



Detroit Community Schools | 12675 Burt Road, Detroit, MI, 48223 | 313-537-3570

Meeting Minutes

Detroit Community Schools Board of Directors

January 19, 2017 Meeting

1:00 PM

I. Call to Order

- Meeting called to order by President Patrick Devlin at 1:05 PM

II. Roll Call

Present – Board Members

- Patrick Devlin
- Robert Dulin
- Toney Stewart

Present – DCS Staff

- Sharon McPhail, *Chief Administrative Officer*
- William Coleman, *Chief Financial Officer*
- Anthony M. Wagner, *Executive Assistant*

Excused – Board Members

- Nicholas Tobier

III. Acceptance of Agenda

- **MOTION TO APPROVE** the January 19, 2017 meeting agenda
 - Made by Dulin
 - Seconded by Stewart
 - Motion carried with a unanimous vote

IV. Call to the Public – Agenda Items Only

- No public comments made at this time

V. Discussion / Action Items

- **MOTION TO APPROVE** the December 2016 meeting minutes (see attached)
 - Made by Dulin
 - Seconded by Stewart
 - Motion carried with a unanimous vote
- **MOTION TO APPROVE** the Academy Planning Document (see attached)
 - Made by Dulin
 - Seconded by Stewart



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- Motion carried with a unanimous vote

VI. Financial Reports

- **MOTION TO ACCEPT** the submitted financial reports (see attached)
 - Made by Dulin
 - Seconded by Stewart
 - Motion carried with a unanimous vote

VII. CAO's Report

- See attached report for details

VIII. Old Business

- No old business

IX. New Business

- No new business

X. Announcements

- The next regular Board of Directors Meeting will be held on Thursday, February 16, 2017 in main office conference room located at Detroit Community High School beginning at 1:00 PM.

XI. Correspondence

- No correspondence

XII. Call to the Public – Any Concerns

- No public comments made at this time

XIII. Adjournment

- **MOTION TO ADJOURN**
 - Made by Dulin
 - Seconded by Stewart
 - Motion carried with a unanimous vote
- Meeting adjourned at 1:56 PM

Robert B. Dulin, Jr.

2-16-2017

Certified

Rev. Robert Dulin
Board Secretary

Date



BAY MILLS

COMMUNITY COLLEGE
CHARTER SCHOOLS OFFICE

Dear Board President,

The Charter Contract with your Public School Academy has various reporting and prior approval requirements. The attached checklist will assist the Board of Directors to determine if prior approval for certain actions is required from Bay Mills Community College in the upcoming school year.

Please be aware, that if you answer "yes" to any of the questions on the checklist, prior approval of that action is required as part of the contractual agreements that exist between the Board of Directors and Bay Mills Community College.

A task has been assigned to your school in our Epicenter program with a due date of January 30, 2017. Please upload your completed response by that time, even if there are no plans for your school that would require prior approval for any of the items included on the checklist.

If you have any questions concerning the checklist and the Board of Directors responsibilities, please contact the Bay Mills Charter Schools Office at 906-248-8419.

Thank you for your attention to this matter. As always, we welcome any comments or suggestions you may have to improve this process and your experience with our organization.

Respectfully,

Michael C. Parish
President
mparish@bmcc.edu
906-248-8400

Patrick Victor
Director of Field Operations
pmvictor@att.net
906-203-9750

**Academy Planning Document for the
2017-2018 School Year**

Academy Name: Detroit Community Schools

Board President Name: PATRICK Deelin

Contact Information:

Address: 12675 Burt Road

DETROIT MI 48223

Day Phone: (313) 637-3570

Evening Phone: (313) 378-3052

E-mail Address: Pdeelin@detcomschools.org

Preferred way to be contacted: VIA EMAIL

1. Yes ___ No Is the Academy anticipating adding grade(s) in the 2017-2018 school year?
2. Yes ___ No Is the Academy anticipating removing any grade(s) in the 2017-2018 school year?
3. Yes ___ No Is the Academy anticipating modifying its curriculum in the 2017-2018 school year?
4. Yes ___ No Is the Academy anticipating making any structural changes to academy facilities in the next year such as remodeling or the construction of additional classrooms or facilities?
5. Yes ___ No Does the Academy expect enrollment at the school to exceed the permitted number of students in the 2017-2018 school year?
6. Yes ___ No Is the Academy considering the acquiring of property, by condemnation or other means?
7. Yes ___ No Is the Academy considering relocating the school?

