



Board of Directors

Meeting Minutes

Detroit Community Schools

12675 Burt Road

Detroit, MI 48223

313-537-3570

September 25, 2014 Meeting

6:30 PM

I. Call to Order

- Meeting called to order by President Richard Robinson at 6:41 PM.

II. Roll Call

Present – Board Members

- Richard D. Robinson, Ph.D.
- Patrick Devlin
- Rev. Robert Dulin
- Toney Stewart – (not voting)
- Kirk Mayes – *arrived 6:46 PM* (not voting)

Present – DCS Staff

- Sharon McPhail, *Superintendent*
- William Coleman, *Compliance Officer*
- Akanke Hill, *Chief Financial Officer*
- Anthony M. Wagner, *Executive Assistant*
- Patricia Peoples, *Human Resources Manager*
- Echelle Jordan, *High School Principal*
- Donna Hampton, *Middle School Principal*
- Wendy Senkbeil, *Elementary School Principal*
- Wajih Hakim, *Chief Information Officer*

Absent – Board Members

- Anika Goss-Foster—*Excused*
- Nicholas Tobier – *Excused*



III. Oaths of Office

- Member Goss-Foster was not present, and thus could not be sworn in

IV. Acceptance of Agenda

- **MOTION TO APPROVE** the September 25, 2014 meeting agenda
 - Made by Patrick Devlin
 - Seconded by Robert Dulin
 - Motion carried with a unanimous vote

V. Call to the Public – Agenda Items Only

- No public comments made at this time

VI. Consent Agenda

- **MOTION TO APPROVE** items in the consent agenda
 - Resolution Providing Assurances on Teacher Evaluations & Employee Certifications (see attachment 1)
 - Resolution on Bank Account Designation & Signatory Authority (see attachment 2)
 - Made by Patrick Devlin
 - Seconded by Robert Dulin
 - Motion carried with a unanimous vote

VII. Discussion / Action Items

- **MOTION TO APPROVE** the August 2014 meeting minutes (see attachment 3)
 - Made by Patrick Devlin
 - Seconded by Robert Dulin
 - Motion carried with a unanimous vote
- **MOTION TO APPROVE** the one year extension of the vended meals contract with Diamond Hospitality (see attachment 4)
 - Made by Patrick Devlin
 - Seconded by Robert Dulin
 - Motion carried with a unanimous vote

VIII. Financial Reports

- **MOTION TO ACCEPT** the submitted financial reports (see attachment 5)
 - Made by Robert Dulin
 - Seconded by Patrick Devlin
 - Motion carried with a unanimous vote

IX. Superintendent's Report

- See attachment 6 for details



X. Old Business

- No old business

XI. New Business

- No new business

XII. Announcements

- The next regular Board of Directors Meeting will be held on Thursday, October 23, 2014 in the Chemistry Lab located at Detroit Community Schools High School beginning at 6:30 PM.

XIII. Correspondence

- No correspondence

XIV. Call to the Public – Any Concerns

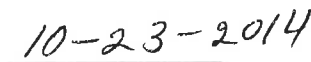
- Patrick Victor, Director of Field Operations for Bay Mills Community College, thanked Superintendent Sharon McPhail for her upcoming participation in the Bay Mills Community College conference, and for her role in facilitating discussions at said conference.
- Mr. Victor also stated that he was impressed with DCS' adherence to compliance guidelines, and encouraged the school to maintain its record thus far.

XV. Adjournment

- **MOTION TO ADJOURN**
 - Made by Patrick Devlin
 - Seconded by Robert Dulin
 - Motion carried with a unanimous vote
- Meeting adjourned at 7:36 PM



Certified
Rev. Robert Dulin
Board Secretary



Date

TEACHER EVALUATION RESOLUTION

Attachment 1

Detroit Community Schools
Board of Directors

TEACHER EVALUATION AND EMPLOYEE CERTIFICATION WARRANTY

BE IT RESOLVED, the Board of Detroit Community Schools (the "Academy"), being authorized by the Bay Mills Community College Charter Schools Authorizing Body, recognizes its duty to assure that all teacher evaluations are conducted as required by law and pursuant to the Academy's charter contract. It further recognizes its duty to assure that all teacher and auxiliary staff are properly credentialed as required by law and the charter contract. Accordingly, the Academy hereby warrants, guarantees, and assures the following:

1. that there is a teacher evaluation system in place at the Academy that aligns with the requirements set forth by the State of Michigan for this purpose for the 2014-2015 school year; and
2. that all personnel working at the Academy are properly licensed, certified, and endorsed in accordance with their employment status with all applicable and appropriate oversight bodies for the 2014-2015 school year.

