

**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: September 8, 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. CALL TO ORDER**

**PRESIDENT GEONISHA WASHINGTON** called the meeting to order at 6:32  p.m./ a.m. on Thursday, September 8, 2016.

**II. 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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

*(Ms. Buggs arrived at 6:50 p.m.)*

**ADMINISTRATION PRESENT (all or part of the meeting)**

Mrs. Carletta Counts, CAO, 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.

A copy of the meeting minutes are available for public inspection at West Village Academy, 3530 Westwood, MI 48124 within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42USC § 12101 et sec or any successor law. Should you require specific accommodations, please contact Ms. White at 313.274.9200 prior to meeting.

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF AGENDA.**

**MOTION: SECRETARY PAUL SERWINEK MADE A MOTION TO APPROVE THE September 8, 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, October 13, 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: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE THE August 11, 2016 MEETING MINUTES.**

AS PRESENTED.

WITH CHANGES,

**SUPPORT: SECRETARY PAUL SERWINEK SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY.**

**VI. EPICENTER COMPLIANCE – 100%**

**VII. TREASURER’S REPORT**

a. Audit Presentation and Approval

Ms. Teresa Pollock, CPA, Plante Moran, reviewed the Academy audit with the Board.

- The Academy was given a Clean Opinion for the audit with no findings.
- The 21<sup>st</sup> Century Program was audited. It was given a Clean Opinion with no findings.
- The Academy’s Fund Balance is slightly above State average which is excellent.

---

A copy of the meeting minutes are available for public inspection at West Village Academy, 3530 Westwood, MI 48124 within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42USC § 12101 et sec or any successor law. Should you require specific accommodations, please contact Ms. White at 313.274.9200 prior to meeting.

b. August Financials

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

- Cash as of August 31, 2016 was \$891,676.02 as compared to August 31, 2015 when the cash in the bank was \$629,537.43. Mrs. Williams mentioned that the increase in the cash balance was due to the SAN Note being received.
- Looking at ratios, the Academy is on an upward trend. The ability of the Academy to pay all of its financial obligations in one year is 1.34 which means for every dollar that WVA owes, they have 1.34 dollars to pay the debt. In 2015, the Academy's ratio to pay its debt was .84.
- The Days' Cash on Hand in 2016 is 70.33 as compared to 51.62 in 2015.
- WVA's Fund Balance was 5.66 percent of its total budgeted expenses for the fiscal year. In 2015, WVA's Fund Balance percentage was 3.23 percent.
- 2/12th of the budget is approximately 17 percent. WVA's YTD Actual Expenses equal 10.02 percent of its total budgeted expenses. Accrued expenditures have not been included.

Mrs. Williams informed the Board that Provision Finance will be meeting with Mrs. Counts and Ms. Mosely to start looking at the budget revision. The current budget is based on 450 students.

## VIII. CAO REPORT

Mrs. Counts elaborated on her report as follows:

### Enrollment

- As of September 6<sup>th</sup> the student enrollment is 473.

### Staffing

- Staff Openings:
  - Kindergarten Teacher
  - 1<sup>st</sup> Grade Teacher
  - Middle School ELA
  - Technology Teacher

---

A copy of the meeting minutes are available for public inspection at West Village Academy, 3530 Westwood, MI 48124 within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42USC § 12101 et sec or any successor law. Should you require specific accommodations, please contact Ms. White at 313.274.9200 prior to meeting.

Mrs. Counts informed the Board that she has reached out to WayneRESA as well as MM1. Mrs. Counts added that WVA is currently utilizing the services of long term subs.

**President Washington** requested that Mrs. Counts keep the Board informed on the staffing situation.

#### General Building Updates

- Mrs. Counts explained that the Academy is having issues with its heating and cooling system. Of the three air units that went out, only one has been repaired. Mrs. Counts added that the unit in the back is of concern. The quote is over \$8,000 to repair.
- Due to the heavy rain, there was a sewerage back-up.