8. Yes ___ No Is the Academy considering using state school aid funds as security for any contractual commitment?
9. Yes ___ No If your school has contracted to receive services from an educational services provider, is the Academy receiving any loans of any kind, interest bearing or otherwise, from the ESP?
Not Applicable
10. Yes ___ No If your school has contracted to receive services from an educational services provider, is the Academy considering borrowing from or receiving a loan of any kind from its ESP?
Not Applicable
11. Yes No ___ Is the Academy considering borrowing against anticipated State Aid for cash flow purposes?
12. Yes ___ No Is the Academy considering the acquisition of facilities by lease, purchase, or other means pursuant to arrangements which include a pledge to one or more third parties of a portion of the funds to be received by the Academy from the State of Michigan pursuant to the State School Aid Act of 1979, as amended, being MCL 388.1601?
13. Yes ___ No Is the Academy considering the acquisition of equipment by lease, purchase, or other means pursuant to arrangements which include a pledge to one or more third parties of a portion of the funds to be received by the Academy from the State of Michigan pursuant to the State School Aid Act of 1979, as amended, being MCL 388.1601?
14. Yes ___ No If your school has contracted to receive services from an educational services provider, is the Academy considering amending its contract with its ESP? *Not Applicable*
15. Yes ___ No Is the Academy anticipating amending an existing property or building lease agreement?
16. Yes ___ No Is the Academy considering entering into any new property or building lease agreement?
17. Yes ___ No Is the Academy considering entering into a new agreement for the services of an education services provider?

18. Yes ___ No Is the Board of Directors considering amending its By-laws?

19. Yes ___ No Is Board of Directors considering amending its Articles of Incorporation?

CERTIFICATION

The responses herein provided were reviewed and approved by the Board of Directors at a Board Meeting held on: JAN. 19, 2017.



President



Secretary

Detroit Community Schools
District Wide - Monthly Report
Statement of Receipts and Disbursements
For Period: December 1, 2016 thru December 31, 2016

Item	2016-17 Budget (As of 11/17/16)	Current Month	Previous Month YTD	YTD	% Budget YTD
REVENUE:					
100 Local	\$ 171,794.00	\$ (596.00)	\$ 127,506.00	\$ 126,910.00	73.87%
300 State	\$ 6,467,591.00	\$ 478,002.00	\$ 1,175,735.00	\$ 1,653,737.00	25.57%
400 Federal	\$ 781,919.00	\$ 110,705.00	\$ 147,510.00	\$ 258,215.00	33.02%
500 Incoming Transfers & Other Transactions	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE:	\$ 7,421,304.00	\$ 588,111.00	\$ 1,450,751.00	\$ 2,038,862.00	27.47%
EXPENDITURES:					
100 Instruction					
110 Basic Programs	\$ 1,803,929.00	\$ 158,747.00	\$ 596,771.00	\$ 755,518.00	41.88%
120 Added Needs	\$ 704,429.00	\$ 22,853.00	\$ 173,352.00	\$ 196,205.00	27.85%
130 Unclassified			\$ -	\$ -	
200 Support Services					
210 Pupil	\$ 557,656.00	\$ 61,840.00	\$ 225,201.00	\$ 287,041.00	51.47%
220 Instructional Staff	\$ 256,313.00	\$ 18,979.00	\$ 121,288.00	\$ 140,267.00	54.72%
230 General Administration	\$ 571,336.00	\$ 35,930.00	\$ 179,169.00	\$ 215,099.00	37.65%
240 School Administration	\$ 313,717.00	\$ 20,782.00	\$ 121,495.00	\$ 142,277.00	45.35%
250 Business	\$ 351,226.00	\$ 25,351.00	\$ 124,198.00	\$ 149,549.00	42.58%
260 Operations and Maintenance	\$ 1,006,063.00	\$ 59,059.00	\$ 432,165.00	\$ 491,224.00	48.83%
270 Transportation	\$ 300,000.00	\$ 28,733.00	\$ 52,523.00	\$ 81,256.00	27.09%
280 Central	\$ 336,017.00	\$ 23,613.00	\$ 150,093.00	\$ 173,706.00	51.70%
290 Other	\$ 86,389.00	\$ 12,941.00	\$ 20,585.00	\$ 33,526.00	38.81%
300 Community Services	\$ 104,573.00	\$ 7,469.00	\$ 32,642.00	\$ 40,111.00	38.36%
400 Outgoing Transfers	\$ 171,575.00	\$ 1,268.00	\$ 77,363.00	\$ 78,631.00	45.83%
500 Debt Service	\$ 858,081.00	\$ -	\$ 477,085.00	\$ 477,085.00	55.60%
TOTAL EXPENDITURES:	\$ 7,421,304.00	\$ 477,565.00	\$ 2,783,930.00	\$ 3,261,495.00	43.95%
EXCESS REVENUE OR (EXPENDITURES)	\$ -	\$ 110,546.00	\$ (1,333,179.00)	\$ (1,222,633.00)	0.00%
FUND BALANCE (Beginning of Month)	\$ 667,659.00	\$ 667,659.00	\$ 667,659.00	\$ 667,659.00	
FUND BALANCE (End of Month)	\$ 667,659.00	\$ 778,205.00	\$ (665,520.00)	\$ (554,974.00)	