Secretary Certification:

I certify that the forgoing resolution was duly adopted by the Detroit Community Schools Board of Directors at a properly noticed open meeting held on the 25th day of September, 2014, at which a quorum was present.

Board Secretary

ACCOUNT DESIGNATION RESOLUTION

Attachment 2

Resolution of Detroit Community Schools

Account Designation and Signatory Authority

WHEREAS, the Fiscal Agent Agreement of the Charter Contract states that the Bay Mills Community College Board of Trustees is the Fiscal Agent for the Academy for the limited purpose of receiving State School Aid Payments; and

WHEREAS, Section 2.02 of the Fiscal Agent Agreement provides that the College Board as the Fiscal Agent shall transfer State School Aid Payments and all Other Funds received on behalf of the Academy into the Account designated by a resolution of the Academy Board; and

WHEREAS, the Bylaws provides that all checks, drafts or other orders for the payment of money issued in the name of the Academy, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the Academy Board.

NOW THEREFORE BE IT RESOLVED, that the Fiscal Agent shall transfer all State School Aid Payments and all Other Funds received on behalf of the Academy into the account designated by the Academy in a letter separate letter accompanying this Resolution at the financial institution of: Comerica Bank.

BE IT FURTHER RESOLVED, that the following officer(s) and/or agent(s) are authorized to sign checks, drafts or other orders for payment of money on the above Account:

Signatories: Sharon McPhail, Akanke Hill, _____

Secretary's Certification:

I certify that the foregoing resolution was duly adopted by the Detroit Community Schools Board of Directors at a properly noticed open meeting held on the ____ day of _____ 2014, at which a quorum was present.

By: _____
Board Secretary

AUGUST 2014 MEETING MINUTES

Attachment 3



Board of Directors

Meeting Minutes

Detroit Community Schools

12675 Burt Road

Detroit, MI 48223

313-537-3570

August 28, 2014 Meeting

6:30 PM

I. Call to Order

- Meeting called to order by Richard Robinson at 7:16 PM

II. Roll Call

Present – Board Members

- Richard D. Robinson, Ph.D.
- Patrick Devlin
- Rev. Robert Dulin
- Nicholas Tobier
 - *Exited meeting at 7:55 PM, prior to adjournment*

Present – DCS Staff

- Sharon McPhail, *Superintendent*
- William Coleman, *Compliance Officer*
- Akanke Hill, *Chief Financial Officer*
- Anthony M. Wagner, *Executive Assistant*
- Echelle Jordan, *High School Principal*
- Donna Hampton, *Middle School Principal*
- Wendy Senkbeil, *Elementary School Principal*
- Wajih Hakim, *Chief Information Officer*

Absent – Board Members

- Anika Goss-Foster – *Excused*
- Toney Stewart – *Excused*
- Kirk Mayes



III. Oaths of Office

- Oath of office administered to Nicholas Tobier by Richard Robinson

IV. Acceptance of Agenda

- **MOTION TO APPROVE** August 28, 2014 meeting agenda
 - Made by Patrick Devlin
 - Seconded by Robert Dulin
 - Motion carried with a unanimous vote

V. Call to the Public – Agenda Items Only

- No public comments made at this time

VI. Consent Agenda

- **MOTION TO APPROVE** items in the consent agenda (see attached -- rescinding resolution)
 - Made by Patrick Devlin
 - Seconded by Robert Dulin
 - Motion carried with a unanimous vote

