

**Plymouth Educational Center
Board of Directors School Board Meeting
Board Meeting Minutes
December 15, 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: December 15, 2020

Time: 12:00 PM EST

Location: Via Zoom:

<https://distinctiveschools-org.zoom.us/j/93016814790?pwd=MTlscUs3TWUwZXhQQmJOemVEMU5EZz09>

Call to order at: 12:03PM ET

Roll Call:

- **Present Board Members:** Celia Thomas, Rev. Nick Hood III , Deierdre Weir, Redic Grant, Dr. Deidre Shelton-Young
- **Absent Board Members:**
- **Others Present:**
 - **Distinctive Schools:** Scott Frauenheim, Erin Lanoue, Jeff Donoghue, Cassie Williams, Schranda Battle, Mike Rohde, Monique Langston, Katie O’Connor, Marcus Hardaway
 - **CMU:** Jennifer Joubert
 - **Other members:** Jessie Kilgore, Wilma Russell

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 December 15, 2020 agenda made by Deierdre Weir and seconded by Redic Grant. ● Motion passed 5-0 	Celia Thomas
<i>Approval of November 17, 2020 Proposed Meeting Minutes</i>	Vote <ul style="list-style-type: none"> ● Motion to approve the November 17, 2020 proposed meeting minutes made by Redic Grant and seconded by Deierdre Weir. ● Motion passed 5-0 	Celia Thomas
<i>Public Comment (Agenda Items Only)</i>	NONE	Celia Thomas
<i>Principal's Report</i>	Attached in separate doc	Schranda Battle

<p>Management Updates</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 III and seconded by Dr. Deidre Shelton-Young ● Motion passed 5-0 <hr style="border-top: 1px dashed black;"/> <p><u>Network Update</u></p> <ul style="list-style-type: none"> ● We continue to monitor health data to make decisions for our return to initial in-person learning. We will be communicating with families immediately after winter break to collect feedback aligned to our return to school planning. We await feedback from CMU and DPS to determine our timeline for possible Community of Care, In-Person planning and more. ● We wish all of you a wonderful holiday season and thank you all for your unwavering support over the past 10 months through this pandemic. <p><u>MI Regional</u></p> <p>Since we last met:</p> <ul style="list-style-type: none"> ● There have been weekly attendance and engagement meetings with all Michigan Principals, with a focus on actionable ideas for improving attendance and engagement across the region. ● \$200 Attendance challenge launch! - Students who attend class daily from December 8th- December 18th will be entered in a raffle. ● 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 Tech Team has launched weekly staff office hours to continue to provide support for teachers. ● Regional Director of Curriculum, Instruction & Assessment, Camille Hibbler, has launched our teacher led-curriculum committee ● Educational Technologist, Sean Wolohan, is working with Jessica and the ILT to support teachers in the implementation of blended learning programs. ● Regional Staff Pre-Winter Break Game Night Planned for Monday 12/14/20. <p>Upcoming Priorities:</p> <ul style="list-style-type: none"> ● Network Collaboration Day will occur on January 13, 2021. During collaboration day session staff members will be able to collaborate with like job teams, and there was a focus on planning for asynchronous time. ● 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 and as possible in light of our pause <ul style="list-style-type: none"> ○ Community Care Leads supporting with engagement and student transition, using buses for food and supplies delivery ● Continued focus on using data to refine campus growth plans, and action steps <p><u>Academic and Schools</u></p> <ul style="list-style-type: none"> ● Extended COVID-19 Learning Plan <ul style="list-style-type: none"> ○ Learning Plan: Kindergarten - 8th grades will continue with Remote Learning for all students. 	<p>Distinctive Schools</p>
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- **Modification:** Plymouth Educational Center (PEC) temporarily paused the Community Care option on Monday, November 16th, 2020 through Tuesday, January 19, 2021 in response to local health experts and in collaboration with Central Michigan University. The PEC team will monitor health data trends and guidance from partners in early January to determine if reopening Community Care or other in-person learning options are possible.
- **Engagement data:**

Week Ending:	Friday, December 4, 2020	76.83%
Week Ending:	Tuesday, November 24, 2020	47.13%
Week Ending:	Friday, November 20, 2020	78.54%
Week Ending:	Friday, November 13, 2020	81.18%

- **Schools**

- Teachers and staff continue to appreciate the amended schedule, which offers more opportunities for collaborative planning and professional learning.
- Campus Growth Plans continue to inform our actions steps toward key goals for school improvement.

- **Curriculum & PD:**

- Teams prepare for Cross Region Collaboration on 1/13/21 designed by teachers.

