

**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:** January 21, 2020  
**TIME:** 7:30  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 CARLA HOGAN** called the meeting to order at 7:46  p.m./  a.m. on Tuesday, January 21, 2020.

**II. ROLL CALL**

Mrs. Carla Hogan, 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. Randall Piner, Secretary/Treasurer, Board of Directors	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Mrs. Kerri Hill, Member, Board of Directors	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

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

Mrs. Carletta Counts, Superintendent, West Village Academy  
Mr. Brad Miller, Principal, West Village Academy  
Mrs. Ernestine Howard, Principal, West Village Academy  
Ms. Susan Mosely, Business Manager, West Village Academy

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

Mrs. Alma Hollins, Board Liaison, Provision  
Mrs. Felicia Williams, Director of Finance, Provision  
Mr. Ralph Cunningham, MM1

Mr. Jonathan Trout, Central Michigan University Charter Schools Office

The proposed agenda was distributed.

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**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF ACTING SECRETARY**

**MOTION: PRESIDENT CARLA HOGAN MADE A MOTION TO APPOINT MEMBER KERRI HILL AS ACTING SECRETARY IN SECRETARY/TREASURER PINER'S ABSENCE.**

**SUPPORT: VICE PRESIDENT ROBERT VANEVERY SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY.**

**V. APPROVAL OF AGENDA.**

**MOTION: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE THE January 21, 2020 AGENDA.**

AS PRESENTED.

WITH ADDITIONS/CHANGES. ADD APPROVAL OF MERAKI CONTRACT AS ITEM F. UNDER NEW BUSINESS.

**SUPPORT: PRESIDENT CARLA HOGAN 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 Tuesday, February 18, 2020 at 3530 Westwood Avenue, Dearborn, MI 48124. This meeting is scheduled to convene at 7:30  p.m./ a.m.

**VI. APPROVAL OF THE December 17, 2019 MEETING MINUTES.**

**MOTION: MEMBER KERRI HILL MADE A MOTION TO APPROVE THE December 17, 2019 MEETING MINUTES.**

AS PRESENTED.

WITH CHANGES.

**SUPPORT: PRESIDENT CARLA HOGAN SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY.**

**VII. EPICENTER COMPLIANCE – Mrs. Hollins informed the Board that both the School and the Board were at 100% compliance and shared the upcoming documents and deadlines.**


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## VIII. TREASURER'S REPORT

### a. December Financial Report

Mrs. Williams informed the Board that adjustments still needed to be made to the financials; therefore, they are not available for this Board meeting. Additionally, Mrs. Williams informed the Board that the approved increase of \$240 per student will be included in the budget.

## IX. CAO REPORT

### a. Enrollment

Enrollment is currently at 376.

- We closed down one of the 8<sup>th</sup> grade classes as we only have 29 8<sup>th</sup> grade students.
- We created a 6<sup>th</sup>/7<sup>th</sup> grade split because we had an influx of students in those grades.
- We created a 4<sup>th</sup>/5<sup>th</sup> grade split. We still have a traditional 4<sup>th</sup> grade class as well as a 5<sup>th</sup> grade class.

### b. CAO Evaluation

Mrs. Counts requested a meeting with the Evaluation Committee for a refresher review on what needs to be done.

**President Hogan** and **Member Hill** will meet with Mrs. Counts after the Work Session scheduled for Saturday, January 25<sup>th</sup>.

### c. 21<sup>st</sup> Century Grant Update

We are still reviewing and weighing the advantages to WVA.

### d. Strategic Plan

Mrs. Counts informed the Board that strategic planning is moving slower than expected; however, WVA is still pushing through it. Mrs. Counts added that they are working on putting what they have thus far into the system.

### e. Food Service Bidding

WVA is required to bid out food services this year; therefore, an RFP will be placed in the paper soon.

### f. 3<sup>rd</sup> Grade Reading Law Updates

Ms. Howard explained to the Board that after the K-3 grade students test, they will take a look at the scores to see where the students are at and adjust their plans as needed.

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Mrs. Counts added that they are also putting additional resources into this effort. About 50% of WVA's 3<sup>rd</sup> grade students look to be affected by the 3<sup>rd</sup> Grade Reading Law.

g. DRC Cleaning Contract

Mrs. Counts informed the Board that WVA's part-time cleaning person resigned and rather than hire another employee, DRC agreed, at an additional cost of \$360.73 per month, to schedule in the additional work through June, 2020.

h. Sylvan Learning Contract

Mrs. Counts explained that Sylvan will come in to work primarily with the 2<sup>nd</sup> and 3<sup>rd</sup> grade students from now until testing.

i. E-rate Category 2

Mr. Young explained to the Board that WVA never applied for Category 2 for E-rate and as such, WVA is eligible for \$90,000. Category 2 covers the infrastructure and cabling. Mr. Young added that WVA is looking to have a wireless access point in every classroom. If awarded the \$90,000, WVA is responsible for 15% of whatever is spent.

Mrs. Counts informed the Board that in addition to the 15% that WVA would be required to pay, to submit the request for Category 2 will cost an additional \$9,000.