VII. Discussion / Action Items

- **MOTION TO APPROVE** the July 2014 meeting minutes
 - Made by Patrick Devlin
 - Seconded by Robert Dulin
 - **MOTION TO AMEND** the July meeting minutes
 - Made by Nicholas Tobier
 - Seconded by Devlin
 - Motion carried with a unanimous vote
 - Motion carried with a unanimous vote
- **MOTION TO APPROVE** the Chief Administrative Officer resolution (see attached)
 - Made by Patrick Devlin
 - Seconded by Nicholas Tobier
 - Motion carried with a unanimous vote

VIII. Financial Reports

- **MOTION TO ACCEPT** the submitted financial reports (see attached)
 - Made by Nicholas Tobier
 - Seconded by Patrick Devlin
 - Motion carried with a unanimous vote

IX. Superintendent's Report

- See attached report for details



X. Old Business

- No old business

XI. New Business

- No new business

XII. Announcements

- The next regular Board of Directors Meeting will be held on Thursday, September 25, 2014 in the Chemistry Lab located at Detroit Community Schools High School beginning at 6:30 PM.

XIII. Correspondence

- No correspondence

XIII. Call to the Public – Any Concerns

- Patrick Victor, Director of Field Operations for Bay Mills Community College, addressed the board regarding his role with Bay Mills, as well as his role with the Detroit Community Schools Board of Directors.

XIV. Adjournment

- **MOTION TO ADJOURN**
 - Made by Patrick Devlin
 - Seconded by Robert Dulin
 - Motion carried with a unanimous vote
- Meeting adjourned at 8:12 PM

Certified

Rev. Robert Dulin
Board Secretary

Date

CONTRACT RENEWAL

Attachment 4

Date of Original Contract: July 1st 2011

Year of Renewal (circle) 1 2 3 (4)

Detroit Community Schools Agreement

Contract Renewal Agreement - Vended School Meals Contract

This document contains the rates and fees for the furnishing of vended meals for nonprofit food service programs for the period beginning July 1, 2014, and ending June, 30, 2015. The terms and conditions of the original contact are applicable to the contract renewal.

The bidder shall not plead misunderstanding or deception because of such estimates of quantities, or of the character, location, or other conditions pertaining to the proposal.

Price Per Meal and Meal Equivalentts must be quoted as if no USDA Donated Commodities will be received.

	2013/14 Rate	2014/15 Rate	Percentage Change/Increase***
1 Reimbursable Breakfasts	1. <u>\$1.42</u>	1. <u>\$1.44</u>	1. <u>2%</u>
2. Reimbursable Lunches*	2. <u>\$2.34</u>	2. <u>\$2.38</u>	2. <u>2%</u>
3 A la Carte Meal Equivalentts*	3. _____	3. _____	3. _____
4. At Risk Suppers*	4. _____	4. _____	4. _____
5. After School Snacks	5. _____	5. _____	5. _____
6. Special Milk	6. _____	6. _____	6. _____

*Rates must be the same

**Rates must not be rounded up. Do not exceed two decimal places.

***Percentage increase must not exceed the allowable increase established in the original contract.

By submission of this proposal, the vendor certifies that, in the event it receives a renewal award under this solicitation, the vendor shall operate in accordance with all applicable program laws and regulations. This agreement shall not exceed one year.

Signed: [Signature]
 Vended Meal Company Representative
President
 Title

8/20/2014
Date

Acceptance of Contract Renewal Agreement

Signed: _____
 School Food Authority Representative

 Title

 School District Name

 Date

 Agreement Number

FINANCIAL REPORTS

Attachment 5

Detroit Community Schools
General Fund
Statement of Receipts and Disbursements
For Month Ending: 31-Aug-14

