

**Plymouth Educational Center
Board of Directors School Board Meeting
Board Meeting Minutes
January 21, 2021**

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

Date: January 19, 2021

Time: 12:00 PM EST

Location: Via Zoom:

<https://distinctiveschools-org.zoom.us/j/99994106418?pwd=S1ZSdVNNb2FUZU4xZWVlVG50Z1J2dz09>

Call to order at: 12:15PM ET

Roll Call:

- **Present Board Members:** Celia Thomas (Detroit), Rev. Nick Hood III (Detroit), Deierdre Weir (West Bloomfield), Redic Grant (Detroit)
- **Absent Board Members:** Dr. Deidre Shelton-Young
- **Others Present:**
 - **Distinctive Schools:** Scott Frauenheim, Erin Lanoue, Jeff Donoghue, Cassie Williams, Schranda Battle, Mike Rohde, Monique Langston, Katie O'Connor
 - **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 January 19, 2021 agenda made by Rev Nick Hood III and seconded by Redic Grant. ● Motion passed 4-0 	Celia Thomas
<i>Approval of December 15, 2020 Proposed Meeting Minutes</i>	Vote <ul style="list-style-type: none"> ● Motion to approve the December 15, 2020 proposed meeting minutes made by Deierdre Weir and seconded by Redic Grant. ● Motion passed 4-0 	Celia Thomas
<i>Public Comment (Agenda Items Only)</i>	NONE	Celia Thomas
<i>Principal's Report</i>	Attached in separate doc	Schranda Battle

<p><i>Management Updates</i></p>	<p><u>Finance Report</u></p> <ul style="list-style-type: none"> ● Update on school finances and audit ● Motion to approve the Finance Report made by Rev. Nick Hood and seconded by Deierdre Weir ● Motion passed 4-0 <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> ● Happy New Year! We hope you all had a very nice holiday and wish you all a very optimistic 2021! ● Celebrating Mrs. King-- Ms. King will hopefully be joining us to celebrate her decades of support at PEC as our Kitchen leader. She has led her team to serve our students for many years and we are very grateful for her service as she announced her retirement last month. ● We continue to plan for a return to school buildings this school year. You will hear various updates on the launch of our Community Care model in our upcoming board meeting. ● We are working to identify opportunities for the PEC foundation to be revived as well as additional fundraising opportunities and ideas for PEC board members. ● Our work with bondholders continues. We met with CMU last week and we will meet again with bondholders this week to understand our options. <p><u>MI Regional Update</u></p> <p>Since we last met:</p> <ul style="list-style-type: none"> ● Winter NWEA Testing launched! The efforts were led by our Regional MTTTS Coordinator, Campus Leads and our Regional IT Coordinators. ● We have continued to host weekly attendance and engagement meetings with all Michigan Principals, and office managers with a focus on actionable ideas for improving attendance and engagement across the region. Since our last meeting the team has worked to automate daily calls to absent students, and we are currently finalizing details for our regional Winter Attendance Campaign. ● \$200 Attendance challenge launch! - One student from each Michigan campus was awarded a \$200 gift card for strong attendance in January and February. ● Weekly regional Principal team observation and feedback sessions launched. During these sessions Principals and Assistant Principals use teacher video and norm on giving feedback to teachers. The team is now planning to meet the state requirement for formal evaluations for all of our teachers. All formal evaluations will be complete by May 27, 2021 ● This month we will host a cross region innovation challenge. ● The Michigan team has welcomed our new Managing Director of Operations Karey Henderson to the team. <p>Upcoming Priorities:</p> <ul style="list-style-type: none"> ● Planning for our safe return to campuses! ● Continued focus on staff connections and providing more opportunities for staff to connection formally and informally ● Continued focus on student connections and working to ensure that as many students as possible remain engaged. <p><u>Academic & Schools</u></p> <ul style="list-style-type: none"> ● Extended COVID-19 Learning Plan <ul style="list-style-type: none"> ○ Learning Plan (no modification): Kindergarten - 8th grades will continue with Remote Learning for all students. Plymouth Educational Center (PEC) paused the Community Care option on 	<p>Distinctive Schools</p>
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Monday, November 16th, 2020 in response to local health experts and in collaboration with Central Michigan University.

Engagement

Week Ending:	Friday, January 8, 2021	81.35%
Week Ending:	Friday, December 18, 2020	76.59%
Week Ending:	Friday, December 11, 2020	77.98%
Week Ending:	Friday, December 4, 2020	76.83%

- **Schools**

- **Winter NWEA** testing is wrapping up this week and the review of mid-year data will occur with all leaders in February using our Data Dashboard process.
- The DS team is monitoring health data trends and is anticipating the reopening of **Community Care** in mid-February. The PEC leaders will be creating plans to safely reopen an expanded Community Care program.
- School and regional leaders continue to design for **In-Person Learning**, projected to launch after Spring Break. Our plan allows for families to continue to have a choice of In-Person or Remote Learning and we look forward to finding safe and reliable ways to begin teaching and learning in person.

- **Curriculum & PD:**

- The DS Remote Learning model continues to prove successful as we respond to current data and make adjustments based-on student needs. Students receive approximately five (5) hours of instruction each day.