Detroit Community Schools
District Wide - Monthly Report

Statement of Receipts and Disbursements

For Period: November 1, 2016 thru November 30, 2016

Item	2016-17 Budget (As of 11/17/16)	Current Month	Previous Month YTD	YTD	% Budget YTD
REVENUE:					
100 Local	\$ 171,794.00	\$ 22,357.00	\$ 105,149.00	\$ 127,506.00	74.22%
300 State	\$ 6,467,591.00	\$ 587,831.00	\$ 587,904.00	\$ 1,175,735.00	18.18%
400 Federal	\$ 781,919.00	\$ 1,119.00	\$ 146,391.00	\$ 147,510.00	18.87%
500 Incoming Transfers & Other Transactions	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE:	\$ 7,421,304.00	\$ 611,307.00	\$ 839,444.00	\$ 1,450,751.00	19.55%
EXPENDITURES:					
100 Instruction					
110 Basic Programs	\$ 1,803,929.00	\$ 159,909.00	\$ 436,862.00	\$ 596,771.00	33.08%
120 Added Needs	\$ 704,429.00	\$ 22,384.00	\$ 150,968.00	\$ 173,352.00	24.61%
130 Unclassified			\$ -	\$ -	
200 Support Services					
210 Pupil	\$ 557,656.00	\$ 59,662.00	\$ 165,539.00	\$ 225,201.00	40.38%
220 Instructional Staff	\$ 256,313.00	\$ 19,875.00	\$ 101,413.00	\$ 121,288.00	47.32%
230 General Administration	\$ 571,336.00	\$ 40,929.00	\$ 138,240.00	\$ 179,169.00	31.36%
240 School Administration	\$ 313,717.00	\$ 22,394.00	\$ 99,101.00	\$ 121,495.00	38.73%
250 Business	\$ 351,226.00	\$ 23,461.00	\$ 100,737.00	\$ 124,198.00	35.36%
260 Operations and Maintenance	\$ 1,006,063.00	\$ 89,091.00	\$ 343,074.00	\$ 432,165.00	42.96%
270 Transportation	\$ 300,000.00	\$ 32,267.00	\$ 20,256.00	\$ 52,523.00	17.51%
280 Central	\$ 336,017.00	\$ 23,644.00	\$ 126,449.00	\$ 150,093.00	44.67%
290 Other	\$ 86,389.00	\$ 3,907.00	\$ 16,678.00	\$ 20,585.00	23.83%
300 Community Services	\$ 104,573.00	\$ 7,451.00	\$ 25,191.00	\$ 32,642.00	31.21%
400 Outgoing Transfers	\$ 171,575.00	\$ 4,490.00	\$ 72,873.00	\$ 77,363.00	45.09%
500 Debt Service	\$ 858,081.00	\$ 474,335.00	\$ 2,750.00	\$ 477,085.00	55.60%
TOTAL EXPENDITURES:	\$ 7,421,304.00	\$ 983,799.00	\$ 1,800,131.00	\$ 2,783,930.00	37.51%
EXCESS REVENUE OR (EXPENDITURES)					
	\$ -	\$ (372,492.00)	\$ (960,687.00)	\$ (1,333,179.00)	0.00%
FUND BALANCE (Beginning of Month)					
	\$ 667,659.00	\$ 667,659.00	\$ 667,659.00	\$ 667,659.00	
FUND BALANCE (End of Month)					
	\$ 667,659.00	\$ 295,167.00	\$ (293,028.00)	\$ (665,520.00)	

Detroit Community Schools Chief Administrative Officer's Report

January 19, 2017

Sharon McPhail, Chief Administrative Officer

Academic Updates

High School Information

The fall semester ends on January 20, 2017. Fall semester finals are being held on January 18th & 19th.