Item	Budget	Current Month	Previous Month YTD	YTD	% Budget YTD
REVENUE:					
100 Local	\$ 125,000.00	\$ 1,158.00	\$ 143,388.00	\$ 144,546.00	115.64%
200 Other Political Subdivisions	\$ -	\$ -	\$ -	\$ -	#DIV/0!
300 State	\$ 6,621,619.00	\$ -	\$ -	\$ -	-
400 Federal	\$ 1,031,033.00	\$ 77,309.00	\$ 100,764.00	\$ 178,073.00	17.27%
500 Incoming Transfers & Other Transactions	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL REVENUE:	\$ 7,777,652.00	\$ 78,467.00	\$ 244,152.00	\$ 322,619.00	4.15%
EXPENDITURES:					
100 Instruction					
110 Basic Programs	\$ 2,660,000.00	\$ 230,964.00	\$ 155,630.00	\$ 386,594.00	14.53%
120 Added Needs	\$ 867,791.00	\$ 89,211.00	\$ 72,541.00	\$ 161,752.00	18.64%
130 Unclassified					#DIV/0!
200 Support Services					
210 Pupil	\$ 500,000.00	\$ 19,870.00	\$ 28,441.00	\$ 48,311.00	9.66%
220 Instructional Staff	\$ 221,000.00	\$ -	\$ -	\$ -	-
230 General Administration	\$ 600,000.00	\$ 65,897.00	\$ 78,112.00	\$ 144,009.00	24.00%
240 School Administration	\$ 225,070.00	\$ 49,500.00	\$ 35,650.00	\$ 85,150.00	37.83%
250 Business	\$ 200,000.00	\$ 19,447.00	\$ 18,033.00	\$ 37,480.00	18.74%
260 Operations and Maintenance	\$ 800,000.00	\$ 77,474.00	\$ 88,229.00	\$ 165,703.00	20.71%
270 Transportation	\$ 217,000.00	\$ -	\$ 35.00	\$ 35.00	0.02%
280 Central	\$ 257,000.00	\$ 40,979.28	\$ 45,518.00	\$ 86,497.28	33.66%
290 Other	\$ 136,500.00	\$ 4,572.00	\$ 5,251.00	\$ 9,823.00	7.20%
300 Community Services	\$ 142,000.00	\$ 23,038.00	\$ 14,001.00	\$ 37,039.00	26.08%
400 Outgoing Transfers and Other Transactions	\$ 951,291.00	\$ 86,385.00	\$ 86,385.00	\$ 172,770.00	18.16%
TOTAL EXPENDITURES:	\$ 7,777,652.00	\$ 707,337.28	\$ 627,826.00	\$ 1,335,163.28	17.17%
EXCESS REVENUE OR (EXPENDITURES)					
FUND BALANCE (Beginning of Month)	\$ 74,678.00	\$ 74,678.00	\$ 74,678.00	\$ 74,678.00	#DIV/0!
FUND BALANCE (End of Month)	\$ 74,678.00	\$ (554,192.28)	\$ (383,674.00)	\$ (1,012,544.28)	-1355.88%

