



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

# Board of Directors

## Meeting Minutes

**September 28, 2015 Meeting**

10:00 AM

### I. Call to Order

- Meeting called to order by President Richard Robinson at 10:10 AM

### II. Roll Call

#### Present – Board Members

- Richard Robinson
- Robert Dulin
- Toney Stewart

#### Present – DCS Staff

- Sharon McPhail, *Superintendent*
- William Coleman, *Chief Financial Officer*
- Anthony M. Wagner, *Executive Assistant*
- Echelle Jordan, *K-8 Curriculum Specialist*
- Wendy Senkbeil, *K-8 Principal*
- Wajih Hakim, *Chief Information Officer*

#### Excused – Board Members

- Patrick Devlin
- Nicholas Tobier

### III. Acceptance of Agenda

- **MOTION TO APPROVE** the September 28, 2015 meeting agenda
  - Made by Robert Dulin
  - Seconded by Toney Stewart
  - Motion carried with a unanimous vote

### IV. Call to the Public – Agenda Items Only

- No public comments made at this time

### V. Consent Agenda

- No consent agenda items



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## VI. Discussion / Action Items

- **MOTION TO JOINTLY APPROVE** August 27, 2015 meeting minutes, and the anti-bullying resolution (see attached)
  - Made by Robert Dulin
  - Seconded by Toney Stewart
  - Motion carried with a unanimous vote

## VII. Financial Reports

- Mr. William Coleman will email the August financial reports to the Board as soon as they are available.

## VIII. Superintendent's Report

- Ms. Sharon McPhail delivered her report to the Board orally.
- Ms. Sharon McPhail will email the written September superintendent's report to the Board as soon as it is available.

## IX. Old Business

- No old business

## X. New Business

- No new business

## XI. Announcements

- The next regular Board of Directors Meeting will be held on Thursday, October 22, 2015 in the Chemistry Lab located at Detroit Community Schools High School. The time will be determined at a later date.

## XII. Correspondence

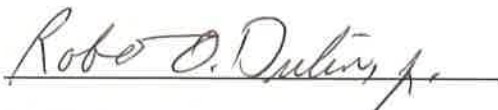
- A letter from the Detroit Public Schools athletics department thanking DCS for being present at the Kick-off Classic football games was presented to the Board.

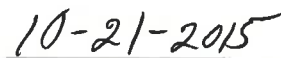
## XIII. Call to the Public – Any Concerns

- No public comments made at this time

## XIV. Adjournment

- **MOTION TO ADJOURN**
  - Made by
  - Seconded by
  - Motion carried with a unanimous vote
- Meeting adjourned at 10:45 AM





**Certified**

Rev. Robert Dulin  
Board Secretary

**Date**

## **REPLACEMENT POLICY—SPRING 2015** **BULLYING**

Reference: The Matt Epling Safe School Law, Public Act 241 of 2011, as amended by Public Act 478 of 2014 (MCL § 380.1310b).

The Board believes that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the policy of the School to provide a safe and nurturing environment for all of its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

### **BULLYING AND CYBERBULLYING ARE PROHIBITED**

Bullying and cyberbullying of a student, whether by other students, staff, visitors, Board members, parents, guests, contractors, vendors and volunteers, is prohibited. All pupils are protected under this policy, and bullying and cyberbullying are prohibited without regard to its subject matter or motivating animus.

### **DEFINITION OF BULLYING**

“Bullying” means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

- A. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
- B. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

- A. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
- B. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.

- C. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Since "bullying" also includes "cyberbullying," any reference in this policy to "bullying" shall also be deemed to refer to "cyberbullying."

Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, at school-sponsored activities or events, in a school-related vehicle, or using telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the school district. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying and cyberbullying that does not occur "at school," as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

#### REPORTING AND INVESTIGATING REPORTS OF BULLYING

Every student is encouraged to report any situation that he or she believes to be bullying behavior directed toward a student to a teacher, a counselor, administrator, or other staff member. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the Superintendent. Complaints against the Superintendent shall be reported to the Board.

Under state law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The Superintendent or designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a

perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

The School shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals.

The Superintendent is the school official responsible for ensuring that this policy is implemented.

CONFIDENTIALITY

The School will comply with all applicable laws regarding confidentiality of personally identifiable information within education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The Superintendent, or the Superintendent's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publicly disclosed.

