

**Distinctive College Prep  
Board of Directors School Board Meeting  
Board Meeting Minutes  
Annual Organization Meeting  
August 31, 2021**

**MISSION STATEMENT:** The mission of Distinctive College Prep is to serve children and families in urban communities by providing a high quality learning environment that accelerates achievement, performance and college preparedness through careful analysis of student needs and effective use of data to personalize and monitor student learning.

**Date:** August 31, 2021

**Time:** 4:00 pm ET

**Location:** Zoom

<https://distinctiveschools-org.zoom.us/j/99962979557?pwd=ZDBhTFEYTkErdUtBOExuY2kxOTNFQT09>

**Call to order at:** 4:03 pmET

**Roll Call:**

- Present Board Members: Nicole Gaines (Troy), John Halo (Farmington Hills), Alari Adams (Detroit), Nikki Marinier (Clinton Township)
- Absent Board Members:
- Others Present:
  - **Distinctive Schools:** Monique Langston, Teneia Ross-Terry, Meredith McKelvey, Karey Henderson, Jeff Donoghue, Marcus Hardaway, Elizabeth Winke, Mike Rohde, Scott Frauenheim,
  - **CMU:** Jennifer Joubert
  - **Other:**

Consent Agenda Items	Purpose	Individual Responsible
<i>Approval of Agenda</i>	Vote <ul style="list-style-type: none"> <li>● Motion to approve August 31, 2021 board meeting agenda made by Alari Adams and seconded by Nikki Marinier</li> <li>● Motion passed 4-0</li> </ul>	Nicole Gaines
<i>Approval of May 25, 2021 Proposed Board Meeting Minutes</i>	Vote <ul style="list-style-type: none"> <li>● Motion to approve June 29, 2021 proposed board meeting minutes made by John Halo and seconded by Alari Adams.</li> <li>● Motion passed 4-0</li> <li>● Minutes approved</li> </ul>	Nicole Gaines
<i>Public Comment (agenda items only)</i>	NONE	Nicole Gaines
<i>DCP-R Principal's Report</i>	<ul style="list-style-type: none"> <li>● Principal's Report</li> </ul>	Meredith McKelvey
<i>DCP-HW Principal's Report</i>	<ul style="list-style-type: none"> <li>● Principal's Report</li> </ul>	Teneia Ross-Terry
<i>Distinctive Schools Management Update</i>	<b>Network Update</b> <ul style="list-style-type: none"> <li>● We are excited about our reopening plans and ready to see our students in coming weeks. We are ready to pivot and iterate based on health data and local, state and authorizer guidance.</li> <li>● We continue to watch our enrollment numbers as the entire</li> </ul>	Distinctive Schools

nation grapples with formalizing enrollment post/mid pandemic. Our team is working around the clock to move closer to our enrollment goals.

- Our DEI work continues as a network as we bring our leadership learnings back to campuses and the communities we serve.
- We are eager to launch the upcoming school year as a network. We are focused on mental health, DEI and learning acceleration aligned to our board approved campus growth plans and our DS strategic plan.
- Scott attended the CMU conference on behalf of DCP and spent time networking, learning and sharing our awesome work!
- We are sharing ongoing COVID response updates with our staff, families and students. Please let us know if you have any questions.
- We are eager to continue building strong and lasting relationships with students, families and staff as we hope to be in person as much as possible this school year.

**MI Regional**

- The primary focus of each campus has been on preparing for students September 7, 2021 return. Activities have included:
  - Family engagement and student recruitment activities
  - Hiring of new staff to be in place for September 7, 2021.
  - Planning for new teachers to return to campus. Our Network New Teacher’s institute is taking place this year from August 16, 2021-August 27, 2021
  - Planning for Welcome Back Week Professional Development for all staff. Those professional development sessions are taking place August 30, 2021-September 3, 2021.
  - Participating and launching our Learning Acceleration work to start the week of September 7, 2021.
- We have been in the process of hiring a Family Engagement and Attendance Manager to help us to proactively plan for ensuring that all students have every opportunity possible to engage in school.
- We are in the process of hiring a Special Education Case Manager to support the delivery of high quality Special Education Services.