Detroit Community Schools
Cash Forecast Statement
General Fund

Fiscal Year: 2014-2015

Actual through: 8/31/14

	Jul	Aug	Sept	Oct	Nov	Dec
Beginning Balance (including investments)	\$ 180,339.00	\$ 365,426.00	\$ 376,697.00	\$ 372,874.00	\$ 320,536.00	\$ 339,832.00
Estimated Receipts:						
Collection of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collection of State Aid	\$ 599,081.00	\$ 600,400.00	\$ -	\$ 601,965.00	\$ 601,965.00	\$ 601,965.00
Collection of Other Grants	\$ 100,764.00	\$ 84,414.00	\$ 84,570.00	\$ 84,570.00	\$ 84,570.00	\$ 84,570.00
Proceeds from Loans and Interest	\$ -	\$ 382,773.00	\$ 478,000.00	\$ -	\$ 69,634.00	\$ -
Other Revenue and Receipts	\$ 165,325.00	\$ 678.00	\$ -	\$ -	\$ -	\$ -
TOTAL AVAILABLE FUNDS:	\$ 1,045,509.00	\$ 1,433,691.00	\$ 939,267.00	\$ 1,059,409.00	\$ 1,076,705.00	\$ 1,026,367.00
Less Estimated Disbursements:						
Salaries and Benefits	\$ 408,403.00	\$ 434,156.00	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00
Services, Supplies, and Materials	\$ 131,178.00	\$ 478,980.00	\$ 116,318.00	\$ 110,000.00	\$ 108,000.00	\$ 108,000.00
Repayment of Debt	\$ 140,428.00	\$ 140,428.00	\$ -	\$ 178,798.00	\$ 178,798.00	\$ 178,798.00
Other Disbursements	\$ 74.00	\$ 3,430.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
TOTAL DISBURSEMENTS:	\$ 680,083.00	\$ 1,056,994.00	\$ 566,393.00	\$ 738,873.00	\$ 736,873.00	\$ 736,873.00
ESTIMATED ENDING BALANCE:	\$ 365,426.00	\$ 376,697.00	\$ 372,874.00	\$ 320,536.00	\$ 339,832.00	\$ 289,494.00
Beginning Balance (including investments)	\$ 289,494.00	\$ 239,156.00	\$ 258,451.00	\$ 208,113.00	\$ 157,775.00	\$ 107,437.00
Estimated Receipts:						
Collection of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collection of State Aid	\$ 601,965.00	\$ 601,965.00	\$ 601,965.00	\$ 601,965.00	\$ 601,965.00	\$ 601,965.00
Collection of Other Grants	\$ 84,570.00	\$ 84,570.00	\$ 84,570.00	\$ 84,570.00	\$ 84,570.00	\$ 84,570.00
Proceeds from Loans and Interest	\$ -	\$ 69,633.00	\$ -	\$ -	\$ -	\$ -
Other Revenue and Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AVAILABLE FUNDS:	\$ 976,029.00	\$ 995,324.00	\$ 944,986.00	\$ 894,648.00	\$ 844,310.00	\$ 793,972.00
Less Estimated Disbursements:						
Salaries and Benefits	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00
Services, Supplies, and Materials	\$ 108,000.00	\$ 108,000.00	\$ 108,000.00	\$ 108,000.00	\$ 108,000.00	\$ 108,000.00
Repayment of Debt	\$ 178,798.00	\$ 178,798.00	\$ 178,798.00	\$ 178,798.00	\$ 178,798.00	\$ 178,798.00
Other Disbursements	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
TOTAL DISBURSEMENTS:	\$ 736,873.00	\$ 736,873.00	\$ 736,873.00	\$ 736,873.00	\$ 736,873.00	\$ 736,873.00
ESTIMATED ENDING BALANCE:	\$ 239,156.00	\$ 258,451.00	\$ 208,113.00	\$ 157,775.00	\$ 107,437.00	\$ 57,099.00

SUPERINTENDENT'S REPORT

Attachment 6

Detroit Community Schools Superintendent's Report

September 25, 2014

Sharon McPhail, Superintendent

1. Student Achievement

Senior Mentoring Program

This semester, fifteen seniors completed applications, interviewed with the Dean of Students, and have been matched with teachers in the Elementary School. They have been placed with elementary students, and will serve as their mentors from September 2014 through the end of January 2015. This time will advance seniors toward graduation, as it will apply toward their requirement of 200 OCLE (out-of-class learning experience) hours.

Summer School Highlights

- Half of third and fourth grade students mastered the math assessment by the end of summer school.
- Three of the eight fifth grade students are reading at or above reading level and the other five students gained at least one reading level by the end of summer school.
- All sixth and seventh grade students increased their reading level by at least one year.
- All four eighth grade students who attended summer school were able to move to high school. 3 of the 4 students earned A's on their mastery assessment.
- 88% of summer school students in the high school gained proficiency overall.

Mastery Standards

Mastery learning is essential to student success. In Mastery learning, "the students are helped to master each learning unit before proceeding to a more advanced learning task" (Bloom 1985) in contrast to "conventional instruction". Research has consistently linked the elements of mastery learning to highly effective instruction and student learning success (Guskey, 2009; Marzano, 2009; Rosenshine, 2009). With mastery standards, prior to instruction, teachers set the bar for overall class mastery as well as individual mastery. The following core elements of mastery learning have been distributed to all staff and implemented within classrooms.

