

West Village Academy

3530 Westwood Ave., Dearborn, MI 48124
 Telephone: (313) 274-9200 Facsimile: (313) 274-0062

**REGULAR MEETING
 WEST VILLAGE ACADEMY BOARD OF DIRECTORS**

DATE: October 13, 2016
TIME: 6:30 p.m./ a.m.
LOCATION: West Village Academy
 3530 Westwood
 Dearborn, MI 48124

Approved

MINUTES

MEETING TYPE: REGULAR SPECIAL PROPOSED APPROVED

I. OATH OF OFFICE

The Oath of Office was administered by Mrs. Hollins, Notary Public, to Ms. Hogan prior to the start of the Board meeting.

II. CALL TO ORDER

PRESIDENT GEONISHA WASHINGTON called the meeting to order at 6:33 p.m./ a.m. on Thursday, October 13, 2016.

III. ROLL CALL

Ms. Geonisha Washington, President, Board of Directors	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mr. Robert VanEvery, Vice President, Board of Directors	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mr. Paul Serwinek, Secretary, Board of Directors	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Ms. Alicia Buggs, Treasurer, Board of Directors	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Ms. Carla Hogan, Member, Board of Directors	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

ADMINISTRATION PRESENT (all or part of the meeting)

Mrs. Carletta Counts, CAO, West Village Academy
 Mr. Brad Miller, Principal, West Village Academy
 Mr. Torrance Green, Dean of Students, West Village Academy

OTHERS PRESENT (all or part of the meeting)

Mrs. Alma Hollins, Board Liaison, Provision
 Mrs. Felicia Williams, Accountant, Provision

Mr. Jonathan Trout, The Center for Charters

The proposed agenda was distributed.

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IV. PUBLIC COMMENT

None.

V. APPROVAL OF AGENDA.

MOTION: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE THE October 13, 2016 AGENDA.

AS PRESENTED.

WITH CHANGES,

SUPPORT: PRESIDENT GEONISHA WASHINGTON SECONDED.

DISCUSSION: None.

MOTION CARRIED UNANIMOUSLY.

NEXT MEETING:

The next regularly scheduled meeting for the West Village Academy Board of Directors, will be held on Thursday, November 10, 2016 at 3530 Westwood Avenue, Dearborn, MI 48124. This meeting is scheduled to convene at 6:30 p.m./ a.m.

VI. APPROVAL OF MEETING MINUTES.

MOTION: PRESIDENT GEONISHA WASHINGTON MADE A MOTION TO APPROVE THE September 8, 2016 MEETING MINUTES.

AS PRESENTED.

WITH CHANGES,

SUPPORT: VICE PRESIDENT ROBERT VANEVERY SECONDED.

DISCUSSION: None.

MOTION CARRIED UNANIMOUSLY.

VII. EPICENTER COMPLIANCE - 100%

During the discussion of upcoming compliance deadlines, Mrs. Hollins brought to the Board's attention that the Staff Review Certification form required their signature or the signature of an individual designated by the Board.

MOTION: PRESIDENT GEONISHA WASHINGTON MADE A MOTION TO DESIGNATE CAO CARLETTA COUNTS AS THE INDIVIDUAL AUTHORIZED BY THE BOARD TO EXECUTE THE STAFF REVIEW CERTIFICATION FORM.

SUPPORT: MEMBER CARLA HOGAN SECONDED.

DISCUSSION: None.

MOTION CARRIED UNANIMOUSLY.

VIII. TREASURER'S REPORT

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a. September Financial Report

Mrs. Williams reported on the September financials and elaborated on the following:

- Cash as of September 30, 2016 was \$579,320.55 as compared to September 30, 2015 when the cash in the bank was \$379,059.62.
- The ability of the Academy to pay all of its financial obligations in one year is 1.05 which means for every dollar that WVA owes, they have 1.05 dollars to pay the debt. In 2015, the Academy's ratio to pay its debt was .52.
- The Days' Cash on Hand in 2016 is 45.70 as compared to 31.08 in 2015.
- WVA's Fund Balance was 0.82 percent of its total budgeted expenses for the fiscal year. In 2015, WVA's Fund Balance percentage was -9.54 percent.
- 3/12th of the budget is approximately 25 percent. WVA's YTD Actual Expenses equal 16.43 percent of its total budgeted expenses. Accrued expenditures have not been included.
- The Projected cash balance at June 30, 2017 is \$190,328 versus \$438,581 at June 30, 2016.

