

**Plymouth Educational Center
Board of Directors School Board Meeting
Board Meeting Minutes
August 20, 2019**

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

Date: August 20, 2019

Time: 12:00 EDT

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

Call to order at: 12:00 pm ET

Roll Call:

- Present Board Members: Darwyn Fair, Celia Thomas, Nick Hood, Jonathan Sudduth and Redic Grant
- Absent Board Members: None
- Others Present:
 - Distinctive Schools: Scott Frauenheim, Katie O'Connor, Erin Lanoue, Monique Langston, Cassie Williams and via phone Brandon Harper

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 agenda made by Nick Hood and seconded by Jonathan Sudduth ● Motion passed 5-0 ● Agenda approved 	Darwyn Fair
<i>Approval of Minutes</i>	<ul style="list-style-type: none"> ● Motion to approve the June 25, 2019 board meeting minutes made by Celia Thomas and seconded by Nick Hood ● Motion passed 5-0 ● Minutes approved 	Darwyn Fair
<i>Public Comment</i>	None	Darwyn Fair
<i>Old Business</i>	<ul style="list-style-type: none"> ● None 	Darwyn Fair
<i>New Business (Resolution) CAO</i>	<ul style="list-style-type: none"> ● Motion to approve Celia Thoas as Chief Administrative Officer made by Nick Hood and seconded by, Redic Grant ● Motion passed 5-0 	Darwyn Fair

	<ul style="list-style-type: none"> ● Chief Administrative Officer resolution approved 	
<i>(Resolution) Board Calendar</i>	<ul style="list-style-type: none"> ● Board schedule was approved at the June 2019 meeting ● Motion to approve FY20 board calendar was made by Nick Hood and seconded by Jonathan Sudduth ● Motion was approved 5-0 ● Board calendar was approved 	
<i>(Motion) Policy Updates</i>	<p>Vote</p> <ul style="list-style-type: none"> ● Distinctive Schools will review the current policies and provide an update to the board at the next board meeting with recommendations on next steps ● Motion to approve policy updates is deferred ● Motion for Distinctive Schools to propose policy updates at the next board meeting. Motion made by Nick Hood and seconded by Celia Thomas ● Motion was approved 5-0 	Darwyn Fair
<i>Informational Skillman Update</i>	<ul style="list-style-type: none"> ● Scott, Erin, and Celia met with Punita Thurman in July ● Skillman is committed to mission of school and supporting PEC ● DS is working with Skillman and has requested deferment of the loan payment in FY20 ● DS will provide updates as they are received 	Scott Frauenheim
<i>Academic update</i>	<ul style="list-style-type: none"> ● Katie O'Connor was introduced to the board ● College readiness goals will be established ● Campus growth plan will be complete in October ● Data separated into 5 quintiles ● Similar data as CMU data, DS has conducted a deeper dive ● NWEA targets set based on RIT score, break up which students are making normative growth by grade level ● 1st grade had a great year in math, room for improvement in literacy 	Katie O'Connor
<i>Other Business Distinctive Schools' Report</i>	<p>Informational</p> <ul style="list-style-type: none"> ● DS is focusing heavily on student recruitment and enrollment ● Home visits are taking place for families that have not committed for next year ● Staffing is moving along nicely and key positions have been hired ● Celia Thomas asked about staff diversity and wanted to ensure there is diversity amongst the staff ● Confirmed that kindergarten will not be in the basement next year ● Sudduth: current students; last year's results ● College ready goals set to get students to 60th percentile at a minimum; if above that threshold, expect 100% normative growth ● Students are receiving individualized goal ● Upper grade levels in lower quadrant, not realistic they will meet goals, what is done for them? Prioritizing resources? Setting appropriately rigorous goals, want to set them up for success ● Investing in Title I teacher Ms. Merchant & Ms. Harding; prioritizing resources & manage morale for teachers ● Jessie: 3rd grade reading law? Prioritized staffing in 3rd grade; prioritizing resources in K-3 to ensure students are getting access, rigor and exposure ● Ensuring curriculum aligns to M-STEP ● Jessie: are the assessments computer based; DF wants to be kept 	Scott Frauenheim