**Upcoming Priorities:**

- A safe, and joy filled first month of school
- Family engagement and student enrollment activities
- Learning Acceleration Launch with students and families.

## **Academic & Schools**

### **School Culture and Improvement**

- The **5Essentials** survey reported that DCP Harper Woods is “Organized” and DCP Redford is “Well Organized.” The 5 Essentials is a research-based school improvement system that defines, measures, and utilizes the most important organizational conditions, including aspects of a school’s culture and climate, to improve student outcomes. The five areas included are: Effective Leaders, Collaborative Teachers, Involved Families, Supportive Environment, and Ambitious Instruction.

### **Curriculum, Instruction, and Assessment**

- Leaders participated in five days of professional development on **Learning Acceleration** with our partners at TNTP. Staff will engage in a year-long arc of professional learning grounded in equity, standards and acceleration.
- The **Instructional Leadership Team**, including Instructional Coaches and Deans of Students, returned on June 9th and instructional leaders have been planning for all staff to return on August 30th.
- **New Teacher Institute** kicked off on August 16th with an intentional focus on Learning Acceleration, mental health and wellness, and DEI. Teachers we also trained in core literacy and math programs and will continue to be onboarded through our core resources.

### **Operations**

- **Reopening**
  - Masks will be required for all staff and students for the upcoming school year
  - A virtual academy will not be offered however, remote learning will be available for any students on quarantine, using 5-O-A pupil accounting
  - DS is requesting staff submit vaccine status by September 3 to assist with quarantine timelines; there is not a vaccine requirement
  - COVID-19 PCR testing will occur weekly for unvaccinated staff and every other week for students
- **Facilities:**
  - Preparations for the upcoming school are underway
  - DCP Harper Woods is having painting done, which should be complete in September
  - DCP Redford has an updated lease with the Archdiocese of Detroit, which is based on updated enrollment projections.
  - DCP Redford also has access to the 4 classrooms previously occupied by the church
- **Food Service:**
  - The new vendor is working with campus and regional

	<p>staff in preparation of the upcoming school year.</p> <ul style="list-style-type: none"> <li>● <b>Staffing:</b> <ul style="list-style-type: none"> <li>○ 8 open positions currently at each campus</li> </ul> </li> </ul> <p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>● <b>Recruitment and Enrollment:</b> We are working with campus leadership to begin setting enrollment targets and building our recruitment and enrollment plans for SY22. Our current enrollment numbers these week are: <ul style="list-style-type: none"> <li>○ DCP HW - 538/525</li> <li>○ DCP R - 265/275 (280 as of 8.31.21)</li> </ul> </li> <li>● <b>Fundraising:</b> The Goodman Library fundraiser has launched! Details were emailed out to the board and we hope you consider sharing the information with your personal and professional networks! To date, the Redford team has raised over \$3,800! Thank you to the board members who've already donated!</li> </ul> <p><b>Finance Report</b></p> <ul style="list-style-type: none"> <li>● Motion to accept the Finance Report was made by Alari Adams and seconded by John Halo.</li> <li>● Motion passed 4-0</li> </ul> <p><b>Committee Reports</b>  Academic: NWEA data presentation to DCP Board members  Philanthropy: N/A</p>	
<b>Old Business</b>	<ul style="list-style-type: none"> <li>● NONE</li> </ul>	Nicole Gaines
<b>New Business</b> (Motion) Approval of Election of Officers Resolution	<ul style="list-style-type: none"> <li>● Motion to approve the election of officers:</li> <li>● Nicole Gaines, President</li> <li>● Alari Adams, Vice President</li> <li>● Nikki Mariner, Secretary</li> <li>● John Halo, Treasurer <ul style="list-style-type: none"> <li>○ Resolution made by XX and seconded by XX.</li> </ul> </li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines
(Motion) Approval of Board Corresponding Agent	<ul style="list-style-type: none"> <li>● Motion to approve the board corresponding agent - Scott Frauenheim made by XX and seconded by XX.</li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines
(Motion) Approval of McKinney-Vento Homeless Liaison Designation Resolution	<ul style="list-style-type: none"> <li>● Motion to approve the McKinney-Vento Homeless Liaison - Lauren Hollier made by XX and seconded by XX .</li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines
(Motion) Approval of Chief Administrative Officer Resolution	<ul style="list-style-type: none"> <li>● Motion to approve the Chief Administrative Officer - John Halo made by XX and seconded by XX.</li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines
(Motion) Approval of Title IX Representative Resolution	<ul style="list-style-type: none"> <li>● Motion to approve the Title IX Representative - Cassie Williams made by XX and seconded by XX.</li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines
(Motion) Approval of Designation of Legal Counsel Resolution	<ul style="list-style-type: none"> <li>● Motion to approve the designation of legal counsel - George Butler, Dickinson Wright made by XX and seconded by XX.</li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines

(Motion) Approval of Freedom of Information Act Representative Resolution	<ul style="list-style-type: none"> <li>● Motion to approve Freedom of Information Act Representative - Mike Rohde made by XX and seconded by XX.</li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines
(Motion) Approval of Office of Civil Rights Representative Resolution	<ul style="list-style-type: none"> <li>● Motion to approve the Office of Civil Rights Representative - Cassie Williams made by XX and seconded by XXi.</li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines
(Motion) Approval of School Safety Liaison Resolution (R)	<ul style="list-style-type: none"> <li>● Motion to approve the School Safety Liaison- Alana Olds made by XX and seconded by XX.</li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines
(Motion) Approval of School Safety Liaison Resolution (HW)	<ul style="list-style-type: none"> <li>● Motion to approve the School Safety Liaison- Robert Counts made by XX and seconded by XX.</li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines
(Motion) Consent Motion agenda items a through i	<ul style="list-style-type: none"> <li>● <i>Motion to approve August 31, 2021 agenda items A through I:</i> <ul style="list-style-type: none"> <li>○ Approval of Election of Officers Resolution</li> <li>○ Approval of Board Corresponding Agent</li> <li>○ Approval of McKinney-Vento Homeless Liaison Designation Resolution</li> <li>○ Approval of Chief Administrative Officer Resolution</li> <li>○ Approval of Title IX Representative Resolution</li> <li>○ Approval of Designation of Legal Counsel Resolution</li> <li>○ Approval of Freedom of Information Act Representative Resolution</li> <li>○ Approval of Office of Civil Rights Representative Resolution</li> <li>○ Approval of School Safety Liaison Resolution</li> </ul> </li> <li>● made by John Halo and seconded by Alari Adams.</li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines
(Motion and Resolution) Approval of Amendment No. 1 to DCP-Redfords Lease Agreement	<ul style="list-style-type: none"> <li>● Motion to approve the amendment No 1 to the DCP-Redford Lease Agreement pending CMUs approval made by Alari Adams and seconded by John Halo.</li> <li>● Motion approved 4-0</li> <li>● Motion to rescind the previous motion in item J and table the motion made by Nikki Mariner and seconded by Alari Adams</li> <li>● Motion approved 4-0</li> <li>● Motion to table agenda item J moved by Alari Adams and seconded by Nikki Mariner</li> <li>● Item has been rescinded and tabled</li> <li>● Motion to approve the amendment No 1 to the DCP-Redford lease with the corrected 2018-19 and 2019-20 enrollment numbers pending CMUs non-disapproval made by John Halo and seconded by Alari Adams</li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines
(Motion) Approval of the Spring 2021 NCSI Policy Updates	<ul style="list-style-type: none"> <li>● Motion to approve the Spring 2021 NCSI Policy updates made by John Halo and seconded by Nikki Mariner.</li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines
(Motion and Resolution) Nominating Resolution - John Halo	<ul style="list-style-type: none"> <li>● Motion to approve the nominating resolution for John Halo made by Alari Adams and seconded by Nikki Mariner.</li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines
(Motion & Resolution) Approval of Contract Amendment - Virtual Option	<ul style="list-style-type: none"> <li>● Motion to approve the resolution and contract amendment - virtual option made by Alari Adams and seconded by John Halo.</li> <li>● Motion approved 4-0</li> </ul>	Nicole Gaines
Other Business	<ul style="list-style-type: none"> <li>● Summer School - did we qualify for state aid reimbursement for programs? Yes, we submitted the application for reimbursement.</li> <li>● Process of hiring a family engagement and attendance manager and</li> </ul>	Nicole Gaines