Mrs. Williams informed the Board that the goal is to present the budget amendment at the November Board meeting for approval.

President Washington requested that during the budget amendment process, the Board would like money included in the budget for the staff Christmas checks as well as money for raises.

IX. CAO REPORT

Mrs. Counts elaborated on her report as follows:

Enrollment

- As of October 7th the student enrollment is 476; however, on Count Day, there were 466 students present.

Staffing

- Staff Openings:
 - Kindergarten Teacher
 - 1st Grade Teacher - There is a long-term sub.
 - Middle School ELA - Hiring an ELA teacher today (10/13/16).

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- Technology Teacher
- Social Worker – Starts on Monday, October 17, 2016. She will be part-time.
- 5th Grade Teacher
- Science Teacher

Mrs. Counts informed the Board that the climate of the building is amazing considering the amount of subs in the building.

General Building Updates

- Mrs. Counts explained that the Academy had additional systems go out. In four of the units, the compressors needed to be replaced. In one of the units, the blower needs to be rebuilt. Two of the units require replacement at approximately \$10,000 each. Only \$20,000 has been set aside in the budget.

The refrigeration system went out. It has been repaired, but it cost \$2,000 to replace the coolant.

Mrs. Counts discussed with the Board the possibility of sending Mr. Henry to school for heating/cooling certification to effect minor repairs and savings. Mrs. Counts added that if the Board approves paying the tuition for Mr. Henry, then the Academy would require a time commitment.

The Board requested that Mrs. Counts provide a proposal including costs.

Evaluations

- Mrs. Counts explained that MDE is requiring that all schools utilize an evaluation system and the tools being utilized must be placed on the website. As such, WVA is utilizing the Charlotte Danielson model for staff and the AdvanceED will be utilized for the Administrators. Mrs. Counts informed the Board that she still has some questions about the process. Additionally, the Board will need to utilize AdvanceED when they do her evaluation. **Vice President VanEvery** attended the first session; however, there was a second session to which no Board member was available to attend.

Disciplinary Hearing

- Mrs. Counts informed the Board that the parent withdrew the student from the Academy.

Salary

- Mrs. Counts and Mr. Miller explained to the Board that they would like to come up with a pay scale to make sure that teachers are paid at a fair market value. They would like it to become effective for the 17-18 school year.

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Miscellaneous

- St. Robert Bellarmine is selling their desktop computers for \$100 apiece. WVA's goal is to replace the teachers' computers.
- PNC Bank will come in to work with WVA students on a schoolwide program. Students will learn about money and how to handle it. The 6th grade students will be the tellers.

X. OLD BUSINESSa. Approval of the Plante Moran Audit

Mrs. Hollins explained to the Board that although Plante Moran presented the audit at the September Board meeting, the audit itself was not received/approved.

MOTION: PRESIDENT GEONISHA WASHINGTON MADE A MOTION TO APPROVE THE 2015-2016 AUDIT.

SUPPORT: SECRETARY PAUL SERWINEK SECONDED.

DISCUSSION: None.

MOTION CARRIED UNANIMOUSLY.

b. Update on Meeting with Mr. Younis

President Washington informed the Board that she would type up her notes from the meeting with Mr. Younis and distribute to the Board and Administration. **President Washington** touched on the following:

- Discussion ensued about the contract as follows:
 - Mr. Younis will reduce the cost of the monthly lease to \$41,000 per month effective July 1, 2017.
 - Mr. Younis requires that the lease be a 10-year lease with a termination clause in the event that WVA loses its charter contract.
 - Every two years, Mr. Younis will raise the monthly fee (2 to 3%) based on the cost of living.

Mr. Younis also agreed to sponsor some of the WVA students' trip to Cedar Point.

New School Building Discussion:

- Need to know the cost of the repairs.
- Would need to know the timeline for the repairs.
- Need to know about the wiring for central air-conditioning
- Need to negotiate with the church about the use of the gym

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- Need to know how much it would cost to relocate everything from WVA's present location to the new location
- Need to discuss bus routes
- The 21st Century grant would require another inspection - more money.

Secretary Serwinek remarked that the initial inspection has already taken place. The structure is fine. The State has come in to conduct their inspection. The plumbing, heating, and another structural inspection will be taking place as well.

President Washington inquired if the individuals conducting the inspection will be charging the Academy. **President Washington** added that she would prefer for the individual overseeing the inspections to come to the Board meeting to provide a status update. **President Washington** remarked that there appears to be some miscommunication regarding the process, the cost, and next steps.