NOTIFICATION

This policy will be annually circulated to parents and students, and shall be posted on the School website.

REPORTING

As required by state statute, the School shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.

As required by state statute, the School's procedures with respect to bullying are contained within this policy, and thus no administrative guidelines accompany this policy.

Adopted 3/22/04  
Revised

Robert Dublin, Jr.  
Secretary  
Board of Directors

9-28-2015  
Date



12675 Burt Road, Detroit, Michigan 48223 (313) 537-3570 phone (313) 537-6904 fax

## MEMORANDUM

DATE: October 2, 2015

TO: DCS Board of Directors

FROM: Bill Coleman, CEO

A handwritten signature in cursive script, appearing to read "Bill Coleman", is written over the printed name.

SUBJECT: Monthly Revenue & Expenditure Report (July & August 2015) and Cash Flow Report through August 31, 2015

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Attached are the following financial reports:

1. Revenue & Expenditures for July 2015
2. Revenue & Expenditures for August 2015
3. Cash Forecast with actual through August 31, 2015

Please note the following about these reports:

1. The Revenue & Expenditure reports are based on accrual accounting and therefore do not reflect actual cash received or expended.
2. The Cash Flow Forecast does reflect actual cash received regardless of what accounting period it accrues to.
3. The Fund Balance deficits shown on the July & August 2015 reports is due to July and August State Aid payments being charged to the 2014-15 fiscal year. Generally Accepted Accounting Practices (GAAP) require that we show these revenues in the year they are earned which in this case is a different fiscal year from when they were received. The Fund Balance deficits should begin to diminish after we start receiving our 2015-16 State Aid beginning in October.

4. The Cash Forecast statement reflects the State Aid Note (SAN) loan DCS received in two parts: \$475,000 in August 2015 and \$658,000 in September 2015.
5. The September 2015 amounts shown on the Cash Forecast have only been partially updated with actual expenditure data. We are still in the process of entering actual September expenditure data into our accounting system. However, we do believe that these are reasonable estimates.

Please do not hesitate to contact me if you have questions about these reports.

Attachments (3)

Cc: Sharon McPhail, Chief Administrative Officer

**Detroit Community Schools**  
Cash Forecast Statement  
General Fund

Fiscal Year: 2015-16

Actual through: 8/31/2015

	Jul	Aug	Sept	Oct	Nov	Dec
Beginning Balance (including investments)	\$ 298,186.00	\$ 224,807.02	\$ 386,685.02	\$ 445,764.02	\$ 479,619.02	\$ 503,474.02
<b>Estimated Receipts:</b>						
Collection of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collection of State Aid	\$ 558,134.02	\$ 560,063.00	\$ -	\$ 560,063.00	\$ 560,063.00	\$ 560,063.00
Collection of Other Grants	\$ 23,035.00	\$ 105,249.00	\$ -	\$ 93,000.00	\$ 80,000.00	\$ 80,000.00
Proceeds from Loans and Interest		\$ 475,000.00	\$ 658,000.00			
Other Revenue and Receipts	\$ 1,375.00	\$ 5,851.00	\$ 3,485.00		\$ 3,000.00	\$ 3,000.00
<b>TOTAL AVAILABLE FUNDS:</b>	\$ 880,730.02	\$ 1,370,970.02	\$ 1,048,170.02	\$ 1,098,827.02	\$ 1,122,682.02	\$ 1,146,537.02
<b>Less Estimated Disbursements:</b>						
Salaries and Benefits	\$ 366,943.00	\$ 329,919.00	\$ 329,919.00	\$ 329,919.00	\$ 329,919.00	\$ 329,919.00
Services, Supplies, and Materials	\$ 92,665.00	\$ 457,994.00	\$ 92,917.00	\$ 92,917.00	\$ 92,917.00	\$ 92,917.00
Repayment of Debt	\$ 179,571.00	\$ 179,570.00	\$ 179,570.00	\$ 179,570.00	\$ 179,570.00	\$ 179,570.00
Other Disbursements	\$ 16,744.00	\$ 16,802.00		\$ 16,802.00	\$ 16,802.00	\$ 16,802.00
<b>TOTAL DISBURSEMENTS:</b>	\$ 655,923.00	\$ 984,285.00	\$ 602,406.00	\$ 619,208.00	\$ 619,208.00	\$ 619,208.00
<b>ESTIMATED ENDING BALANCE:</b>	\$ 224,807.02	\$ 386,685.02	\$ 445,764.02	\$ 479,619.02	\$ 503,474.02	\$ 527,329.02
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Beginning Balance (including investments)	\$ 527,329.02	\$ 551,184.02	\$ 575,039.02	\$ 598,894.02	\$ 409,385.02	\$ 433,240.02
<b>Estimated Receipts:</b>						
Collection of Taxes						
Collection of State Aid	\$ 560,063.00	\$ 560,063.00	\$ 560,063.00	\$ 560,063.00	\$ 560,063.00	\$ 560,063.00
Collection of Other Grants	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
Proceeds from Loans and Interest						
Other Revenue and Receipts	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
<b>TOTAL AVAILABLE FUNDS:</b>	\$ 1,170,392.02	\$ 1,194,247.02	\$ 1,218,102.02	\$ 1,241,957.02	\$ 1,052,448.02	\$ 1,076,303.02
<b>Less Estimated Disbursements:</b>						
Salaries and Benefits	\$ 329,919.00	\$ 329,919.00	\$ 329,919.00	\$ 329,919.00	\$ 329,919.00	\$ 329,919.00
Services, Supplies, and Materials	\$ 92,917.00	\$ 92,917.00	\$ 92,917.00	\$ 92,917.00	\$ 92,917.00	\$ 92,917.00
Repayment of Debt	\$ 179,570.00	\$ 179,570.00	\$ 179,570.00	\$ 179,570.00	\$ 179,570.00	\$ 179,570.00
Other Disbursements	\$ 16,802.00	\$ 16,802.00	\$ 16,802.00	\$ 16,802.00	\$ 16,802.00	\$ 16,802.00
<b>TOTAL DISBURSEMENTS:</b>	\$ 619,208.00	\$ 619,208.00	\$ 619,208.00	\$ 619,208.00	\$ 619,208.00	\$ 619,208.00
<b>ESTIMATED ENDING BALANCE:</b>	\$ 551,184.02	\$ 575,039.02	\$ 598,894.02	\$ 409,385.02	\$ 433,240.02	\$ 287,738.57