High School Counseling Department

-College Applications

- 86% of seniors have applied to college (66 out of 77)

-College Acceptances

- 31% of seniors have been accepted into college (24 out of 77)

-FAFSA Completion

- 25% of seniors have successfully completed their FAFSA application (19 out of 77)

-Detroit Regional Chamber - Detroit Promise Scholarship

- 100% of our students have applied for this scholarship

-Career Day is tentatively scheduled for May 2017 – further planning will begin in March.

Teacher Formal Evaluations: High School mastery review will take place on January 24th and 25th.

Field Trips

Gleaners Trip / Student Council

On Friday, January 13, 2017, Student Council organized a volunteerism trip to Gleaners Food Bank in Detroit. This trip, which was open to all high school students, served as a lesson in community service, hunger issues, and the impact that can be made through volunteer work. Our students worked in the *Kids Helping Kids* program, wherein they packaged food to be delivered to local K-8 students. This food is given to kids to supplement their nutrition over weekends, and especially impacts those students whose only meals occur in schools.

In only two short hours, the students managed to package enough food for 5,000 meals! The volunteer coordinator told us that of all of the groups with whom she has worked, our 30 students packaged the most food. We are incredibly proud of their effort, and commend the Student Council for organizing the trip.

Student Forums

Ms. McPhail and her staff have been working to implement a set of student forums focused on improving academics, study skills, and discipline. These day-long forums will focus on one grade at a time, and will take students to an offsite location for a conference which will include presentations and discussions around the ways in which students can get the best possible education. Proposed presentations include Dr. Jesse Jackson on discipline, and Dr. Jane Stewart on study skills, as well as conversations about the impact that education has both locally and globally. The forums are tentatively scheduled for the end of January 2017.

The final version of the video designed by the CAO and formatted by the Executive Assistant will be shown at today's meeting.

Special Education

The high school students are preparing for mid term exams. Teachers have submitted a copy of their midterm exams to the Principal and the Special Ed Coordinator so that he and the S.W.A.T. team can modify the exam as needed. All student IEPs have been reviewed, and their individual testing accommodations (as noted in their IEPs) will be implemented for the midterm exams, NWEA and the state testing (M-STEP).

Current number of Special Education students: 55

36 receive Resource Room support:

- 10 students are grades K-8
- 26 students are grades 9-12

Ms. Zachary's current resource room caseload is: 10 K-8 students + 9 tenth graders=
20 students

Ms. Klatt's current resource room caseload is **17 high school students**

Ms. Buckley's current speech & language caseload is **26 K-12 students**

Additional services:

11 of the RCR students receive School Social Work services per their IEP requirements.

10 of the RCR students receive Speech & Language services per their IEP requirements.

16 general ed students receive Speech & Language services per their IEP requirements.

Elementary/Middle School (K-8)

MSTEP: MSTEP (*Michigan Student Test of Educational Progress*) test preparation is underway. Teachers in grades 3-8 are conducting intense preparation on Thursdays and Fridays. The MSTEP is a test given primarily online each spring and is designed to gauge how well students are mastering state standards. It is the primary assessment tool used by the State of Michigan to measure the effectiveness of each school's academic program. DCS elected the paper and pencil option due to the lack of computers in the homes of many students.

NWEA: Students in grades 2-8 will begin NWEA's *Measures of Academic Progress* (MAP) testing on January 23rd in English Language Arts, Mathematics and Reading. The MAP is the primary assessment tool administered by DCS. It is used to ascertain how well are students are learning and to assess the effectiveness of our teachers in delivering the required course content.

Teacher Formal Evaluations: K-8 teacher evaluations begin on January 17th.

Field Trips: Seventh (7th) grade Field Trip visited the University of Michigan Museum on 12/19/16. Our students learned about the solar system, observed the most extensive display of prehistoric life in Michigan and a wide variety of native plant and animal specimens in the Michigan Wildlife Gallery.

Athletic Department

- Our Boys Varsity Basketball team is 4-4 to date and 2-0 in the Michigan Metro Athletic Conference (MMAC).
- Our Girls Varsity Basketball team is 2-0 to date.
- Our Boys Junior Varsity Basketball team is 1-2 to date.
- Our 5th & 6th grade boys' basketball team is 1-1. Our 3rd & 4th grade boys' basketball team is 0-2 to date.

-Management/Information

Parent Coordinator Activities

9 DCS families requested and received assistance in obtaining utility bill relief. Another DCS family experienced a total loss due to a fire. We are able to help them obtain assistance from a community housing organization. In all 10 of these cases, our efforts succeeded in keeping their children *in school* during these distressing circumstances.