Operations

- **Facilities:** The maintenance team is hard at work cleaning the building and working on delayed projects. The elevator has been completely refreshed and is ready when students return to the building. We have also secured quotes for air filters for all classrooms, offices and unique spaces in the building in preparation of in-person learning in 2021.
- **Food Service:** Meals are being delivered on the school bus, this started the week after Thanksgiving and we have seen an increase of the number of meals served to 70.
- **Staffing:** We have narrowed down candidates to two finalists for the Regional Director of Operations. We are working closely with Cassie on next steps for this role and restructuring support in the region. Since we have closed Community Care, 3 CCLs have been converted to remote interventionists to support with attendance and engagement.
- **Technology:** We finally received our last delayed order of Chromebooks to accompany the recent distribution of hotspots which puts us in a great position to continue ensuring access to both devices and the internet for our students. As we move forward we are continuing to adjust support services. We expect to expand our live phone support hours and add improvements for student safety when navigating the web off-campus with a school device next month.

Strategy

- **Recruitment and Enrollment:** We are working with campus leadership to begin setting enrollment targets and building our recruitment and enrollment plans for SY22.
- **Grants:** *PEC was awarded a \$11,567 grant from MDE for Additional Instruction Time and Interventions!* This grant has been awarded to assist districts with the cost of additional instructional time to those

	<p>pupils in grades K-3, or, for 2020-2021 only, those pupils in Pre-K to 12 who have been identified as needing additional supports and interventions in order to be reading at grade level by the end of grade 3, or, for 2020-2021 only, reading at the applicable grade level.</p> <ul style="list-style-type: none"> ● Partnerships: We are working with Ms. Toni Jackson and the PEC team to launch the Teen Outreach After School Program for our Middle School students to help parents and students learn how to navigate during these challenging times. We are also still looking for additional parent resources during remote learning and are continuing to update our family resource guide with options for our families. Lastly, we are launching an Adopt-A-Family holiday fundraiser with our network staff to support one family at each campus. ● Fundraising: We are still raising funds for our Innovate to Educate fund and have raised over \$15,000. Thank you to all those who gave during our Grateful Giving Campaign for Thanksgiving and on Giving Tuesday! 	
New Business <i>(Motion & Resolution)</i> <i>Approval of the Extended COVID-19 Learning Plan Monthly Report</i>	<ul style="list-style-type: none"> ● Motion to approve the Extended COVID-19 Learning Plan for December 2020 made by Redic Grant and seconded by Rev. Nick Hood III. ● Motion passed 5-0 	Celia Thomas
<i>(Informational) Plymouth Educational Center Foundation update</i>	<ul style="list-style-type: none"> ● Overview of the PEC Foundation and next steps 	Celia Thomas
<i>(Informational) Board Agenda Feedback and Planning</i>	<ul style="list-style-type: none"> ● Overview of the board agenda and planning with Board President and CMU 	Celia Thomas
<i>(Informational) Academic Committee Launch Planning</i>	<ul style="list-style-type: none"> ● Discussion on board committee structure: <ul style="list-style-type: none"> ○ Academic Committee: Dr. Deirdre Shelton-Young and Rev. Nick Hood III (launch January 2021) 	Celia Thomas
<i>(Informational) Review Committee Assignments and Chairs</i>	<ul style="list-style-type: none"> ● Overview of PEC Board Committee Assignments and Chairs ● Discussion on adding Board Member Redic Grant on Finance Committee ● Board Members please let Board President Thomas know if you have any questions or want to be on any additional committee. We must be aware that we don't have quorum. ● Present this formally at the January 2021 Board Meeting 	Celia Thomas
Old Business <i>(Motion) Budget Planning Procedures</i>	<ul style="list-style-type: none"> ● Motion to approve the budget planning procedures made by Redic Grant and seconded by Rev. Nick Hood III. ● Motion passed 5-0 	Celia Thomas
<i>(Motion) Ratify FY20 Audit</i>	<ul style="list-style-type: none"> ● Motion to ratify the FY20 audit made by Redic Grant and seconded by Deierdre Weir. ● Motion passed 5-0 	Celia Thomas
<i>Other Business</i>	NONE	Celia Thomas
<i>Comments from the Board</i>	NONE	Celia Thomas
<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"> • Thank you to Dr. Young for attending the new board orientation last week • Thank you to Mrs. Battle, Katie and Cassie for partnering with the Center for reviewing the data with our Academic Team. • Board President Thomas: are we still going to solicit board feedback? The meeting will happen probably sometime in January. The DS team has started to provide more data as part of your feedback. 	Jennifer Joubert
<i>Adjournment</i>	<ul style="list-style-type: none"> • Motion to adjourn the December 15, 2020 Board Meeting made by Deierdre Weir and seconded by Rev. Nick Hood III. • Motion Passed 5-0 	Celia Thomas

Meeting adjourned at: 1:31 pmEST

Meeting Certification:

Proposed Minutes Respectfully Submitted,

Monique Langston
Recording Secretary

December 15, 2020
Date

Approved by Plymouth Educational Center Board of Directors:

Kedic B. Grant
Board Secretary

January 19, 2021
Date