Secretary Serwinek responded that WVA has not contracted with the State. This is a Bellarmine expense.

Mrs. Counts remarked that the individual overseeing the inspections is operating at a slow pace and added that based on the amount that Mr. Younis is willing to come down, her recommendation would be for WVA to stay put.

President Washington added that over the last three years, WVA has had a revolving door concerning staff retention. **President Washington** added that teacher salaries are too low.

Mr. Trout informed the Board that the State coming in to perform an inspection is a good thing because they will know what work needs to be done to bring the building up to code.

President Washington inquired if there is an additional cost for the inspections and if there is, is it included in the \$1,900 that was already paid.

Mr. Trout responded that the relocation expense and bringing the building up to code would have to be financed. Mr. Trout added that this needs to be developed further as the Board will need the information to make the best decision for the Academy and not base the decision on anxiety. Mr. Trout added that he did not believe it necessary to have the individual overseeing the inspections come to the Board meeting as the requested information could be secured via a telephone call.

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President Washington remarked that she would like the Building Committee (Member Carla Hogan, Secretary Paul Serwinek, CAO Carletta Counts and Principal Brad Miller) to talk with the individual via conference call.

c. Approval of Fresh Nation Contract – 2nd Semester

President Washington inquired if the information is available about the itemized cost of services provided as well as teacher/parent recommendations.

Mrs. Counts responded that the Board approved the School Improvement Plan and Fresh Nation is a part of the Plan. Mrs. Counts added that the Academy paid \$25,000 last year for the contract; however, the breakdown provided by Fresh Nation actually totals over \$45,000. They provided marketing via student participation, t-shirts, and a graduation speaker. Concerning data, Mrs. Counts remarked that when the data was compared the students' scores stayed the same except for two students. Mrs. Counts informed the Board that she cannot say that this was due to Fresh Nation.

A parent, Tim, remarked that Mrs. Counts and the current staff have been outstanding with how they handle the children. Tim stated that his son was in his shell, but after participating in Fresh Nation, he is no longer. Both his son and daughter are happy at WVA and cannot wait to come to school. Tim stated that he likes what is going on at the school and appreciates the transparency shown by Administration.

Ms. Larson (teacher) explained why she really appreciates the program. Ms. Larson remarked that all kinds of students are participating in the program, athletic students and students who do not participate in athletics. There has been growth in the children. Peer groups have been formed and students are working together.

MOTION: PRESIDENT GEONISHA WASHINGTON MADE A MOTION TO APPROVE THE FRESH NATION CONTRACT FOR THE SECOND SEMESTER.

SUPPORT: VICE PRESIDENT ROBERT VANEVERY SECONDED.

DISCUSSION: Secretary Serwinek remarked that WVA needs to make sure that the money spent is being used in the best way possible.

MOTION CARRIED UNANIMOUSLY.

XI. NEW BUSINESS

a. Approval of Charter Contract Amendment No. 6

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MOTION: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE CHARTER CONTRACT AMENDMENT NO. 6.

SUPPORT: PRESIDENT GEONISHA WASHINGTON SECONDED.

DISCUSSION: None.

MOTION CARRIED UNANIMOUSLY.

XII. FOLLOW-UP ACTION ITEMS

None.

XIII. OTHER BUSINESS

a. CMU - Jonathan Trout

Mr. Trout informed the Board of the following:

- Distributed the Operations Report and reviewed it with the Board.
- Understanding the Charter Contract - Upcoming training on November 3, 2016 in Howell, Michigan.
- Strategic Planning - Don't forget.

Mr. Trout presented Member Hogan with a plaque on behalf of CMU welcoming her to the Board of Directors.

XIV. EXTENDED PUBLIC COMMENT

Ms. Larson commented about the potential move and inquired about buy-in from staff and teachers. Ms. Larson mentioned that there are several charter schools already in the area of the potential new building.

XV. CORRESPONDENCE

None.

XVI. ADJOURNMENT

MOTION: PRESIDENT GEONISHA WASHINGTON MADE A MOTION TO ADJOURN THE MEETING AT 8:16 p.m. / a.m.

SUPPORT: VICE PRESIDENT ROBERT VANEVERY SECONDED.

DISCUSSION: None

MOTION CARRIED UNANIMOUSLY.

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MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

Alma S. Hollins

Recording Secretary

10/25/2016

Date

Approved by the West Village Academy
Board of Directors:

Robert A. Van Every

Board Vice President

11/10/2016

Date

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