**Detroit Community Schools**  
*General Fund*

Statement of Receipts and Disbursements  
For Month Ending: 31-Aug-15

Item	Budget	Current Month	Previous Month YTD	YTD	% Budget YTD
<b>REVENUE:</b>					
100 Local	\$ 150,000.00	\$ 2,157.58	\$ 1,374.82	\$ 3,532.40	2.35%
200 Other Political Subdivisions	\$ -	\$ -	\$ -	\$ -	#DIV/0!
300 State	\$ 6,352,500.00	\$ -	\$ -	\$ -	
400 Federal	\$ 879,380.00	\$ 69,604.79	\$ 1,325.10	\$ 70,929.89	8.07%
500 Incoming Transfers & Other Transactions	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>TOTAL REVENUE:</b>	<b>\$ 7,381,880.00</b>	<b>\$ 71,762.37</b>	<b>\$ 2,699.92</b>	<b>\$ 74,462.29</b>	<b>1.01%</b>
<b>EXPENDITURES:</b>					
100 Instruction					
110 Basic Programs	\$ 2,089,692.00	\$ 124,630.30	\$ 24,927.44	\$ 149,557.74	7.16%
120 Added Needs	\$ 896,177.00	\$ 35,304.21	\$ 4,012.92	\$ 39,317.13	4.39%
130 Unclassified	\$ -	\$ -	\$ -	\$ -	#DIV/0!
200 Support Services					
210 Pupil	\$ 420,750.00	\$ 30,045.57	\$ 35,196.45	\$ 65,242.02	15.51%
220 Instructional Staff	\$ -	\$ 19,385.99	\$ 12,128.21	\$ 31,514.20	#DIV/0!
230 General Administration	\$ 814,556.00	\$ 68,341.70	\$ 40,454.61	\$ 108,796.31	13.36%
240 School Administration	\$ 457,750.00	\$ 36,307.05	\$ 32,833.57	\$ 69,140.62	15.10%
250 Business	\$ 174,000.00	\$ 25,408.79	\$ 16,774.27	\$ 42,183.06	24.24%
260 Operations and Maintenance	\$ 924,294.00	\$ 59,359.97	\$ 68,669.47	\$ 128,029.44	13.85%
270 Transportation	\$ 198,767.00	\$ 1,896.62	\$ 175.20	\$ 2,071.82	1.04%
280 Central	\$ 238,142.00	\$ 12,788.31	\$ 16,749.10	\$ 29,537.41	12.40%
290 Other	\$ 81,250.00	\$ 3,461.42	\$ (791.81)	\$ 2,669.61	3.29%
300 Community Services	\$ 33,500.00	\$ 7,831.63	\$ 10,950.33	\$ 18,781.96	56.07%
400 Outgoing Transfers and Other Transactions	\$ 1,052,002.00	\$ 86,462.75	\$ 87,157.79	\$ 173,620.54	16.50%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 7,381,880.00</b>	<b>\$ 511,224.31</b>	<b>\$ 349,237.55</b>	<b>\$ 860,461.86</b>	<b>11.66%</b>
<b>EXCESS REVENUE OR (EXPENDITURES)</b>	\$ -	\$ (439,461.94)	\$ (346,537.63)	\$ (785,999.57)	#DIV/0!
<b>FUND BALANCE (Beginning of Month)</b>	\$ 473,741.00	\$ 473,741.00			
<b>FUND BALANCE (End of Month)</b>	\$ 473,741.00	\$ 34,279.06	\$ (346,537.63)	\$ (785,999.57)	-165.91%