#### Handbook Changes

- Would like to create a "Late Pick-Up" policy. After the grace period has passed, the Academy would like to start charging \$1.00 per minute for late pick-ups starting at 4:00 p.m. Although the Academy cannot enforce the payment of the late charge, they would like to tie this in with the child not being able to participate in after school programs until the fee is paid. Mrs. Counts added that the Academy is basically looking at repeat offenders.
- Want to clearly state the cell phone policy. Students cannot have their cell phones on their person while in school. They should be in their lockers or given to an administrator.
- The Board already approved changing the uniforms, but the change needs to be put in the handbook.

#### Sylvan Learning - \$41,085

- Sylvan is coming in as part of the daytime interventions. They will tutor the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students in Science, Technology, Engineering and Math (STEM). Kindergarten and 1<sup>st</sup> grade students will participate in the basic reading program.

**President Washington** remarked that the Academy has been utilizing Sylvan for a few years and the scores are not increasing.

Mrs. Counts stated that one of the reasons why they moved Sylvan's participation to the school day is because having the program after school made for a long day for the students, and they were checking out.

**President Washington** queried if Administration has talked to Sylvan about the older students.

Mrs. Counts informed the Board that she will run some numbers to see how the students who have been participating in Sylvan are progressing.

---

A copy of the meeting minutes are available for public inspection at West Village Academy, 3530 Westwood, MI 48124 within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42USC § 12101 et sec or any successor law. Should you require specific accommodations, please contact Ms. White at 313.274.9200 prior to meeting.

**MOTION: PRESIDENT GEONISHA WASHINGTON MADE A MOTION TO APPROVE THE SYLVAN CONTRACT.**

**SUPPORT: SECRETARY PAUL SERWINEK SECONDED.**

**DISCUSSION: President Washington** remarked that the Board needs to see some raw data and added that Sylvan has never guaranteed any increasing results for WVA students. **President Washington** stated that parents and teachers should be questioned about whether they see any differences in the kids who are participating in the program.

**MOTION CARRIED UNANIMOUSLY.**

Mrs. Hollins pointed out that Sylvan's contract stipulates that the Academy pay a deposit prior to the next Board meeting.

The Board agreed for a check to be issued and **Treasurer Buggs** and **Secretary Serwinek** gave permission for their signature stamps to be utilized.

#### Fresh Nation - \$50,000

- Mrs. Counts informed the Board that she would like to continue the program that the students participated in during the last school year. Last year 25 students participated in the program, but this year there would be 50.

**Secretary Serwinek** was concerned about the cost of the program, \$50,000, which would benefit so few students. **Secretary Serwinek** remarked that he is opposed to the program as he believes the amount of money could be used for better interventions which would benefit all WVA students. **Secretary Serwinek** added that he would like to see the money used for a math specialist or perhaps have Sylvan provide more assistance. **Secretary Serwinek** stated that he would rather earmark the money for more training to benefit the students.

**Treasurer Buggs** remarked that it is her belief that when the Board approved the contract, a portion of the money was to go towards their assistance with marketing.

Mrs. Counts responded that they did the Back-to-School Rally, live radio time, field trips, and commercials advertising WVA.

**Treasurer Buggs** remarked that it would be nice to see an itemized budget of the money that was given to Fresh Nation and how much was provided for marketing.

**President Washington** inquired if Fresh Nation could provide a detailed itemization.

Mrs. Counts remarked that she would request the information from Fresh Nation.

---

A copy of the meeting minutes are available for public inspection at West Village Academy, 3530 Westwood, MI 48124 within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42USC § 12101 et sec or any successor law. Should you require specific accommodations, please contact Ms. White at 313.274.9200 prior to meeting.

**President Washington** remarked that what the Board is saying is if the Academy is going to spend \$50,000, it would be better spent going towards math intervention.

Mrs. Counts responded that the Academy has interventions in place for math assistance.

**Secretary Serwinek**, in referring to the marketing portion of the contract, inquired how often is the Academy getting advertising and how much would that advertising cost as a standalone expense?

Mrs. Counts informed the Board that she will request data after the first semester to see if the program is supporting the students.

**President Washington** suggested that the Academy participate in one semester and then review to see if participation in a second semester is in order.