Facility & Construction Updates

School Based Health Clinic Project: Construction was delayed due to discovery of an unexpected foundation issue beneath the sub floor in the Student Support Services wing. After consultation with the project architect, the contractor, Jenkins Construction added additional material to strengthen the foundation. We expect construction to resume and to be completed shortly.

Makers Space Project: The Makers Space project remains close to completion. The University of Michigan is in the process of activating electricity, gas (heating) and water/sewerage services. Once these essential utilities are active, Jenkins Construction will request final inspections from the City of Detroit and a certificate of occupancy.

Gym Floor Refinishing: During the Holiday break, our gym floor was sanded and refinished.

Gym Floor Coverings: We have also received floor coverings that will allow staff and students to use the gymnasium to facilitate instructional activities such as MSTEP testing and student achievement recognition assemblies.

Security Camera Expansion Program: Video cameras with microphones are being installed in 32 high school classrooms. Additional video cameras are being installed in the gym, cafeteria, hallways and parking lots. We are also installing DVRs with 40 terabyte hard drives that will allow us to record for up to 30 days. This project will be completed this week. In classroom videos will be used as a deterrent to disruptive student behavior.

Principal Professional Development: Our K-8 and High School principals will be attending teacher evaluation training in Lansing on January 25th and 26th. This

program is a survey of techniques used to evaluate the effectiveness of teachers and will serve as the foundation for the implementation of a DCS evaluation process that will be designed by the Principals and the S.W.A.T. team.

CAO Projects in Process:

Professional Development Planning:

Working with consultant Gail Snoddy to develop a strong and impactful 2 week professional development plan for the summer 2017 session: At this point, we are in negotiations with Beyond Diversity, a team that addresses the underlying issues of individual attitudes about "race" and the achievement levels of our students.

The leader of the team, Glenn E. Singleton explores this dilemma in his book, "Courageous Conversations About Race" and the impact of unexamined attitudes on the level of student achievement in schools.

Additional programs that we are considering involve the emerging methodologies in the teaching of various subject areas focusing on English, Math and Science.

Course Catalogue and alignment within the school of all course names:

The CAO, during the summer months, reviewed the schools' course names and discovered that there were multiple names for the same course. In addition, students who had transferred to DCS were scheduled into courses that they had taken at the school from which they came. A project was initiated to create a drop-down menu of courses, thus removing the ability of anyone to type in a course name. All transfer students' files were reviewed to locate their transcripts from other schools and to correct their records where necessary. The high turnover in counseling staff resulted in multiple errors on many of the records. We now have a stable counseling staff and are confident that these issues are behind us.

Mastery Learning

The implementation of the Mastery Learning process is an ongoing challenge. At this point, we believe that the majority of the teaching staff understands the need for a less punitive and more open environment which allows each student to learn at his or her own pace and style. The review of the Mastery Learning process takes place at the end of each semester and includes senior staff.

Career Day

Building on the prior career days held at DCS, the staff is working on a plan that will include a packet for every staff member who wants to invite individuals to come to the school to talk to the students. There will be a draft letter that will be mailed out

by the CAO to any person that Board members and staff wish to invite. A final roster will be available in Mid-February.

Internal Process Calendar

The IPC is designed as a reminder tool for staff to focus them in advance on projects and programs that are scheduled and require lead-time. We have a draft of the IPC that is utilized by the CAO as a reminder tool. It is an ongoing process to improve and update the IPC.

Wayne County Sheriff's Program

The Wayne County Sheriff has provided DCS with the services of its Westland office to address behavioral problems at DCS. This program has been very successful in reducing the number of fights in the High School. A recent meeting was held to discuss the program and to implement some changes.

Wayne County Sheriff's Office Job Fair

In the planning stages for late February is a Job Fair to be held for the parents of DCS students here at the High School. There will be approximately 200 jobs open at the time of the event. We are in discussions with other agencies to bring in more opportunities and hope to expand the number of participants.

A supplemental plan is being explored to create a "Build Your Resume" day at which parents will come in and be assisted in preparing a resume that will serve them well in applying for jobs. We are also looking at teaching interviewing skills.

Adult Education Program

We are working with Wayne State University to create an evening AEP that will assist our students' parents in obtaining their GEDs and possibly move on to training and/or advanced education in a community college or university.

Additional processes and programs currently underway (partial list):

- Student event planning
- Honors Convocation planning
- Title 1 plan for funds directed at improving student achievement
- Spring Talent Show: Detroit Music Hall
- Seminar Protocol and Curriculum Development (with Ms. Snoddy)
- Revised attendance and tardiness program development.
- Power School updates
- Social Media Plan
- Grant applications / Fundraising