**Detroit Community Schools**

*General Fund*

Statement of Receipts and Disbursements

For Month Ending: 31-Jul-15

Item	Budget	Current Month	Previous Month YTD	YTD	% Budget YTD
<b>REVENUE:</b>					
100 Local	\$ 150,000.00	\$ 1,374.82		\$ 1,374.82	0.92%
200 Other Political Subdivisions	\$ -			\$ -	#DIV/0!
300 State	\$ 6,352,500.00	\$ -		\$ -	
400 Federal	\$ 879,380.00	\$ 1,325.10		\$ 1,325.10	0.15%
500 Incoming Transfers & Other Transactions	\$ -			\$ -	#DIV/0!
<b>TOTAL REVENUE:</b>	<b>\$ 7,381,880.00</b>	<b>\$ 2,699.92</b>	<b>\$ -</b>	<b>\$ 2,699.92</b>	<b>0.04%</b>
<b>EXPENDITURES:</b>					
100 Instruction					
110 Basic Programs	\$ 2,089,692.00	\$ 24,927.44		\$ 24,927.44	1.19%
120 Added Needs	\$ 896,177.00	\$ 4,012.92		\$ 4,012.92	0.45%
130 Unclassified				\$ -	#DIV/0!
200 Support Services					
210 Pupil	\$ 420,750.00	\$ 35,196.45		\$ 35,196.45	8.37%
220 Instructional Staff	\$ -	\$ 12,128.21		\$ 12,128.21	#DIV/0!
230 General Administration	\$ 814,556.00	\$ 40,454.61		\$ 40,454.61	4.97%
240 School Administration	\$ 457,750.00	\$ 32,833.57		\$ 32,833.57	7.17%
250 Business	\$ 174,000.00	\$ 16,774.27		\$ 16,774.27	9.64%
260 Operations and Maintenance	\$ 924,294.00	\$ 68,669.47		\$ 68,669.47	7.43%
270 Transportation	\$ 199,767.00	\$ 175.20		\$ 175.20	0.09%
280 Central	\$ 238,142.00	\$ 16,749.10		\$ 16,749.10	7.03%
290 Other	\$ 81,250.00	\$ (791.81)		\$ (791.81)	-0.97%
300 Community Services	\$ 33,500.00	\$ 10,950.33		\$ 10,950.33	32.69%
400 Outgoing Transfers and Other Transactions	\$ 1,052,002.00	\$ 87,157.79		\$ 87,157.79	8.28%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 7,381,880.00</b>	<b>\$ 349,237.55</b>	<b>\$ -</b>	<b>\$ 349,237.55</b>	<b>4.73%</b>
<b>EXCESS REVENUE OR (EXPENDITURES)</b>					
	\$ -	\$ (346,537.63)	\$ -	\$ (346,537.63)	#DIV/0!
<b>FUND BALANCE (Beginning of Month)</b>					
	\$ 473,741.00	\$ 473,741.00		\$ 473,741.00	
<b>FUND BALANCE (End of Month)</b>					
	\$ 473,741.00	\$ 127,203.37	\$ -	\$ (346,537.63)	-73.15%