**MOTION: SECRETARY PAUL SERWINEK MADE A MOTION TO APPROVE THE FRESH NATION CONTRACT FOR ONE SEMESTER FOR \$25,000 PENDING RECEIPT OF THE ITEMIZED STATEMENT.**

**SUPPORT: PRESIDENT GEONISHA WASHINGTON SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY**

**MOTION: SECRETARY PAUL SERWINEK MADE A MOTION TO EMPOWER PRESIDENT WASHINGTON TO EXECUTE THE FRESH NATION CONTRACT PENDING RECEIPT OF THE REQUESTED INFORMATION.**

**SUPPORT: PRESIDENT GEONISHA WASHINGTON SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY**

## **IX. OLD BUSINESS**

None.

## **X. NEW BUSINESS**

None.

## **XI. OTHER BUSINESS**

### **a. Meeting with Mr. Younis**

The Board agreed that a committee comprised of **Secretary Serwinek**, **Treasurer Buggs**, and **CAO Counts** would meet with Mr. Younis sometime during the week of September 19<sup>th</sup>.

---

A copy of the meeting minutes are available for public inspection at West Village Academy, 3530 Westwood, MI 48124 within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42USC § 12101 et sec or any successor law. Should you require specific accommodations, please contact Ms. White at 313.274.9200 prior to meeting.

b. Tour of the Potential Building

Mrs. Counts informed the Board that the committee is in the process of compiling a really exhaustive list of what is needed. Mrs. Counts remarked that the building has partial air-conditioning which would present a problem in the summer months.

c. CMU – Jonathan Trout

Mr. Trout reminded the Board about CMU's annual conference scheduled for October 6<sup>th</sup> at the Showplace in Novi.

Mr. Trout requested feedback from the Board regarding their interest if selected to participate in strategic planning sessions being offered by CMU. Mr. Trout elaborated on the following:

- There would be three sessions that would last five hours each.
- Sessions would be held on Saturdays: December 3, 2016, March 4, 2017, and May 6, 2017 from 9:00 a.m. until 3:00 p.m.
- The sessions will take place at CMU's location in Troy.
- The sessions will cover strategic planning and strategic alignment. The goal would be to develop a strategic plan.
- Lunch will be provided.

The Board expressed their interest and commitment in participating if selected by CMU.

## **XII. FOLLOW-UP ACTION ITEMS**

None.

## **XIII. EXTENDED PUBLIC COMMENT**

Parent Willie Washington, Jr., expressed his appreciation of the Fresh Nation program and informed the Board that it boosted up the self-esteem of the students who participated in the program. Mr. Washington remarked that the positives of the program were very visible.

Teacher Alana Larsen added that the program introduced the students to career choices and remarked that there is indeed merit to the program.

The new dean, Mr. Greene, informed the Board that his first week at the Academy was great and that he appreciates the opportunity to work with Mrs. Counts and Mr. Miller.

---

A copy of the meeting minutes are available for public inspection at West Village Academy, 3530 Westwood, MI 48124 within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42USC § 12101 et sec or any successor law. Should you require specific accommodations, please contact Ms. White at 313.274.9200 prior to meeting.

Mr. Trout remarked that he had a conversation with Mr. Norwood, the other Board candidate, who expressed an interest in serving on a committee. Mr. Trout added that he would forward Mr. Norwood's email information to President Washington.

**XIV. CORRESPONDENCE**

None.

**XV. ADJOURNMENT**

**MOTION: PRESIDENT GEONISHA WASHINGTON MADE A MOTION TO ADJOURN THE MEETING AT 8:07  p.m. /  a.m.**

**SUPPORT: SECRETARY PAUL SERWINEK SECONDED.**

**DISCUSSION: None**

**MOTION CARRIED UNANIMOUSLY.**

**MINUTES CERTIFICATION**

Proposed minutes respectfully submitted,

*Alma A. Hollins*

Recording Secretary

9/20/2016

Date

Approved by the West Village Academy  
Board of Directors:

*Paul Serwinek*

Board Secretary

10/13/2016

Date

---

A copy of the meeting minutes are available for public inspection at West Village Academy, 3530 Westwood, MI 48124 within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42USC § 12101 et sec or any successor law. Should you require specific accommodations, please contact Ms. White at 313.274.9200 prior to meeting.