:30 pm and 5:30 pm(All Middle School Families, Summit Learning Intro) ○ Friday, May 29 at 12:30 pm and 5:30 pm All School, Families, Stakeholders-What to expect <p>Student Enrollment:</p> <ul style="list-style-type: none"> ● To date, we have 481 students who have enrolled. ● Developing student recruitment plans for the end of this year, anticipating attracting solid families for the fall. 	<p>Schranda Battle</p>

	<ul style="list-style-type: none"> ● Social Media campaign for attracting new families is under way. ● Really looking to attract more Kindergarten families for the 20-21 school year Staffing: Staffing for this school year has ended. All anticipated vacancies will be staffed for next school year.	
<i>Comments from the Board</i>	<ul style="list-style-type: none"> ● None 	Darwyn Fair
<i>Public Comment</i>	<ul style="list-style-type: none"> ● Thank you to the board for your partnership and support (Scott Frauenheim) ● These meetings are good and nice to be a part of. CMU says to be careful with the SPED population of students. Continue to document all interactions (Jennifer Jobert) ● Board has a potential board candidate. Board will need to decide if they want to move forward with her candidacy - Dr. Deirdre Young (Jennifer Jobert) 	Darwyn Fair
<i>Adjournment</i>	<ul style="list-style-type: none"> ● Motion to adjourn the board meeting made by Board Member Nicholas Hood III and seconded by Board Member Redic Grant. ● Motion Passed 5-0 ● Meeting adjourned at 1:45pmET 	Darwyn Fair

Meeting adjourned at: 1:45pm EST

Meeting Certification:

Proposed Minutes Respectfully Submitted,

Monique Langston
Recording Secretary

May 19, 2020
Date

Approved by Plymouth Educational Center Board of Directors:

Board Secretary

6/16/2020
Date