

West Village Academy

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

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

DATE: August 11, 2016
TIME: 5:30 p.m./ a.m.
LOCATION: West Village Academy
3530 Westwood
Dearborn, MI 48124

Approved

MINUTES

MEETING TYPE: REGULAR SPECIAL PROPOSED APPROVED

I. CALL TO ORDER

VICE PRESIDENT ROBERT VANEVERY called the meeting to order at 5:38 p.m./ a.m. on Thursday, August 11, 2016.

II. ROLL CALL

- Ms. Geonisha Washington, President, Board of Directors Present Absent
(President Washington arrived at 6:14 p.m.)
- Mr. Robert VanEvery, Vice President, Board of Directors Present Absent
- Mr. Paul Serwinek, Secretary, Board of Directors Present Absent
- Ms. Alicia Buggs, Treasurer, Board of Directors Present 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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III. PUBLIC COMMENT

None.

IV. APPROVAL OF AGENDA.

MOTION: SECRETARY PAUL SERWINEK MADE A MOTION TO APPROVE THE August 11, 2016 AGENDA.

 AS PRESENTED. WITH CHANGES,**SUPPORT: VICE PRESIDENT ROBERT VANEVERY 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, September 8, 2016 at 3530 Westwood Ave., Dearborn, MI 48124. This meeting is scheduled to convene at 6:30 p.m./ a.m.

V. APPROVAL OF MEETING MINUTES.

MOTION: SECRETARY PAUL SERWINEK MADE A MOTION TO APPROVE THE July 21, 2016 MEETING MINUTES.

 AS PRESENTED. WITH CHANGES,**SUPPORT: VICE PRESIDENT ROBERT VANEVERY SECONDED.****DISCUSSION: None.****MOTION CARRIED UNANIMOUSLY.****VI. EPICENTER COMPLIANCE – 100%****VII. TREASURER'S REPORT**a. July Financials

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

- Cash as of July 31, 2016 was \$331,546.07 as compared to July 31, 2015 when the cash in the bank was \$45,312.52.

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- The ability of the Academy to pay all of its financial obligations in one year is 3.30 which means for every dollar that WVA owes, they have 3.30 dollars to pay the debt. In 2015, the Academy's ratio to pay its debt was 1.15.
- The Days' Cash on Hand in 2016 is 26.31 as compared to 3.88 in 2015.
- WVA's Fund Balance was 12.86 percent of its total budgeted expenses for the fiscal year. In 2015, WVA's Fund Balance percentage was 1.51 percent.
- 1/12th of the budget is approximately 8.33 percent. WVA's YTD Actual Expenses equal 1.51 percent of its total budgeted expenses.

b. Audit Update

Mrs. Williams informed the Board that from July 25th through the 28th, the Plante Moran auditors came out to conduct the field audit. Mrs. Williams added that at this point, there were no major issues.

c. SAN Note Update

The SAN note closing is scheduled for August 22nd.

MOTION: SECRETARY PAUL SERWINEK MADE A MOTION TO ACCEPT THE JULY FINANCIAL REPORT.

SUPPORT: TREASURER ALICIA BUGGS SECONDED.

DISCUSSION: None.

MOTION CARRIED UNANIMOUSLY.

VIII. CAO REPORT

Mrs. Counts elaborated on her report as follows:

Enrollment

- As of August 8th, 433 students have reenrolled. The budget for 16-17 is based on 458 students.

Staffing

- Mrs. Counts introduced Torrance Green, the new Dean of Students.

Compliance

- Mrs. Counts explained that Citi Building Services agreed to reduce the July payment by \$800 resulting in a total payment of \$7,000 which includes the July payment plus an additional

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\$5,000 to end the contract. Mrs. Counts reported that the new vendor, Master Maintenance, will start in two weeks.

Grant

- Mrs. Counts stated that she wrote a grant for evaluations that includes a piece for the Board to evaluate the CAO. Mrs. Counts stated that the two-day training will be held on September 2nd and on another day in October. Mrs. Counts requested that a Board member representative attend the trainings if possible.

MOTION: SECRETARY PAUL SERWINEK MADE A MOTION TO AMEND THE AGENDA TO ADDRESS THE NEW BUSINESS ITEMS BEFORE THE OLD BUSINESS ITEMS.

SUPPORT: VICE PRESIDENT ROBERT VANEVERY SECONDED.

DISCUSSION: None.