1. Diagnostic Pre-Assessment with Pre-teaching
2. High-Quality, Group-Based Initial Instruction
3. Progress Monitoring Through Regular Formative Assessments
4. High-Quality Corrective Instruction
5. Second, Parallel Formative Assessments (second assessment to gauge mastery)
6. Enrichment or Extension Activities
7. Sustaining and Extending Success

Teachers will use a variety of assessments methods to gauge mastery: formative assessments, exit tickets, oral exams, projects, etc. Students will be encouraged to participate in the decision as to the approach to be taken in achieving and demonstrating mastery.

2. Enrollment

As of today, we have 801 students enrolled. This is down from our budgeted enrollment of 834. However, we continue to enroll students daily.

3. Facilities/Vehicles/Food Service/Security

Facility-Maintenance

Our new Facility Manager, Leonard Conte has made a world of difference with timely, high quality repairs of our facility. Some of his recent major repairs included repair of a large water leak in our basement that was running up our water bill; repaired our front doors by installing a new base plate and re-cementing the base; installed additional electrical outlets in the Main Office and in Student Support Services area and he has even found time to build bookcases that are available for any teacher that needs them!

Lastly, he facilitated a long overdue inspection by the City of Detroit's Building Safety & Engineering department (BSEED). We do not yet have a copy of the inspection report but we were informally advised that we have no problems.

Food Service RFP

Last winter, DCS issued Request for Proposals (RFP) for a Food Service Management Company. After reviewing the 2 proposals we received, we decided not to go forward with awarding a contract. This summer, staff obtained technical assistance from the Michigan Department of Education and made extensive revisions to the RFP. We are confident that we now have an RFP that is very clear on our expectations for on-site food preparation with high food quality standards. Our revised RFP was distributed at a mandatory pre-bid conference held on September 16, 2014. Proposals are due on October 22, 2014.

Food Service Inspection

On September 19, 2014, the Institute of Population Health (IPH) on behalf of the City of Detroit's Department of Health & Wellness Promotion, inspected our cafeteria and kitchen. We passed our inspection with flying colors. The only finding that was identified was one dented can of fruit!

Facility-QZAB

Staff is evaluating DCS facility needs to determine if we should submit an application for the Qualified Zone Academy Bond (QZAB) program. The QZAB program is a federally funded bond program that utilizes tax credits to offset the cost of interest on *facility improvement* bonds. In other words, if an applicant is approved, it is allowed to sell up to \$2.0 million of bonds and pay no interest over the life of the bonds. Some of the improvements that we are considering include relocating K-8 students into the main building thereby providing K-8 student with a cafeteria and access to the gymnasium; make needed repairs to the roof; upgrade our HVAC control systems to allow zoned heating & cooling; create at least 2 pre-school classes and possibly an additional multi-purpose room or auditorium.

One of the critical components of the QZAB application process is that DCS will need a *"written commitment from private entities to make qualified contributions having a present value as of the date of the issuance of the bonds of not less than 10 percent of the proceeds of the bond issue."* It can include such items as:

- Equipment for use in the program
- Technical assistance in developing curriculum or training teachers to promote market driven technology in the classroom
- Volunteer mentors
- Internships
- In-kind services
- Cash

We are currently reaching out to various organizations in order to line up "qualified contributions". Board Members who have expressed interest should contact Mr. Coleman to obtain specifics as to necessary content of the contribution letters.

4. Other School Activities

A draft of the 2014-15 *Annual Compliance Calendar* was distributed to Executive staff members on September 23, 2014. This year's version is new and improved and attempts to capture all required document submissions to*:

- DCS Parents & Guardians
- Bay Mills Community College (our authorizer)
- Michigan Department of Education and its various subdivisions (CEPI, MEGS, MSDS, AdvancED, etc.,)
- U.S. Office of Civil Rights
- Michigan Department of Licensing and Regulatory Affairs
- Wayne County RESA
- Wayne County Department of Homeland Security & Emergency Management
- Detroit Department of Health & Wellness Promotion/Institute for Population Health
- Michigan State Treasurer

* partial list...

Once DCS Executive staff have reviewed and commented on this draft, it will be finalized and distributed.