	<p>updated on assessments</p> <ul style="list-style-type: none"> ● Campus growth plans aligned to strategic plan; individualized to the the school; set appropriately rigorous SMART goals; summaries at the end of the year shared with the board ● Need until Oct to launch plans so data can be reviewed ● Culture is at the center of work and will be transferred to students. Identify affirmation ● SPED students are a priority ● Will add an enrollment goal in campus growth plan as well as a financial goal ● Progress monitoring: dashboard meetings held monthly with school leadership; adjustments made each season; responsive cycles ● Nick: elaborate on individualized learning in the classroom & explain the role of the teacher <ul style="list-style-type: none"> ○ Phased approach to PL to ensure teachers are appropriately supported ○ Prioritizing empathy interviews; building stronger relationships with students ○ Learner profile is first step in PL; then flexible classroom furniture ○ Small group--use of a teacher in a better way ○ 1:1 devices on day 1; enhancing curriculum; Lexia and ST Math ○ Students will have personalized goals in both programs ○ Year 2: fully baked, competency based progression model then PL standard ○ DF: board wants to see software to get a feel for it (Lexia, ST Math & NWEA skills) email logins to board members ○ DF: can students take devices home? Hopefully we will get there, but not in year 1 ○ Programs are also accessible via phone 	
<p><i>Distinctive Schools update</i></p>	<ul style="list-style-type: none"> ● Teachers started yesterday; SEL framework, staff collaboration with DCP ● All staff regional PD next week with a focus on DEI; partnership wit OnWard; board welcome to join Monday (email board OnWard info) ● Nick: minority owned contractors and business a priority. Erin to work with current vendors slated to do capital projects and work with Jessie ● First day of school as many male figures as possible for students ● Committees: <ul style="list-style-type: none"> ○ Finance/ops - Celia/Erin ○ Academics - Nick/Katie ○ Community/philanthropy Redic/Monique ● PEC Education Foundation - do we keep it alive? Who can help us learn more? Lift it back up? Darwyn will lead ● Finance/operations - call today went very well; will grant SAN loan before 9/12; forbearance is moving forward ● Food service van - not running; by Sept board meeting will have recommendations ● Facility upgrades ● Kitchen upgrade is under construction; extension granted ● Roofing is first project; done in phased process; \$5K for patching ● Phase in windows over next 3-9 months; starting up front ● Landscaping is happening ● A/C unit repairs; making sure units are serviced; 5-7 need full replacement 	<p>Scott Frauenheim</p>

	<ul style="list-style-type: none"> ○ Replacement life on units will vary because building not completed at the same time ● Elevator repair ● Athletics - know anyone interested in being PT athletic director and manage sports that are launching in next 2 weeks ● Reconnecting with PAL and healthy kids and charter school league ● Send all open positions to Redic and Rev. Hood ● DF: extra curricular activities are important ● Community partnership: volunteer/clean up day ● Enrollment; need about 40 more ● Nick: Rochelle Riley willing to write a piece about the new direction of PEC ● Arts scholarship Oct 22 & 23 in Jacksonville - Monique will follow up with each board member. Redic nominated ● RWF want to work on after school programming for girls; Alternatives for Girls, \$100K in state funding to provide programming around making good choices ● Celia: Matrix report ● Regional updates: <ul style="list-style-type: none"> ○ Motivated team of 7 ○ DF appreciate the regional report 	
<i>Finance update</i>	<ul style="list-style-type: none"> ● Balance sheet will be ready after audit ● P&L statement is presented ● Limited revenue is from <ul style="list-style-type: none"> ○ Matirx ○ State aid payments - will start in Oct ○ Title Funds - will start seeing first payments in Oct ● Basic for the first month, will be more detailed as we move forward ● Personnel expenses, health benefits, food services, consultants; some transportation expense ● Net loss of \$64K, not a concern since no revenue ● Board will get a balance sheet & P&L ● Will financials will in same format or new format? Need someone to go over new format. If different, DF wants to be on pre-call and committee meetings ● Want to see cash flow, vendor payments, P&L, balance sheets and fund balances ● Nick, Celia, motion to receive financials 	Brandon Harper
<i>Principal's Report</i>	<ul style="list-style-type: none"> ● Hosted summer school, desire from parents, was very successful; 65 students; parents were pleased ● Ricardia Lewis hired as AP, wealth of knowledge & talent to team; leading MTSS model in the building ● Gradual release on instructional practices ● Hosted first dance hustle night ● Welcome back block party is 8/30 from 5-7 ● Redic: who is facilitating social? Full team 	Schranda Battle
<i>Honoring Board Service</i>	<ul style="list-style-type: none"> ● Thank you to Jonathan Sudduth for his time and commitment ● JS: Challenges and success; PEC in good shape; excited about energy of meeting today. Fed will continue to support PEC 	Jessie Kilgre
<i>Board Search Updates & Nominating Plan with MU</i>	<ul style="list-style-type: none"> ● Meagan Brown has been interviewing potential candidates; a candidate will attend the September meeting; committee will meet with candidate 	Darwyn Fair

	prior to meeting	
<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"> None <p>Nick, Redic adjourn</p>	Darwyn Fair

Meeting adjourned at: 1:54 pm EDT

Meeting Certification:

Proposed Minutes Respectfully Submitted,

Erin Lanoue
Recording Secretary

August 20, 2019
Date

Approved by Plymouth Educational Center Board of Directors:

Board Secretary

August 20, 2019
Date