MOTION CARRIED UNANIMOUSLY

IX. NEW BUSINESS

a. Transparency Reporting Certification Form

Mrs. Hollins explained the form requirements to the Board and informed them that she would work with Mrs. Counts to verify that all required items are on the website prior to submission of the form.

b. Approval of 2016-2017 School Improvement Plan

Mrs. Counts discussed some of the items included in the School Improvement Plan as follows:

- Fresh Nation for 6th and 7th grade students
- Click on Detroit
- Red Cross/CPR & First Aid for 7th grade students
- Sylvan
- Robotics for 3rd, 4th, and 5th grade students
- Pilot for Drone Program for approximately 10 students.
- Proficiency increase for Math and Reading for all students

MOTION: SECRETARY PAUL SERWINEK MADE A MOTION TO APPROVE THE SCHOOL IMPROVEMENT PLAN.

SUPPORT: VICE PRESIDENT ROBERT VANEVERY SECONDED.

DISCUSSION: None.

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MOTION CARRIED UNANIMOUSLY.**X. OLD BUSINESS****a. Update on Potential New Building Rental**

Vice President VanEvery provided the layout and some background information on the potential new building. **Vice President VanEvery** informed the Board that there is a possibility of lower rent if the Academy enters into a long-term lease.

(Treasurer Buggs left the meeting at 6:05 p.m. and returned at 6:08 p.m.)

Secretary Serwinek discussed the overpriced rent that is currently being paid for 3530 Westwood and reported on the following:

- Approximate rental of the new building - \$26,000 per month.
- Archdiocese will work with the Academy on bringing the building up to code.
- Archdiocese will not charge the Academy rent while the building is being brought up to code.
- Once the building is renovated, if the Academy is not ready to occupy the building, the Archdiocese will charge the Academy \$1,000 per month.

Treasurer Buggs inquired about the length of the lease for the new building and **President Washington** inquired if the staff had been polled as yet.

Mrs. Counts responded that the staff had not been polled as yet because she did not want anyone looking for a new position over the summer. Mrs. Counts added that she wanted to wait until school reopens before having that conversation. Mrs. Counts informed the Board that she went by the new building and thought it was beautiful. Mrs. Counts inquired if a possible committee could be assembled to discuss a timeline and next steps.

Secretary Serwinek requested that President Washington and Treasurer Buggs take a look at the new building.

Treasurer Buggs recommended that there be parents and staff representatives on the committee along with Mrs. Counts and the Board representatives.

Mr. Miller remarked that he believes the building to be a very viable option and added that staff buy-in would be very important.

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Mr. Trout remarked that the Board, while going through the process, may want to consider the possibility of having to pay the entire renovation costs. Mr. Trout suggested that the Board may want to discuss the renovation costs with a financial institution.

Mrs. Counts inquired if there was an organization who provides assistance with transitions or if CMU assists schools in going through the transition process.

Mr. Trout responded that CMU will interface with the State as far as the progress is concerned and added that the moving process will need to be placed in the hands of a professional. Mr. Trout informed the Board that the architect would most likely assist the Board with this process.

President Washington inquired if the Committee would be able to meet with the architect to get an understanding of the entire process.

Mr. Trout responded that the Board should get the architect involved and find out what is needed and what the approximate cost would be to bring the building up to code.

Secretary Serwinek remarked that he and **Vice President VanEvery** would remain as the Board representatives for the Committee.

Mrs. Counts added that she and Mr. Miller would like to be on the Committee as well.

Secretary Serwinek remarked that he will call the Archdiocese on Friday, August 12th to see if the building is still on the market. **Secretary Serwinek** suggested that if the building is still available then the Committee could meet the week of August 15th.

Secretary Serwinek informed the Board that the Archdiocese requires a payment of \$1,900 to start the process.

XI. OTHER BUSINESS

a. CMU

Mr. Trout informed the Board to "Save the Date" for CMU's annual conference scheduled for October 6th at the Showplace in Novi.

XII. FOLLOW-UP ACTION ITEMS

None.

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XIII. EXTENDED PUBLIC COMMENT

None.

XIV. CORRESPONDENCE

None.

XV. ADJOURNMENT

MOTION: PRESIDENT GEONISHA WASHINGTON MADE A MOTION TO ADJOURN THE MEETING AT 6:47 p.m. / a.m.

SUPPORT: TREASURER ALICIA BUGGS SECONDED.

DISCUSSION: None

MOTION CARRIED UNANIMOUSLY.

MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

Alma S. Hollins

Recording Secretary

8/21/2016

Date

Approved by the West Village Academy
Board of Directors:

Pat Smith

Board Secretary

9/08/2016

Date

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