Operations

Facilities:

- Deferred building projects continue while students are not in the building
- Enhanced cleaning protocols and schedules are being developed in preparation for the return of Community Care
- We are identifying enhanced safety measures, such as saliva testing, air filters, plexiglass dividers and face shields (in addition to required masks)
- We are in the process of securing a fair market assessment of the Matrix building and will bring the information to the board as soon as it is available

Food Service:

- We are waiting for additional information from MDE however, we will go to bid for the upcoming school year. We will continue with food prepared onsite and will likely contract with a Food Service Management Company (FSMC) to manage day-to-day operations and employ food service staff.
- We continue to offer food pickup twice a week to all families during the building closure and continue to deliver meals to families that request food using the school bus.

Staffing:

- Welcome, Karey Hederson - Managing Director of Operations for the MI region. Karey will work closely with school and regional operational staff and support food service, facilities and maintenance.
- In preparation of Community Care resuming, we are working with the

	<p>school to identify the number of Community Care Leads, hiring new staff (if needed) and recruiting existing staff to take on additional responsibilities.</p> <p>Technology:</p> <ul style="list-style-type: none"> We continue to support students and staff with devices and connectivity and have launched our tech support hotline. <p>Strategy</p> <p>Recruitment and Enrollment: We are continuing to work with campus leadership and staff on our initial launch of our 2021-22 recruitment and enrollment initiative!</p> <p>Grants: <i>PEC was awarded a \$41,403 grant from MDE for GEER (Governor’s Emergency Education Relief Fund)!</i> This grant will support ensuring students have access to remote learning devices and hotspots as part of our remote learning option as well as support our return to school planning for building safety for our staff and students.</p> <p>Partnerships: We are grateful for our partnership with Alternative for Girls and would like to thank them for providing 4 boxes of winter coats for our school community! This partnership has been extremely valuable to the PEC campus.</p> <p>Fundraising: We are still raising funds for our Innovate to Educate fund and have raised over \$15,000. We launched an Adopt-a-Family fundraiser internally and we were able to provide one family from PEC a \$175 gift card to support them for the holiday.</p>	
<p>New Business <i>(Motion & Resolution)</i> <i>Approval of the Extended COVID-19 Learning Plan Monthly Report</i></p>	<ul style="list-style-type: none"> Motion to approve the Extended COVID-19 Learning Plan for January 2021 made by Redic Grant and seconded by Deierdre Weir. Motion passed 4-0 	<p>Celia Thomas</p>
<p><i>(Motion) Approval of SKillman Foundation Amended Loan</i></p>	<ul style="list-style-type: none"> Motion to approve the Skillman Foundation Amended Loan restructuring with current terms pending board counsel review and Board Finance Committee final approval with signing by Board President Celia Thomas made by Deierdre Weir and seconded by Rev. Nick Hood III. Motion passed 4-0 	<p>Celia Thomas</p>
<p>Old Business <i>(Informational & Motion)</i> <i>Review and Approval of Amended Board of Directors Meeting Calendar</i></p>	<ul style="list-style-type: none"> Motion to approve the amended board of directors meeting calendar made by Rev. Nick Hood III and seconded by Redic Grant. Motion passed 4-0 	<p>Celia Thomas</p>
<p><i>(Informational & Motion)</i> <i>Review and Approval of the Board of Directors Committees and Chairs</i></p>	<ul style="list-style-type: none"> Motion to approve the board of directors committees and chairs made by Rev. Nick Hood III and seconded by Deierdre Weir. Motion passed 4-0 	<p>Celia Thomas</p>
<p><i>Other Business</i></p>	<p>NONE</p>	<p>Celia Thomas</p>
<p><i>Comments from the Board</i></p>	<ul style="list-style-type: none"> Nick Hood: A word of appreciation for Mrs. Battle around the holiday time. Mrs. Battle shared the names of three families that have children at PEC (all in transitional housing). Sent the families \$500 each. How many families do we have in the school population in similar situations? Can we get a more detailed report on students demographics, living situations, etc. (Principal shared the count as 11). Rev. Hood has an 	<p>Celia Thomas</p>

	<p>additional \$500 for a family.</p> <ul style="list-style-type: none"> ● Celia Thomas: Chair of city coordination group. When families become homeless, they reach out to Coordinated Entry to screen them for eligibility and subsidized housing. We should have some conversation about these families to see if they are eligible. ● Deierdre Weir: In addition to our bond financing - looking at the feasibility of a fundraising campaign. Found some good information to have the board and staff engaged. Brief, 1 minute survey. Will give us a conversation. Board to find 45 min to 1 hour to talk about the survey. Board Member Redic Grant and Monquie Langston to coordinate. 	
<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"> ● Virtual Board meetings can continue through end of March ● Thank the board members - Board Member Appreciation Month ● CMU recommends a Governance Committee for succession planning - something to keep in mind. ● A lot of compliance items due this month! 100% as of Friday on all items due. 	Jennifer Joubert
<i>Adjournment</i>	<ul style="list-style-type: none"> ● Motion to adjourn the January 19, 2021 Board Meeting made by Deierdre Weir and seconded by Redic Grant. ● Motion Passed 4-0 	Celia Thomas

Meeting adjourned at: 1:25 pmEST

Meeting Certification:

Proposed Minutes Respectfully Submitted,

Monique Langston
Recording Secretary

January 19, 2021
Date

Approved by Plymouth Educational Center Board of Directors:

Board Secretary

2/23/2021
Date