**President Hogan** requested that Mr. Young provide a summary for the Board to review.

Mr. Trout suggested that WVA secure quotes on the cost of Category 2 so that WVA will know what 15% looks like.

j. Security Grant

Mrs. Counts will be applying for the Security Grant again this year. WVA will be applying as a district which makes the Academy eligible for \$240k.

## X. STRATEGIC PLANNING PROGRESS

a. Strategic Planning

Previously discussed in Mrs. Counts' report.

## XI. OLD BUSINESS

None.

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**XII. NEW BUSINESS**a. Approval of Revised DRC Cleaning Contract

**MOTION:** MEMBER KERRI HILL MADE A MOTION TO APPROVE THE REVISED DRC CLEANING CONTRACT.

**SUPPORT:** VICE PRESIDENT ROBERT VANEVERY SECONDED.

**DISCUSSION:** None.

**MOTION CARRIED UNANIMOUSLY**

b. Approval of Additional Sylvan Contract

**MOTION:** VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE THE ADDITIONAL SYLVAN LEARNING CONTRACT.

**SUPPORT:** PRESIDENT CARLA HOGAN SECONDED.

**DISCUSSION:** None.

**MOTION CARRIED UNANIMOUSLY**

c. Approval of E-Rate Category 2 Contract

**MOTION:** MEMBER KERRI HILL MADE A MOTION TO TABLE APPROVAL OF THE E-RATE CATEGORY 2 CONTRACT PENDING ADDITIONAL INFORMATION.

**SUPPORT:** VICE PRESIDENT ROBERT VANEVERY SECONDED.

**DISCUSSION:** None.

**MOTION CARRIED UNANIMOUSLY**

d. Approval of Industry Specific Staffing Contract

**MOTION:** VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE THE INDUSTRY SPECIFIC STAFFING CONTRACT.

**SUPPORT:** PRESIDENT CARLA HOGAN SECONDED.

**DISCUSSION:** None.

**MOTION CARRIED UNANIMOUSLY**

e. Approval of Designated Signatories Resolution

**MOTION:** VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE THE REVISED DESIGNATED SIGNATORIES RESOLUTION.

**SUPPORT:** PRESIDENT CARLA HOGAN SECONDED.

**DISCUSSION:** None.

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**MOTION CARRIED UNANIMOUSLY**

**MOTION: MEMBER KERRI HILL MADE A MOTION TO ADD SECRETARY/TREASURER RANDALL PINER AS A SIGNER ON THE WVA COMERICA BANK ACCOUNT.**

**SUPPORT: VICE PRESIDENT ROBERT VANEVERY SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY**

**XIII. COMMITTEE REPORTS****a. Governance Committee**

**President Hogan** informed the Board/Administration that she contacted the Doubletree Hotel in Dearborn as a possible venue to hold the Board/Administration retreat. **President Hogan** requested that the Board check their schedules for availability on April 17<sup>th</sup> and 18<sup>th</sup>. More discussion will take place at the February Board meeting.

**b. Academic Committee**

**Vice President VanEvery** reported that the Academic Committee met on January 15<sup>th</sup> and mostly discussed testing/scores. **Vice President VanEvery** added that WVA is making progress.

**c. Finance Committee**

There is no Finance Committee report as **Secretary/Treasurer Piner** was unavailable for this Board meeting.

Superintendent Counts briefly addressed the marketing efforts of WVA.

**XIV. FOLLOW UP/ACTION ITEMS****a. Staff Review Results Follow-up**

Superintendent Counts and Mr. Cunningham spoke to the Conditional Employment Form finding.

**b. Recruitment of Board Members**

**President Hogan** informed the Board/Administration that Mr. Halabi, whom the Board had nominated to fill former Member Serwinek's seat, was no longer available to serve on the Board based on his lack of capacity.

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**President Hogan** remarked that the Board needs to search for another candidate and added that they should take a look at what skill set(s) need to be added to the Board.

c. Board Self-Assessment

The Board discussed the survey and indicated that they would rather fill it out less frequently than every Board meeting. The Board felt that it needed to be a meatier survey.

**XV. OTHER BUSINESS**

a. CMU – Jonathan Trout

Mr. Trout thanked the Academy for their celebration of the Board and applauded the working relationship of the Board and Administration.

Mr. Trout reminded the Board of the February 27<sup>th</sup> Board Development session on Assessing Academic Progress.

Mr. Trout suggested that the Board might want to send their reviews/changes of the Board Policies to the National Charter School Institute in sections rather than wait until they review and change the entire Board Policy manual.

**XVI. EXTENDED PUBLIC COMMENT**

**President Hogan** thanked the Leadership Team and Staff for their work and expressed appreciation on behalf of the Board for today's celebration.

**XVII. CORRESPONDENCE**

None.

**XVIII. ADJOURNMENT**

**MOTION: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO ADJOURN THE MEETING AT 8:52  p.m. /  a.m.**

**SUPPORT: MEMBER KERRI HILL SECONDED.**

**DISCUSSION: None**

**MOTION CARRIED UNANIMOUSLY.**

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MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

*Alma S. Hollins*

Recording Secretary

1/28/2020

Date

Approved by the West Village Academy

Board of Directors:

*[Signature]*

Board Secretary

2/18/2020

Date

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